

DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

RPA- 16-0007	EFFECTIVE DATE:
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NAME OF AGENCY California Gambling Control Commission	POSITION NUMBER (Agency - Unit - Class - Serial) 293-500-4800-003
UNIT NAME AND CITY LOCATED Legislation and Regulatory Affairs Unit	CLASS TITLE Staff Services Manager I (Specialist)
WORKING DAYS AND WORKING HOURS Monday - Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 293-500-5393-801

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.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
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.

% of time performing duties	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. (Use additional sheet if necessary)
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65%	<p>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.</p> <p><i>In accordance with the Government Code, Office of Administrative Law (OAL) and other controlling regulations, the Gambling Control Act, Tribal-State Compacts and Commission regulations, the following activities are performed:</i></p> <p>ESSENTIAL FUNCTIONS: Regulations Development and Management – Develop and manage Commission regulatory packages for specified subjects in compliance with all requirements of the Administrative Procedure Act, the Gambling Control Act, and other statutory and regulatory requirements. Recommend changes for regulatory compliance. Conduct regulatory roundtable meetings, workshops, and hearings and respond to questions. Seek input on proposed regulations from the Commission's Legal Division, the Department of Justice, subject matter experts, other state agencies and industry stakeholders. Negotiate with various stakeholders with often differing objectives to achieve a degree of consensus, while ensuring that regulations serve the Commission's needs. Advise Commissioners on regulatory issues, and make recommendations to resolve concerns and differences of opinion. Keep the Deputy Director of Legislation and Regulatory Affairs, other Executive staff and Commissioners apprised of important regulatory developments as they occur.</p>
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30%	<p><i>Continued</i></p> <p>Anticipate potential areas of disagreement on regulatory packages and formulates alternative recommendations to resolve complex issues in a manner consistent with the Commission's policy. Prepare all supporting documents for Commission regulations, including: drafts of proposed regulations; notices of proposed action; initial statements of reason; summaries and responses of all comments; final statements of reason; and, economic and fiscal impact statements, in coordination with impacted state agencies and industry stakeholders. Interact directly with regulatory agencies, control agencies, and enforcement agencies on defined regulatory packages. Monitor and improve tracking/control systems, maintain regulatory files, and maintain and update operational policies and procedures. Submit rulemaking packages to the Office of Administrative Law and ensure that all procedural requirements and timelines are satisfied.</p> <p>Analysis and Research – Conduct complex research, analysis and surveys of other states' gambling-related legislation and regulations for specified subject areas using analytical techniques and effective communication strategies. Make appropriate recommendations consistent with the Commission's policy. Respond to requests from the Legislature related to enacted or proposed regulations and legislation, including sensitive, highly visible and controversial issues. Prepare summary documents and compile briefing materials for meetings. Prepare legislative proposals for submission to the Governor's Office, in coordination with program experts. Prepare mandated reports to the Legislature, in coordination with program experts.</p>
5%	<p>Other duties as assigned</p>
	<p><u>Desirable Qualifications</u></p> <p>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.</p> <p><u>Desired Competencies:</u></p> <ul style="list-style-type: none"> • 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.

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	<p>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES</p> <p>The incumbent must be able to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently. The incumbent works in a climate-controlled office under artificial light. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs. Incumbent is expected to travel occasionally, which may require driving a vehicle. Due to deadlines related to legislation and regulations, it may occasionally be necessary to work long, irregular hours during peak workload periods.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE