

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 Departmental Technician-E	10. Division Licensing & Investigations
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Enterprise Licensing
6. Name and Position Code Description of Direct Supervisor CHAPARRO, LAURA; DEPARTMENTAL MANAGER-2 13	12. Unit
7. Name and Position Code Description of Second Level Supervisor SULLIVAN, JOHN; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work 3062 W. Grand Blvd., Detroit, MI 48202 / Monday - Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The Enterprise Licensing Section is responsible for regulating, licensing and enforcing State laws and administrative rules as it relates to the Detroit casino operations, Horse Racing operations, and charitable gaming Millionaire Party operations in Michigan. This position has the responsibility of reviewing and processing the applications of the Detroit casinos, suppliers and vendors, and Millionaire Party and consulting with applicants concerning the requirements for filing applications, disclosures and related documentation to ensure conformity of application documentation with the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contest Consumer Protection Act and associated administrative rules.

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

Responsible for determining conformity to the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contest Consumer Protection Act and associated administrative rules.

Individual tasks related to the duty:

- Screen, review and evaluate applications, various confidential documents submitted for licensure and/or notification.
- Communicate to applicants and licensees to request and obtain required documentation and information for the application process.
- Verify fees submitted with the documents.
- Audit internal databases and forward vendors to the Departmental Supervisor for inactivation based on failure to comply with specified requirements.
- Review outstanding tax liabilities discovered from the financial review of the State of Michigan Treasury database and IRS transcript.
- Make recommendations to grant or deny a request for supplier license exemption and forward supporting documentation to supervisor for final approval.
- Review internal databases and gather documentation as discrepancies are identified within the application process.

Duty 2

General Summary:

Percentage: 20

Work with databases and network system to input and maintain sensitive data relevant to licensing.

Individual tasks related to the duty:

- Prepare and review lists and reports to assist management with the evaluation and monitoring application processing metrics, tax liability tracking, and status of applicants/licensees.
- Responsible for inventory and control of unit forms, and on-going record updates.
- Index and prepare documentation for scanning.
- Maintain up-to-date knowledge of the above mentioned Acts and Rules..

Duty 3

General Summary:

Percentage: 10

Consult with applicants on a confidential basis concerning the requirements for filing and uniformity of documents. .

Individual tasks related to the duty:

- Answer inquiries regarding functions, rules, and procedures from the general public, applicants/licensees and employees of MGCB.
- Coordinate activities with MGCB staff to appropriately direct callers and provide statutorily correct response to policy and procedure questions

Duty 4

General Summary:

Percentage: 10

Notify licensees and registrants of yearly renewal requirements and perform all other duties as needed to contribute to the overall mission of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Monitor and respond to inquiries/ notifications made to the Unit Email Account for relevant information and respond accordingly.
- Maintain organized files on applications received.
- Processes Board Orders and issues licenses.
- Perform other related work as assigned.
- Serve on agency committees.

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

When reviewing documents or information it may be necessary to clarify with Supervisor pertinent facts or receive additional information pursuant to current policy and procedures.

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

Supervisory guidance would be necessary on issues that would establish policy or would affect other areas of the Department. Decisions of a Departmental Technician also require a supervisors' review when the Departmental Technician is unclear on how to proceed in any situation and when procedures, policies, or written instructions do not exist. Applications for licensure and exemptions require the supervisor's review and approval of:

- Organizational structure, ownership charts and new key persons.
- Final financial review of the State of Michigan Treasury database and IRS transcript delinquent tax liabilities.
- Recommendations for Supplier License Exemption applications.

- Decision to inactivate a vendor.
- Any deficiencies from the Michigan State Police background checks.

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.

Work is performed in a standard office setting but may require travel and periodic high concentrations of noise and secondhand tobacco smoke associated with casino settings. There is often pressure from all parties involved to obtain action on matters as soon as possible.

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

Agree.

23. What are the essential functions of this position?

Review and evaluate documentation submitted for licensure to determine conformity with the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act , the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contest Consumer Protection Act and associated administrative rules.,and internal policies and procedures. Consulting with applicants concerning the requirements for filing applications, disclosures, and related documentation.

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

The position description includes duties and responsibilities associated with the Millionaire Party Licensing and regulation specified in with the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act , the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contest Consumer Protection Act and associated administrative rules. .

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

The Michigan Gaming Control Board provides one-of-a-kind expertise in the area of gaming. The division is responsible for all licensing activities required by the Board. Within the division, this section will issue and renew licenses for Casinos, Casino Suppliers, Horse Racing operations and Millionaire Party operations This position will assist in processing licenses and related documents and reports.

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

EDUCATION:

Possession of a high school diploma or a GED Certificate.

EXPERIENCE:

Departmental Technician 7 One year of experience performing 7-level office support activities is required. Departmental Technician 8 One year of experience as a Departmental Technician 7 or one year of experience performing 8-level office support activities is required. Departmental Technician E9 One year of experience as a Departmental Technician 8; or one year of 9-level office support experience; or one year of experience as a supervisor of office support activities is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively.
- Knowledge of rules, regulations, policies, procedures and terminology used in the work.
- Knowledge of the techniques for using reference material and organizing data for reports.
- Knowledge of the techniques for interviewing and obtaining information.
- Knowledge of organizations, workflow, staffing, forms and procedures.
- Ability to use a computer.
- Ability to abstract and present significant facts from data.
- Ability to interpret and apply complex laws, rules and regulations.
- Ability to review data and operations and make recommendations for changes.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None required.

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