

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

Position Code

1. DEPTALTAQ98Y

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 Analyst-A	10. Division Executive
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section External Affairs & Responsible Gaming
6. Name and Position Code Description of Direct Supervisor TOMPKINS, JASMINE M; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILLIAMS, HENRY L; EXEC DIR MI GAMING CNTRL BOARD	13. Work Location (City and Address)/Hours of Work 101 E. Hillsdale St., Lansing, MI 48933 / Monday - Friday 8 am - 5 pm (shifts may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource providing support to the External Affairs & Responsible Gaming section of the Michigan Gaming Control Board (MGCB), recommending criteria and guidelines to assess the agencies' program structures, developing program plans and reports, analyzing data, and performing a full range of professional assignments to ensure the integrity of gaming and compliance with laws, regulations and approved internal control procedures within gaming industries operating under the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contests Consumer Protection Act, the Michigan Gaming Control & Revenue Act as amended, the Bingo Act (Acts) and administrative rules.

This position reviews sensitive departmental and program issues and is routinely given special projects, which involves researching confidential and sensitive information for the Michigan Gaming Control Board (Board). Responsibilities include coordinating information exchanges with other gaming jurisdictions, consulting with and providing advice to the Michigan legislature, tribes, Detroit casino executives and other stakeholders.

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: 55

As the recognized resource this position is responsible for the development of complex and confidential reports to support the External Affairs & Responsible Gaming section. Performs a full range of professional assignments to support the activities of the MGCB as it regulates internet gaming licensees, internet sports betting licensees, and racetrack licensees to ensure compliance by applicants and licensees under the Acts and administrative rules.

Individual tasks related to the duty:

- Recommends criteria and guidelines to assess the agencies' program structures, developing program plans and reports
- Reviews and interprets existing and proposed laws, policies, and procedures as they relate to assigned projects.
- Develops complex and confidential reports on behalf of the Director of External Affairs & Responsible Gaming to ensure the agency is meeting its statutory responsibilities in the Gaming Control and Revenue Act as amended, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Horse Racing Law, and Administrative Rules for monthly reporting.
- Develops, analyzes, and reports licensing activities on behalf of the Director of External Affairs & Responsible Gaming. This information is also included in the annual report for the Governor.
- Researches various industry trends and other information as requested.
- Develops policy materials.
- Researches, analyzes, and compiles data and statistics and disseminates the information into graphs, reports, and presentations.
- Reviews and collects information from multiple sources such as industry publications, other regulatory agency resources, and information storage and retrieval systems.
- Reviews and interprets existing legislation, directives, policies, procedures, and activities to promote the overall efficiency in the administration of agency programs and conformance with the 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 Contests Consumer Protection Act, Board Resolutions, and Administrative Rules. Prepare confidential correspondence, reports and policy statements regarding activities on a monthly basis.

Duty 2

General Summary:

Percentage: 35

Researches, analyzes, and compiles data and statistics often with confidential and sensitive documents. This position performs special projects and reports.

Individual tasks related to the duty:

- Conducts follow-up on projects within the agency, ensuring projects are on schedule with proper implementation procedures in place.
- Uses and maintains computer databases to record and analyze data.
- Leads special projects requiring extensive knowledge of MGCB, rules, regulations, and internal processes.
- Analyzes ongoing program operations and recommend modification of policies and procedures to achieve greater efficiency and effectiveness.
- Responsible for tracking specialized projects assigned by the Director of External Affairs & Responsible Gaming to obtain information and data useful in the decision-making process.
- Develops and prepares comprehensive written analytical reports.
- Evaluates organizational and/or operational needs and recommend solutions.
- Organizes, conducts, and assists in the development of training.
- Reviews work assignments, establishes priorities, and coordinates activities.
- Assists the Director of External Affairs & Responsible Gaming with process improvements.
- Attends specialized training to further support the Board's mission.

