

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. LABOREREB23R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency GAMING CONTROL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Gaming Control Board
4. Civil Service Position Code Description LABORER-E	10. Division Audit
5. Working Title (What the agency calls the position) Laborer	11. Section Horse Racing
6. Name and Position Code Description of Direct Supervisor GAUNT, HEATHER; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MURLEY, DAVID E; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work Northville Downs, Barry Expo Ctr - 1350 M-37, Hastings, MI / Hours will vary based on scheduled races.

14. General Summary of Function/Purpose of Position

This position serves as the laborer for the Horse Racing Section. The duties consist of collecting urine samples from racehorses. Samples collected are a part of the evidentiary procedure; thus, all samples collected are considered as possible evidence in the event that a sample is analyzed and proves to be a positive identification of a drug or unreported controlled medication. This position also assists the veterinarian with their duties as needed.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 60**

Obtain urine samples from racehorses involved in pari-mutuel racing for the detection of drugs.

Individual tasks related to the duty:

- Check identity of the horse by lip tattoo or freeze brand or other means.
- Urine sample is collected in the collection cup and sealed.
- Sample cards are written and signed by the horse attendant and laborer collecting the sample.
- May be required to testify at hearing on procedures used in collecting evidence.

Duty 2

General Summary: **Percentage: 20**

Preparation for the collection of samples for race card.

Individual tasks related to the duty:

- Review race program to determine the sample items needed for race.
- Prepare all the materials needed for sampling and paperwork needed.
- Make sure all barns are suitable for collecting samples.

Duty 3

General Summary: **Percentage: 10**

Assist the veterinarian with preparing equipment for conducting blood draws or other testing.

Individual tasks related to the duty:

- Create sample packs.
- Set up blood tubes, needles, and sample cards.
- Assist veterinarian as needed.

Duty 4

General Summary: **Percentage: 10**

Perform all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Inventory all supplies needed for testing.
- Verify the detention barn is suitable for testing.
- Verify all equipment is in working order.
- Verify wash racks are working.
- Complete the necessary paperwork to order supplies and report areas needing repair.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position is responsible for maintaining proper chain of custody regarding samples taken at licensed racetracks. The laborer shall ensure the samples are properly administered, stored, and documented. This position will inspect the collection areas to ensure they are appropriate for testing.

17. Describe the types of decisions that require the supervisor's review.

Supervisory guidance would be necessary on decisions regarding whether issues, concerns or potential deficiencies rise to the level that directly affects the determination of the eligibility and suitability of gaming and horse racing license applicants and related qualifiers. Approval of all overnight travel including in-state, domestic and foreign, and any matters that would establish or deviate from the policies and procedures of the MGCB. Supervisory guidance would be necessary on issues that would establish policy, would affect other areas of the Section, or are budgetary in nature.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Contact with horses and environmental odors while at the racetracks. Will require setting and physical exertion, with some bending, stooping, moderate lifting of less than 25 lbs and computer use. May require to be exposed to inclement weather conditions. Some jobs require an employee to work in an environment that involves exposure to chemical fertilizers, insecticides, and weed killers. Additionally, the position may require hours outside of normal business hours and overnight stays.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

The duties consist of collecting urine samples from racehorses. Samples collected are a part of the evidentiary procedure; thus, all samples collected are considered as possible evidence in the event that a sample is analyzed and proves to be a positive identification of a drug or unreported controlled medication. This position also assists the veterinarian with their duties as needed.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Duties have not changed

25. What is the function of the work area and how does this position fit into that function?

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

The position requires a thorough knowledge of the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019 and the Lawful Sports Betting Act of 2019, the Fantasy Contests Consumer Protection Act of 2019, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and their associated Administrative Rules.

This position will assist the veterinarian with drug testing measures under the Act and Rules of Horse Racing.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the use and care of a variety of hand tools and motorized machinery.
- Knowledge of procedures and methods used in the care of lawns, trees, shrubs, flowers, and vegetable gardens.
- Knowledge of the proper use of fertilizers, insecticides, and weed killers.
- Knowledge of the methods used in preparing, applying and finishing various patching and sealant materials.
- Knowledge of potential dangers and safety precautions applicable to the work performed.
- Skill in the use of common hand tools and a variety of power tools and motorized machinery.
- Skill in performing routine maintenance and minor repairs on power tools and motorized machinery.
- Ability to follow instructions.
- Ability to read written directions on use of equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date