

**Department of Consumer Affairs**

Position Duty Statement

HR-41 (new 5/2024)

**Proposed**

<b>Classification Title</b> Staff Services Manager I	<b>Board/Bureau/Division</b> Department of Consumer Affairs / California State Athletic Commission
<b>Working Title</b> Assistant Chief Athletic Inspector	<b>Office/Unit/Section / Geographic Location</b> Los Angeles / California
<b>Position Number</b> 617-110-4800-xxx	<b>Name and Effective Date</b>

General Statement:

Under the direction of the Executive Officer (EO) and the Chief Athletic Inspector (CAI), the Assistant Chief Athletic Inspector (ACAI) assists in leading a statewide group of Athletic Inspectors responsible for enforcement of the State laws, rules, and regulations governing combat sports in California regarding boxing, wrestling, and full-contact martial arts. The ACAI may also conduct sensitive or complex investigations and is expected to compose complex reports and memorandums. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**65% (E) Field Operations Lead**

- Attends boxing, wrestling, and full-contact martial arts contests and matches. Supervises and serves as the lead at these events, reviewing, evaluating and providing feedback on the work of Athletic Inspectors. (35%)
- Directs and leads the work of a statewide team of Athletic Inspectors engaged in enforcing the Boxing Act, and other related laws, rules, and regulations. Reviews and approves the work of the Athletic Inspectors. Reviews investigative reports to ensure they are concise, well written, and that the findings are fully supported by the facts and evidence and recommends approval or denial. This position will require the incumbent to travel throughout California on a frequent basis. (10%)
- Manages the administration of the Commission’s Anti-Doping program under the direction of the EO and CAI. (10%)
- Creates and prepares event packages which includes detailed audits and evaluation of medical clearances and license criteria as directed by the AEO. (10%)

**10% (E) Enforcement / Unlicensed Activity**

- Manages and directs the most sensitive and complex investigations under the direction of the EO and CAI. Investigates complaints regarding illegal events. Manages the activities of the Athletic Inspector(s) to serve cease and desist letter and informs venue and/or sponsor, when necessary, contacts local law enforcement for assistance.

- Educates department personnel in methods of fraud such as, illegal activities occurring during a bout, glove and/or hand wrap manipulation, use of illegal substances and/or cut medicines.
- Writes proposed regulations, legislative analyses, and summaries for committee meeting agenda.
- Testifies at disciplinary hearings involving boxers, wrestlers, and other persons licensed by the commission.

**20% (E) Administrative Responsibilities**

- Assist the AEO and CAI by managing and reviewing approval/modifications of travel expenses, mileage logs, workload reports, vacation/sick leave requests, and time sheets. Develops and maintains a statewide monitoring system to ensure investigations and inspections are completed within the Commission's established timelines. Provides the EO and AEO with monthly statistical reports.
- Ensures that staff have all the necessary resources to successfully meet work expectations. Maintains and updates the Commission's Field Operations Policy and Procedures Manual. Provides input on Athletic Inspectors job performance to the CAI.
- Assist the EO and CAI in maintaining and updating Operations Policy and Procedure Manual. Provides written revisions to obsolete procedures and new practices for review and implementation by the EO, CAI, and Commissioners.

**5% (M) Miscellaneous**

- Assigns and monitors special projects to ensure deadlines are completed timely and meets management expectations; interprets policy, procedures, laws, and regulations in accordance with the Business and Professions Codes; attends public meetings to provide technical support.

**B. Supervision Received**

The Assistant Chief Athletic Inspector reports directly to and receives most assignments from the Chief Athletic Inspector; however, direction and assignments may also come from the Executive Officer.

**C. Supervision Exercised**

The Assistant Chief Athletic Inspector reviews the work performed by a team of Athletic Inspectors and at times other subordinate staff.

**D. Administrative Responsibility**

The Assistant Chief Athletic Inspector assists in the administrative oversight of the Commission's Field Operations.

**E. Personal Contacts**

The Assistant Chief Athletic Inspector has frequent contacts with consumers, the public licensees, fighters, promoters, vendors, other state agencies, local government, and law enforcement agencies.

F. Actions and Consequences

Failure to assist in leading the Commission's field operations and take appropriate action against violations of the Boxing Act, laws, rules, and regulations that govern combat sports may result in harm to California consumers and/or licensees.

G. Functional Requirements

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. The incumbent works much of the time in the field, which requires extensive driving. The incumbent must possess a valid driver's license issued by the Department of Motor Vehicles and be able to safely operate and care for a state vehicle. Field work also requires the incumbent to carry inspection equipment, records, and forms. Daily use of a personal computer, cell phone, and copy machine is essential. The incumbent must wear appropriate office attire.

H. Other Information

The incumbent must possess good communication and writing skills. Incumbent must also possess the ability to:

- 1) Assist in leading staff.
- 2) Be flexible under changing priorities or deadlines.
- 3) Be organized and efficient.
- 4) Exercise good judgment and decision-making
- 5) Always exhibit courteous behavior towards licensees and the public
- 6) Maintain consistent and punctual attendance.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)*

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Employee Signature

Date

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Employee Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature  
Andy Foster, Executive Officer

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**New (5/2024)**