

**DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
LICENSING INTAKE UNIT**

JOB TITLE:	Associate Governmental Program Analyst (AGPA)
STATEMENT OF DUTIES:	The duties of the AGPA in the Bureau of Gambling Control (BGC) Licensing Intake Unit acts as a lead analyst possessing a high level of technical understanding of database principles, development, implementation and maintenance of the more complex customizable statistical reports which requires advanced knowledge of the Licensing Information System (LIS) database infrastructure guidance to facilitate the completion and implementation. The lead analyst will be responsible for providing training to subordinate staff and providing program support in the processing and reviewing of all categories of licensure in accordance with the Gambling Control Act (GCA), Tribal-State Gaming Compacts (Compacts) and California Gambling Control Commission (CGCC) regulations and BGC policies.
SUPERVISION RECEIVED:	Reports to a Staff Services Manager I
SUPERVISION EXERCISED:	Act in a lead capacity.
TYPICAL PHYSICAL DEMANDS:	Bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more 20 pounds is required.
TYPICAL WORKING CONDITIONS:	Cubicle workstation in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 45% Utilize specific programming tools to develop, create, review, and implement custom statistical reports and investigation report templates for LIS users. This

includes: (1) conducting and coordinating report/system template problem resolutions between units in the BGC and, as necessary, between the BGC and outside vendors; (2) presenting written reports and oral briefings to management regarding recommendations from a collective analysis of the management teams report needs based on the LIS system's capabilities, and assist in the implementation of management's decisions; (3) providing a high level of technical knowledge of the LIS database infrastructure and the programming tools used to manipulate the data it contains, including the Crystal Reports and TOAD programming tools.

- 30% Responsible for reviewing and analyzing the more complex licensing application packages to determine eligibility under the GCA, Compacts, and CGCC regulations. Prepare written correspondence to applicants and/or designated agents requesting any additional documents or information needed to complete the application package; conduct additional research by contacting local governmental agencies, and other public entities for additional documentation and information. Provide technical expertise to management on statutory and regulatory requirements and provide training to subordinate staff. Monitor the licensing databases to ensure they are reflective of the CGCC's actions; respond verbally and in writing to inquiries regarding all licensing categories. Prepare legal review requests gathering all pertinent documents and updating the appropriate data spreadsheets.
- 10% Gather, document, and coordinate resolution of the BGC client records within LIS as needed. Serve as the contact between the CGCC and the BGC coordinating record resolution to ensure accuracy of the LIS data used in preparing statistical reports for management. Coordinate, research and prepare management or program analysis related to licensing issues using analytical skills and knowledge, and advise management on the potential impact.
- 10% Participate and represent the interest of the BGC in the planning, coordination, and monthly LIS maintenance meetings between all of the LIS clients (BGC, CGCC, Department of Justice Hawkins Data Center). Participate in the Licensing monthly information sharing meetings.
- 5% Assist with special projects as needed and other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the

job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date