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| DIVISION**Regulatory Program Administration Unit** | EFFECTIVE DATE |
| BRANCH/SECTION | CLASS TITLE**Associate Governmental Program Analyst** |
| WORKING DAYS AND WORKING HOURS | PHYSICAL WORK LOCATION**Headquarters - Sacramento** |
| INCUMBENT (if known) | CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)**395-600-5393-XXX** |
| **REQUIREMENTS OF POSITION** |
| **Check all that apply:** Conflict of Interest Filing (Form 700) Required  Public Contact PositionRequires Driver’s License/Drives on State Business Bilingual Fluency (Non-English Language) – Specify Below Physical Requirements (Attach) Requires DMV Pull NoticeRequires Fingerprinting & Background Check Travel Requirements – Specify Below Other – Specify Below**DESCRIPTION OF Position Requirements:** (e.g., Class C driver’s license, bilingual, frequent travel, etc.) |
| The California Horse Racing Board (Board) ensures the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants. |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:This position requires the incumbent maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.Under direction of the Regulatory Program Administration Unit Manager (Staff Services Manager I), the incumbent performs administrative and analytical tasks. Typical functions to be performed, but not limited to, are as follows: |
| % timeperforming 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) |
| **40%** | **ESSENTIAL FUNCTIONS:****RACE MEET ADMINISTRATION:** * Monitor approved race meet calendar for upcoming application periods.
* Review race meet applications and prepare staff analyses for presentation to the Board for approval.
* Review of race meet applications includes, but is not limited to, review of required documentation, review of takeout and wagering information, general review of annual financial statements, and activity reporting as required for approval to conduct race meets or receive wagering funds through charitable contributions.
* Prepare end of meet wagering handle reports, as well as other wagering handle reports as requested.
* Review requests for required race meet charitable distributions and prepare staff analyses for Board approval.
* Review requests to conduct horse sales and prepare staff analyses for Board approval.
* Review and prepare staff analyses for routine racing industry requests, including but not limited to co-op marketing agreements, stable and vanning agreements, California Thoroughbred Horsemen’s Foundation, Inc. Board of Director approvals, etc.
* Prepare approvals letters to simulcast race meets that comply with all laws, rules, and regulations and the conditions noted in the applicable approved race meet application.
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| **30%****15%****10%****5%** | **COORDINATION AND ANALYSIS OF REGULATIONS:*** In collaboration with executive management and identified subject matter experts, draft proposed amendments to regulatory language and new regulatory proposals and supportive documents for regulation of the horse racing industry.
* Gather and analyze data for rulemaking files, in consultation with executive staff and subject matter experts to obtain supportive documentation for rulemaking files, prepare and complete rulemaking files for submission to the Office of Administrative Law (OAL), ensure all procedural requirements are satisfied through interpretation and application of provisions of the Government Codes, and complete revisions requested from OAL.
* Communicate effectively and work with all internal and external stakeholders, state agencies, and the public to facilitate the rulemaking process. Assist with analyzing the economic and fiscal impacts of proposed rulemaking files, existing or needed statutory laws, and related applicable rules, as well as interested parties or stakeholder outreach needs.
* Prepare rulemaking timelines, track the status of proposed regulatory actions and document deadlines, follow up on action items, and communicate decisions back to management as needed. Arrange for and facilitate hearings for rulemakings as requested.
* Maintain the quarterly regulatory rulebook published on the CHRB website and the CHRB law and rulebook printed annually.

**INDUSTRY APPLICATIONS:*** Monitor licensing periods for existing and new industry applications and inform licensees of upcoming expiring licenses and requirements for new or renewal licenses when required.
* Review initial and renewal license applications for industry applications and prepare staff analyses for presentation to the Board for approval. Application categories include, but are not limited to, licenses to operate minisatellite wagering facilities, simulcast wagering facilities, Advance Deposit Wagering providers, contractors, vendors, and concessionaire license applications.

**PROGRAM SUPPORT:*** Assist with compiling documents for Public Records Act requests, developing training materials and guidance for staff on the APA rulemaking process or of rulemaking procedures, contribute to and update regulation tracking logs and written procedures outlining the preparation, review, and approval of proposed rulemakings, and any other supportive tasks as requested by management.

**MARGINAL FUNCTIONS:*** Perform other duties as required. Participate in special assignments when necessary to support the Regulatory Program Administration Unit and Board including, but not limited to, remediation of Board documents for meetings and online accessibility.

**KNOWLEDGE AND ABILITIES:****Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.**Ability to:** 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.**SPECIAL PERSONAL REQUIREMENTS**Demonstrated ability to act independently, open-mindedness, flexibility, and tact. |

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|  | **GENERAL QUALIFICATION:**All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgement, initiative, resourcefulness, and the ability to work cooperatively with others.**WORK ENVIRONMENT:*** The incumbent works remotely and in-office at headquarters, which is a typical office environment, using one or more personal computers on the 2nd floor of a two-story building.
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| **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 other balance the workload.** |
| EMPLOYEE’S NAME (PRINT) | EMPLOYEE’S SIGNATURE | DATE |