

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

<b>Position Code</b> 1. STDDADM1T96N
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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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> BUREAU OF STATE LOTTERY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan State Lottery
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Charitable Gaming
<b>5. Working Title (What the agency calls the position)</b> Licensing and Gaming Section Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> WELLS, RONALD K; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b> Gaming
<b>7. Name and Position Code Description of Second Level Supervisor</b> FROELICH, JOSEPH T; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 101 E Hillsdale, Lansing, MI 48933 / Hybrid

**14. General Summary of Function/Purpose of Position**

This position is responsible for overseeing the Licensing and Gaming Sections of the Charitable Gaming Division of the Bureau of State Lottery. Responsibilities of the Licensing and Gaming Sections include qualifying nonprofit organizations and licensing all gaming events; developing and marketing charity game tickets; developing and implementing electronic bingo programs including electronic bingo card minders and linked bingo games; budget preparation and revenue forecasting; developing and evaluating program policies, procedures, and rules; developing and analyzing legislation; gathering information to be used in the Division's Annual Report to the Legislature; creating and distributing the Division's newsletter; and granting approval for secondary games of chance and alternative styles of determining winners at raffles. This position also directs the clerical and record keeping functions of the Charitable Gaming Division, including electronic document workflow, data management, the Division's electronic filing system, records retention oversight, data entry oversight, forms development, and public relations.

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: 40**

Provides leadership, direction, and supervision to the Licensing Section of the Charitable Gaming Division.

**Individual tasks related to the duty:**

- Directs and oversees the statewide qualification and licensing program provided for by the Michigan Bingo Act, MCL 432.101, *et seq.* This includes the qualification of charitable organizations; the licensing of qualified organizations to engage in charitable gaming activities including bingos, charity game ticket sales, and raffles; the licensing of bingo halls; the licensing of charitable gaming equipment suppliers; and the licensing of charitable gaming equipment manufacturers.
- Supervises the qualification of more than 20,000 non-profit organizations, and the approval or denial of approximately 10,000 gaming and supplier license applications annually. These activities require complex analysis of organizational documents and other legal documents, and interpretation of interpreting various rules, regulations and statutes.
- Serves as the point of contact with legislators, attorneys, nonprofit organizations, and other state and federal agencies with respect to the qualification and licensing programs.
- Provides direct supervision for all Licensing Section staff, including scheduling work assignments, setting priorities, directing the day-to-day work of the Section, and determining whether performance objectives and goals are being met.

**Duty 2**

**General Summary:**

**Percentage: 40**

Provides leadership, direction, and supervision to the Gaming Section of the Charitable Gaming Division.

**Individual tasks related to the duty:**

- Directs and oversees the electronic bingo and charity game ticket programs administered by the Charitable Gaming Division.
- Directs the development and implementation of new statewide gaming programs to assist nonprofit organizations in raising revenue for charitable purposes, including electronic bingo card minder systems, electronic linking of Michigan Progressive Jackpot games.
- Oversees the approval of secondary games of chance and alternative styles of determining winners at raffles.
- Supervises the administration of the Charity Game Ticket Program, including RFP development, new ticket development, marketing and promotional development, defective ticket resolution, and ticket testing.
- Directs and oversees the data management and workflow processes for the tens of thousands of documents received annually by the Charitable Gaming Division, including financial and other licensee information.
- Provides direction for all technology needs of the Charitable Gaming Division, including reviewing and evaluating current computer systems and determining division technology and software needs by working with Lottery, staff DTMB staff, and other stakeholders.
- Provides direct supervision for all Gaming Section staff, including scheduling work assignments, setting priorities, directing the day-to-day work of the Section, and determining whether performance objectives and goals are being met.

**Duty 3**

**General Summary:**

**Percentage: 20**

Administrative duties and special projects.

**Individual tasks related to the duty:**

- Oversees the development and implementation of policies, procedures, and guidelines for the Charitable Gaming Division, including directing the analysis of on-going program operations and recommend modifications to improve efficiency.
- Directs the creation and maintenance of all division forms; gathers information to be used in the Division's Annual Report to the Legislature; and oversees the creation and distribution of the Division's newsletter.
- Supervises the resolution of errors made by licensees in completing the financial statements and provides technical assistance to licensees in completing the financial statements accurately.
- Directs staff in developing computer reports from information contained in CGIS, conducts analysis on the data and reports the findings as appropriate.
- Supervises and conducts special studies, special projects, and other duties as assigned by the Deputy Commissioner.

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

- Decisions regarding qualification of non-profit organizations.

- Decisions regarding licensing of qualified organizations to engage in charitable gaming activities.
- Decisions regarding the electronic bingo and charity game ticket programs administered by the Charitable Gaming Division.
- Decisions regarding the supervision of the day-to-day activities of Licensing and Gaming Section staff.
- Decisions regarding data management and workflow processes of Division information.

17. Describe the types of decisions that require the supervisor's review.
- Situations and decisions that have broad impact or are sensitive in nature.
  - Situations and decisions that are not contemplated by or current policy or guidelines and require higher level intervention.
  - Decisions that may set precedent.
  - Decisions that require legal expertise.
  - Decisions regarding sensitive matters of licensing or qualification.

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.

The position performs work in an office environment and may work remotely from an appropriate location. The position requires daily sitting, kneeling, reaching, walking, and bending. Some work may require overnight travel.

All employees have a responsibility for workplace safety, including identifying potential hazards, reporting them, and ensuring they actively participate in all 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
DARLING, PHYLLIS M	DEPARTMENTAL SPECIALIST-2 13	PANETTA, MARY E	DEPARTMENTAL SPECIALIST-2 13
<b>Additional Subordinates</b>			

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?
- Ability to analyze complex issues and information.
  - Ability to lead and direct the work of others.
  - Ability to reason and problem solve.
  - Ability to effectively communicate with coworkers and the general public.
  - Ability to write concise, accurate reports.
  - Ability to function independently or in a team environment.
  - Attendance is an essential function duty.

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

New position.

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

The Charitable Gaming Division is responsible for administrating and regulating gaming activity under the authority of the Michigan Bingo Act MCL 432.101, *et seq.* This position will be an instrumental part of the division by overseeing the operations of the Licensing and Gaming Units. This includes supervising the qualification of all non-profit organizations; the licensing of non-profit organizations to engage in charitable gaming activities; and the licensing of suppliers and manufacturers of charitable gaming supplies and equipment. The position also directs and supervises employees that administer the charity game ticket program, which is the primary source of Division funding. Further, the position oversees the development and implementation of policies, procedures, and guidelines for the Charitable Gaming Division and the management of Division information and data systems. Finally, the position supervises the day-to-day duties of several Division staff members.

The Michigan State Lottery strives to maximize net revenues to supplement state education programs; to provide fun and entertaining games of chance, and to operate all games and bureau functions with nothing less than total integrity. The Lottery was established under the authority of Public Act 239 of 1972 to generate funds to support Michigan's public-school system.

**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:**

**State Administrative Manager 15**

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

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work independently, establishing goals; ability to supervise a diverse staff; ability to deal with legislators and other state and federal agencies; extensive knowledge of division policies and the licensing process; and ability to understand computer system and databases.

**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.

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