

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 Regulation Specialist-2	10. Division Licensing and Investigations
5. Working Title (What the agency calls the position) Regulation Specialist	11. Section Criminal Investigations
6. Name and Position Code Description of Direct Supervisor LESSNAU, JOHN C; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ALAGNA, TINA M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3062 W GRAND BLVD L-700; DETROIT, MI / Generally Mon-Fri, 6:30am-4pm, but hours can vary

14. General Summary of Function/Purpose of Position

This position provides expert advice and analysis and conducts specialized investigations involving identity theft, fraud, money laundering and collusion with the primary focus centering on iGaming. This position will have complete responsibility for the most complex assignments and sensitive and difficult investigations related to the Lawful Internet Gaming Act (LIGA), Fantasy Contest Consumer Protection Act, the Lawful Sports Betting Act their administrative rules, or any other Act under the jurisdiction of the Michigan Gaming Control Board (MGCB).

The position develops policies and procedures regarding investigative data collection and storage, keeps the Board apprised of emerging trends in illegal gambling, coordinates with outside agencies and offers expert assistance, functions as a subject matter expert in conducting investigations related to internet gaming, develops programs and training to enhance investigative integrity, and conducts complex investigations related to violations of matters falling under the jurisdiction of the Criminal Investigations Section (CIS).

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

Conducts the most complex investigations involving identity theft, fraud, money laundering and collusion within iGaming platforms for the Criminal Investigations Section using techniques and skills designed to promote and further investigations related to matters under the jurisdiction of the Board and CIS.

Individual tasks related to the duty:

- Identifies, evaluates, monitors, and investigates suspected illegal gambling, and suspicious activity reports; including analyzing complex data to identify sources and individuals attempting to utilize the licensed internet gaming activity in Michigan for criminal activity, specifically identity theft, fraud, and money laundering.
- These investigations are highly complex including but not limited to identity theft rings involving multiple individuals, credit card fraud and bit coin transactions.
- Conducts all aspects of investigations including, collecting and preserving evidence, conducting interviews, writing investigative reports, and providing testimony.
- Formulates policies, procedures, guidelines and methods to deter, monitor and control suspicious internet gaming transactions.
- Develops program plans and goals, plans and coordinates training and makes recommendations related to specialized internet gaming investigations.
- Continues to monitor changes and makes recommendations to deter non-compliance to any of the Acts under the jurisdiction of the Board. Acts as a liaison between the Board and the public, the Michigan State Police, the Office of Attorney General, and other pertinent organizations or entities.
- Collects and evaluates all data pertinent to a given investigation, and secures evidence for use in preparing reports, testifying at hearing, etc.
- Compiles data into comprehensive reports to aid in the development of relationships to identify as many involved individuals as possible.
- Delivers presentations, testimony and other evidence as required, detailing the investigative findings and evidence.
- Makes recommendations of internal controls, recommends additional oversights and trends.
- Develops alternative strategies related illegal internet gaming based on analysis and research.
- Performs other complex and sensitive investigative duties and responsibilities as directed.

Duty 2

General Summary:

Percentage: 20

Functions as the CIS representative to inter-agency committees.

Individual tasks related to the duty:

- Serves as a liaison to representatives of the casinos, Attorney General's office, State Police, and Internal Revenue Service, iGaming platform providers, iGaming Section and other agencies to report suspicious activity trends related to internet gaming, specifically.
- Investigates, identifies and reports on high-risk trends, habitual offenders and high-profile issues.
- Makes recommendations, based on experience, to agencies requesting assistance in conducting similar investigations.
- Identifies and classifies the specific type of activity noted.
- Schedules and prepares agendas for inter-agency committee with Attorney General, State Police and other agencies.

Duty 3

General Summary:

Percentage: 20

Performs other related duties as needed to contribute to the overall operation of the Michigan Gaming Control Board, including special projects and reports.

Individual tasks related to the duty:

- Coordinates with the iGaming Section on methods of uniform incident reporting.
- Performs other duties and special projects as assigned.
- Serves on agency committees.

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

Determines which investigations could benefit from advanced investigative techniques to help bring them to a successful conclusion and initiates the needed action. Decisions in the selection of relative data from supplied sources to incorporate into investigative reports to assist in the prosecution of complex criminal activity related to illegal gambling.

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

Decisions where goals and/or objectives require establishing new policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of the Board.

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.

This position involves conducting investigations, data gathering, and analysis which could take place in the office or the field. There will be substantial time spent meeting with outside agencies developing investigative strategies working at a computer and lifting less than 25 lbs. Travel to the Board's Lansing/Detroit offices as well as locations across the State of Michigan. The position may require hours outside of normal business hours and overnight stays. All employees have a responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate in all required training.

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?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position conducts specialized investigations of suspected identity theft, fraud, money laundering, and collusion within internet gaming platforms.

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

New position establishment.

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 Criminal Investigations Section of the Michigan Gaming Control Board is responsible for investigating alleged violations of the Gaming Control & Revenue Act, the Traxler-McCauley-Law-Bowman Bingo Act, the Lawful Internet Gaming Act, the Fantasy Contest Consumer Protection Act, the Lawful Sports Betting Act their administrative rules and any allegation of illegal gambling that, if true, would constitute a violation of the penal code with the primary goal of seeking criminal prosecution.

This position conducts complex investigations into allegations of identity theft, fraud, money laundering and collusion on internet gaming platforms.

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:

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Four years of professional experience in regulation, including two years equivalent to a Regulation Agent P11 or Regulation Officer P11, or one year equivalent to a Regulation Agent 12 or Regulation Officer 12.

Alternate Education and Experience

Regulation Specialist 13 - 15

Six years of experience as a State Police Detective Sergeant or equivalent may be substituted for the education and experience requirements. The determination of equivalent experience is based on a comparison of an applicant's experience and training to the experience and training, specifically as it relates to investigative training, of a Michigan State Police Detective.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and techniques of investigating fraud and identity theft.
- Knowledge of state and federal laws, applicable Acts and Laws, and legislative processes related to work.
- Ability to plan, direct, and coordinate program 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 area based on information of a conceptual nature from varied and complex sources.
- Ability to complete an investigation while analyzing and compiling an extreme amount of data and information,
- Ability to communicate effectively with others verbally and in writing.
- Ability to testify during court proceedings.

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.

RENEE DOWNEY

6/26/2024

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