

EMPLOYMENT OPPORTUNITY
California Gambling Control Commission
November 3, 2016

You must be a permanent or probationary State employee, a former permanent or probationary employee or on an employment list for this classification in order to apply for this position.

CLASS TITLE Staff Services Manager I (Specialist)	POSITION NUMBER 293-500-4800-003	TENURE Permanent	TIME BASE Full Time	CBID S01
OFFICE OF California Gambling Control Commission	LOCATION Sacramento	MONTHLY SALARY \$5470– \$6796	FILE BY 11-22-2016	RPA # 16- 0007

Reporting Location of position – 2399 Gateway Oaks Drive, Suite 220, Sacramento
Shift and Working Hours – Days, 8:00 am to 5:00 pm
Working Days – Monday through Friday
Phone Number – 916-263-0700

Send Application Packet to:

California Gambling Control Commission
2399 Gateway Oaks Drive, Suite 220
Sacramento, CA 95833
Attn: Alaina Lutz

The California Gambling Control Commission's (Commission) primary responsibility is to regulate gambling activities within the State. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

LOCATION/PARKING:

The Commission is located off of West El Camino Avenue in South Natomas in a business park.
PARKING IS FREE

JOB DESCRIPTION:

Under the general direction of the Deputy Director, Legislation and Regulatory Affairs Division, the Staff Services Manager I (Specialist) is a non-supervisory Regulatory and Legislative Specialist responsible for developing and managing the Commission's complex and politically-sensitive regulations (rulemaking) packages throughout the regulatory process and conducting comprehensive and technical analysis and research related to gambling-related regulations and legislation.

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVICE.

The goal of the Legislation and Regulatory Affairs Division is to build a collaborative, relevant, and proactive regulatory and legislative framework that enables the Commission to make decisions that mitigate risks and ensure the integrity of gambling. The SSM I (Specialist) will act as a leader in the Legislation and Regulatory Affairs Division to provide significant independent regulatory and legislative services on an ongoing basis to: (1) independently promulgate complex and politically-sensitive regulations packages and (2) conduct specialized research, analysis, and surveys related to gambling-related regulations and legislation that are essential to meeting the Commission's strategic objectives.

Duties include, but are not limited to:

For a complete duty statement, visit the Commission's website at <http://www.cgcc.ca.gov>.

DESIRABLE QUALIFICATIONS:

The incumbent must have superior analytical skills, oral and written communication skills, excellent judgement, and the ability to maintain positive, professional working relationships with high-level officials and program stakeholders, including the Tribal gaming and cardroom industries and State and federal agencies. This position requires the incumbent to possess excellent interpersonal skills and a high degree of initiative, independence, and originality in performing duties, while keeping the Deputy Director of Legislation and Regulatory Affairs informed on a timely basis of assignment status and potential issues of concern. Experience in regulations development and legislative analysis are desirable.

Desired Competencies:

- Experience working collaboratively with multiple stakeholders with varying interests to achieve a common goal.
- The ability to negotiate among various stakeholders with differing interests.
- Knowledge of policy-making and administrative processes, including state and federal legislation and state regulations.
- Attention to detail.
- Knowledge of research methods and survey techniques.

SPECIAL PERSONAL CHARACTERISTICS:

- Excellent communication skills;
- Ability to manage time and resources effectively and be responsive to the Commission's needs;
- Ability to work independently and in a team environment;
- Ability to obtain a fingerprint clearance; and,
- Agreement to not gamble at any gaming establishment over which the Commission has regulatory or oversight responsibilities.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply.

CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS INDICATING THEIR TEST SCORE.

All interested applicants must submit:

A standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter.

Statement of Qualifications (SOQ). A SOQ is a narrative discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ should not exceed three (3) pages, using Arial 12 point font size, and be organized and numbered as reflected below.

1. Describe your knowledge and experience of the legislative process and preparing legislative analyses.
2. Describe your knowledge and experience of the regulatory process and developing regulations.
3. Describe your experience leading a team. What was your role in the project and what has been the outcome, to date?
4. Describe your experience that demonstrates your oral communication skills.
5. Describe your experience that demonstrates your ability to interact with high-level officials on politically-sensitive issues.
6. Describe your experience that demonstrates your initiative and creativity.

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

FINGERPRINTING:

Applicants will be fingerprinted for the purpose of obtaining criminal records check.