

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE057Y

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-E	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 MORELAND, 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 provides operational and analytical support to the External Affairs & Responsible Gaming section of the Michigan Gaming Control Board (MGCB). Responsibilities include conducting research, performing structured analysis developing program materials, preparing reports and organizing information needed by leadership to monitor trends and evaluate program functions within applicable Acts and administrative rules. The position also manages data compilation activities, coordinates the development of policy materials, prepares process recommendations and executes section-level workflows. This position is routinely assigned projects involving confidential and sensitive information requiring strong organizational and analytical capabilities maintain of the integrity of gaming oversight. The role also performs a full range of 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 Contest Consumer Protection Act, the Bingo Act, the Michigan Gaming Control & Revenue Act as amended (Acts) and 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: 75

Performs research and strategic analysis, organizes data sources, manages reporting workflows, and prepares materials for the External Affairs and Responsible Gaming section.

Individual tasks related to the duty:

- Researches, collects, consolidates, analyzes, and maintains data from numerous sources to support required reporting evaluation and agency goals.
- Conducts research and analysis using statistics, probability and knowledge of applicable Acts and Administrative Rules, prepares reports, and conducts correspondence related to trends.
- Develops policy materials and makes recommendations under direction of the Director.
- Serves as an analytical resource to assist in the division in the identification of trends and irregularities within the External Affairs and Responsible Gaming sections.
- Evaluates organizational and/or operational needs and recommends solutions.
- Analyzes ongoing program operations and recommends modification of policies and procedures to achieve greater efficiency and effectiveness.
- Reviews existing processes, organizes information and prepares recommendations related to identified issues.
- Provides input and operational considerations by providing reports of historical data related to agency licensing and investigations.
- Assists Director with process improvements.
- Organizes, conducts, and assists in the development of training.

Duty 2

General Summary:

Percentage: 25

Serves as a liaison with Executive staff, other agencies, and organizations in order to coordinate to Board initiatives and projects. Participates in meetings and committees, monitors follow-up items and maintains project documentation needed for ongoing issues. Performs 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.
- Compiles material relevant to Board programs and prepares briefing materials.
- Attends specialized training to further support the Board's mission.
- Evaluates organizational and/or operational needs and recommend solutions.
- Organizes, conducts, and assists in the development of training.
- Assists Deputy Director with process improvements.
- Serves on agency committees.
- Routinely assigned special projects which involve researching, analyzing and interpreting often confidential and sensitive information, acts, rules, policies and procedures.
- Plans and facilitates meetings.
- Attends specialized training to further support the Board's mission.

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

This position is expected to use some independent judgement as information is fluid. The position identifies issues/projects requiring the work section'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 Deputy Director apprised of highly sensitive issues

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

Decisions where goals and/or objectives require establishing new or interpretation especially with 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 MGCB.

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. Occasionally, they may be required to travel to Board Lansing/Detroit offices and Detroit-based casinos, where employees may be exposed to high concentration of tobacco smoke and noise. All employees have 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):

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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?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position provides operational and analytical support to the External Affairs & Responsible Gaming section of the Michigan Gaming Control Board (MGCB). Responsibilities include conducting research, performing structured analysis developing program materials, preparing reports and organizing information needed by leadership to monitor trends and evaluate program functions within applicable Acts and administrative rules. The position also manages data compilation activities, coordinates the development of policy materials, prepares process recommendations and executes section-level workflows. This position is routinely assigned projects involving confidential and sensitive information requiring strong organizational and analytical capabilities maintain of the integrity of gaming oversight. The role also performs a full range of 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 Contest Consumer Protection Act, the Bingo Act, the Michigan Gaming Control & Revenue Act as amended (Acts) and administrative rules.

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

Update to correct the section name, slight changes to duties in general summary, duty 1 & duty 2.

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.

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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 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles and techniques of administrative management including organization, planning, and reporting.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Excellent communication skills (both oral and written).

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