Duty 3

General Summary:

Percentage: 10

Serves as liaison with Executive staff, other agencies, and organizations in order to coordinate Board initiatives and projects. Participates in meetings and committees and conducts follow-up on issues raised. Performs all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Serves as liaison between the deputy directors, executive office, and division managers and employees.
- Tracks projects, reviews work assignments, establishes priorities, and coordinates to ensure timely completion of assignments.
- Collaborates with management of the Board on assignments, reports, and tasks as needed.

- Compiles material relevant to Board programs and prepares briefing materials.
- Participates in committees, teams, and groups to complete assigned projects.
- Reports out at meetings on Board programs, special projects, and/or issues.
- 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.

Decisions in identifying issues/projects requiring the Board's attention; dissemination of information, particularly that of a confidential nature; and assesses the importance of correspondence and calls. Decisions made directly impact the Board's ability to efficiently govern departmental areas of responsibility. Keeps the Director of External Affairs & Legislative Liaison apprised of highly sensitive issues

Identifies issues/projects requiring the MGCB's attention; decisions around the dissemination of information, particularly that of a confidential nature. Decisions made directly impact the MGCB's ability to efficiently govern departmental areas of responsibility. Keeps the Director of External Affairs & Legislative Liaison apprised of highly sensitive issues.

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

Sensitive or controversial issues that require a decision are brought to the attention of the Director of External Affairs & Legislative Liaison. Any deviation from policies and directives are also brought to the Director of External Affairs & Legislative Liaison's attention. This position performs duties independently with general direction from the Director of External Affairs & Legislative Liaison of the Board; guidance is received on issues requiring Board approval. General executive direction and final approval of special projects.

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.

Standard office environment and physical exertion, with some bending, stooping, moderate lifting of less than 25 lbs. and extensive computer use. Position will be required to travel to Board Lansing/Detroit offices and Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |

N	Approve leave requests.		Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

Management created PD

23. What are the essential functions of this position?

This position serves as the recognized resource providing support to the External Affairs & Responsible Gaming section of the Michigan Gaming Control Board (MGCB), recommending criteria and guidelines to assess the agencies' program structures, developing program plans and reports, analyzing data, and performing a full range of professional assignments to ensure the integrity of gaming and compliance with laws, regulations and approved internal control procedures within gaming industries operating under the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contests Consumer Protection Act, the Michigan Gaming Control & Revenue Act as amended, the Bingo Act (Acts) and administrative rules.

This position reviews sensitive departmental and program issues and is routinely given special projects, which involves researching confidential and sensitive information for the Michigan Gaming Control Board (Board). Responsibilities include coordinating information exchanges with other gaming jurisdictions, consulting with and providing advice to the Michigan legislature, tribes, Detroit casino executives and other stakeholders.

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

This is a new position

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 commercial casino gambling, internet gaming, internet sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events, ensuring the integrity of 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.

As part of the Executive Office, this position provides support to the statutory empowered Board that regulates and conducts investigations of internet gaming, internet sports betting, and racetrack licensees, to ensure compliance by applicants or licensees under the Acts and administrative rules.

This position serves as the recognized resource providing support to the External Affairs & Responsible Gaming section of the Michigan Gaming Control Board (MGCB), recommending criteria and guidelines to assess the agencies' program structures, developing program plans and reports, analyzing data, and performing a full range of professional assignments to ensure the integrity of gaming and compliance with laws, regulations and approved internal control procedures within gaming industries operating under the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contests Consumer Protection Act, the Michigan Gaming Control & Revenue Act as amended, the Bingo Act (Acts) and administrative rules.

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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 Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to act independently.
- Strong analytical and research skills.
- Excellent communication skills (both oral and written).
- Knowledge of the principles and techniques of administrative management including organization, planning, and reporting.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknown and numerous contingency factors are involved.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Travel is required and incumbent must possess a valid driver's license or have alternative transportation available.

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.

None

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