

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

Position Code 1. DEPSPL2I93N
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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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Charitable Gaming
5. Working Title (What the agency calls the position) Gaming Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor PANETTA, MARY E; STATE ADMINISTRATIVE MANAGER-1	12. Unit Gaming
7. Name and Position Code Description of Second Level Supervisor WELLS, RONALD K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E HILLSDALE ST; LANSING, MI 48933 / Monday - Friday; 7:45 am - 4:45 pm (may vary)

14. General Summary of Function/Purpose of Position

This position will control three statewide programs, leading the ongoing design, development, evaluation, and administration of the Alternative Games of Chance Program, the Electronic Bingo Minder Program and the Linked Progressive Bingo Program. This position will oversee all processes related to the management of these programs including leading the ongoing design, development, evaluation, and administration of the programs; analyzing operations and implementing improvements to processes and procedures to increase efficiency. The position is also responsible for creating and updating electronic forms and game records and assisting in the review and approval of charitable gaming license applications 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: 75

Serve as the program manager administering the Alternative Games of Chance Program, the Electronic Bingo Minder Program, and the Linked Progressive Bingo Program.

Individual tasks related to the duty:

- Serve as technical advisor and liaison with organizations, companies', manufacturers and suppliers as it relates to the program area.
- Evaluate and analyze requests to use alternative raffle methods for compliance with the act, rules, and directives of the bureau. Determine whether appropriate documentation has been submitted and whether the proposed method can be approved. Request additional information, if necessary.
- Review and evaluate manufacturers' requests for approval to market an electronic bingo card system (EBCS) in Michigan, determine acceptability of documents submitted, and decide on appropriate action.
- Review and evaluate suppliers' requests for approval to provide an approved EBCS to bingo licensees in Michigan, determine acceptability of documents submitted, and decide on appropriate action.
- Review and evaluate linked bingo proposals, determine acceptability of documents submitted, and decide on appropriate action.
- Respond to inquiries regarding the Alternative Games of Chance, Electronic Bingo Minder and Linked Progressive Bingo programs and interpretation of the act, rules, directives, and game instructions.
- Create game instructions for frequently approved alternative methods and develop processes to ensure integrity of the games.
- Collect and maintain information necessary to monitor the Alternative Games of Chance Program.
- Collect, analyze, and maintain quarterly financial data from EBCS suppliers.
- Collect, analyze, compile and maintain monthly reports from approved linked bingo game providers and data necessary to monitor the Linked Progressive Bingo Program.
- Administer and evaluate the programs; formulate procedures and guidelines; recommend updates to rules, directives, or game instructions as needed, and develop internal policies and procedures designed to ensure overall efficiency of the programs.
- Serve as program expert for internal staff, field staff, licensees, and other agencies.

Duty 2

General Summary:

Percentage: 15

Electronic game records and special projects.

Individual tasks related to the duty:

- Develop and update electronic forms and game records.
- Perform special projects involving researching, analyzing, and interpreting information, statutes, policies and/or procedures related to assigned projects.
- Participate in the administrative rule change process which includes reviewing rules, proposing changes, and drafting language.
- Identify problems, recommend solutions, and implement changes to improve division operations.
- Develop and maintain reports, spreadsheets, databases, forms, etc. as needed to manage assigned projects.

Duty 3

General Summary:

Percentage: 5

Respond to inquires from the public, attorneys, legislature and the Governor's office.

Individual tasks related to the duty:

- Respond to inquiries providing interpretation of the statute and rules.
- Respond accordingly to sensitive issues.
- Serve as back-up to the Gaming Director.

Duty 4

General Summary:

Percentage: 5

Assist in processing applications and perform other duties as needed to contribute to the overall operation of the Michigan State Lottery.

Individual tasks related to the duty:

- Assist in processing license applications as needed.

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

Decisions regarding the approval of linked systems for bingo, new forms of bingo cards and alternative forms of raffles. Determine approvals for alternative raffle methods, electronic bingo card systems, and linked bingo game requests based on review of documents submitted; regular interpretation of the act and rules when questioned by staff, the public, legislature, or executive branch. These decisions will affect the charitable gaming community statewide, including thousands of nonprofit organizations and hundreds of for-profit companies.

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

Policy questions regarding interpretation of the act, rules, directives, or licensing procedures when confronted with sensitive or ambiguous situations.

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.

Extensive use of VDT terminal and keyboards. Could, on occasion, be exposed to smoky environments.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position will control three statewide programs, leading the ongoing design, development, evaluation, and administration of the Alternative Games of Chance Program, the Electronic Bingo Minder Program and the Linked Progressive Bingo Program. This position will oversee all processes related to the management of these programs including leading the ongoing design, development, evaluation, and administration of the programs; analyzing operations and implementing improvements to processes and procedures to increase efficiency. The position is also responsible for creating and updating electronic forms and game records and assisting in the review and approval of charitable gaming license applications as needed.

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

Update to combine duties 1, 2 & 3 (administration of 3 statewide programs) into duty 1; removal of FOIA duties & addition of electronic game records duties with an increase to percentage of time, and removal of duty 6.

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

The gaming unit issues all of the charitable gaming licenses for the state.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods of planning, developing and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

N/A

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