

**DUTY STATEMENT****SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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**24-0009**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> California Gambling Control Commission	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 293-400-5157-813
<b>UNIT NAME AND CITY LOCATED</b> LICENSING - Sacramento	<b>CLASS TITLE</b> Staff Services Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 293-400-5393-813

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**CALIFORNIA GAMBLING CONTROL COMMISSION MISSION**

We are committed to protecting the public by ensuring integrity and justice in the controlled gambling industry through effective regulations and fair application of the law.

**COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

The California Gambling Control Commission (Commission) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The Commission is proud to foster inclusion and representation at all levels of the Department.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Staff Services Manager I, Licensing Division, the Staff Services Analyst (SSA) is responsible for conducting research, analysis, and exercising independent judgement and discretion to interpret and report on data and apply, statutes, regulations, and policies and procedures to support suitability determinations.

<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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45%

**ESSENTIAL FUNCTIONS:****Licensing Analytical Support**

The Licensing Analyst performs the day-to-day activities for the Gambling Establishments (Cardrooms), Third-Party Providers of Proposition Player Services (TPPPS), Tribal Key Employees (TRKE), Vendors (GVPR), and Manufacturers and Distributors (M&D) programs in accordance with the Gambling Control Act (Act), Tribal Compacts, State Law and Commission Regulations:

- Assists the Associate Governmental Program Analysts (AGPA) in preparing, reviewing, analyzing, and monitoring moderately complex Bureau of Gambling Control (Bureau), Background Investigation Reports.
- Assists the AGPAs in preparing, reviewing and analyzing Licensing Division Memorandums.
- Corresponds with the Legal Division, Legislative and Regulatory Affairs Division, Executive Director and Bureau on less complex licensing matters.
- Reviews, updates and monitors various Licensing Tracking Logs.
- Reviews, updates and monitors the Online Licensing and Workload Database.
- Attends biweekly Commission Licensing Meetings.
- Attends and participates in biweekly Team Debrief Meetings.

30%

**Data Analysis and Reporting**

The Licensing Analyst performs basic research, data gathering and statistical work to analyze and report on Licensing Division Key Performance Indicators (KPIs):

- Generates, reconciles and reviews various licensing program reports using the Online Licensing and Workload Database and elevates relevant findings to Licensing Management.
- Assists in the organizing, coordinating and development of data models and dashboards to report on trends, patterns, volume counts and general licensing activities associated with the Cost and Fee Analysis and Workload Database Drills.
- Assists in the reviews and audits of Commission Licensing Meeting Statistical Tracking.
- Assists in the reviews, updates and maintenance of Commission Licensing Meeting data on the Public Website and elevates relevant findings to Licensing Management.
- Assists in the reviews and responses to a variety of data-related stakeholder requests.

10%

**Licensing Division Administrative Support**

The Licensing Analyst performs administrative analytical support on a variety of Commission Licensing Meeting activities and serves as back up to the Office Technician:

- Coordinates, compiles and prepares the Commission Licensing Meeting Binder and Options, Conditions, and Recommendations (OCR) Document.
- Prepares the Commission Meeting Deadlines Calendar and Commission Meeting Dates Memorandum.
- Verifies accuracy within the Online Licensing Database prior to preparing documentation to issue badges for Temporary Licenses and/or Temporary Commission Work Permits requested by the Bureau.
- Assists with the preparation and mailing of replacement badges.
- Assists with workload overflow within the Licensing Division.
- Assists with monitoring the Licensing phone line, on an as needed basis.

10%

**Policy and Procedure Support**

The Licensing Analyst will participate in the review, analysis, updating and drafting of Licensing Division policy and procedures to ensure accuracy and adherence to the Act, Tribal Compacts, State Law and Commission Regulations:

- Consults with Licensing Division staff to obtain feedback on proposed updates.
- Coordinates and participates in the review process of new/revised policies and procedures.
- Reviews, updates and monitors the Licensing Procedure Matrix.

5%

**Other Duties**

In order to provide assistance to the Commission with regard to representation on licensing matters:

- Participates in the Commission's Strategic Planning efforts.
- Assists in the development of Workload Measures to support Budget Change Concepts (BCC) and/or Budget Change Proposals (BCP).
- Presents statistical data and information at various stakeholder meetings at the request of Licensing Management.
- Supports staff with any and all coverage needs.

<p>% of time performing duties</p>	<p>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i></p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b>All employees</b> shall have general qualifications as described by <a href="#">California Code of Regulations, title 2, section 172.</a></p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to interact in a team environment with coworkers and external stakeholders in a professional manner, and with integrity and respect.</li> <li>• Demonstrated ability to adapt to change and uncertainty.</li> <li>• Demonstrated proficiency working with Microsoft Office (Outlook, Word, Excel).</li> <li>• Excellent interpersonal communication skills (written and verbal) to achieve productive business outcomes.</li> <li>• Excellent time management and organizational skills.</li> <li>• Excellent at exhibiting ownership and accountability</li> <li>• Action-oriented, results-oriented and detailed-oriented.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Highly self-motivated, open-minded, flexible, and customer-focused.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <p>The employee's workstation is located at 2399 Gateway Oaks Drive, Suite 220 and is equipped with standard or ergonomic office equipment, as appropriate. The incumbent works an average of 40 hours per week. Operating a computer with various software programs, including email and word processing, entering information into a computer database, operating an office or cellular phone, fax, and copier are used on a regular basis.</p> <p>This position may be eligible to participate in a hybrid telework schedule. Occasional in-office days are required and participation in telework is subject to the Commission's Telework policy and supervisor's approval.</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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