

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF GAMBLING CONTROL
TRIBAL LICENSING SECTION**

JOB TITLE:	Associate Governmental Program Analyst (AGPA)
STATEMENT OF DUTIES:	The Associate Governmental Program Analyst (AGPA) in the Tribal Key Employee Unit (TKU) acts as a lead and requires strong analytical, multi-disciplinary skills which include knowledge of gaming activities and Tribal gaming sensitivities in California, investigative operations, effective written and verbal communication and the ability to use good judgment. The AGPA will interpret and apply gambling statutes and regulations in accordance with the Tribal-State Gaming Compact and State Gambling Control Act; apply Bureau policies and review written reports by following established criteria. The AGPA should possess personal discipline, organization skills, and effective interpersonal skills.
SUPERVISION RECEIVED:	Receives minimal supervision by the Staff Services Manager I (SSM I) in the Tribal Key Employee Unit.
SUPERVISION EXERCISED:	Acts as a lead in the TKU.
TYPICAL PHYSICAL DEMANDS:	Ability to lift 20 pounds; lifting; bending; stooping.
TYPICAL WORKING CONDITIONS:	Cubicle workstation in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

40%	As a subject-matter generalist, reviews written reports prepared by unit analysts for recommendation of Finding of Suitability of Tribal Key Employee applications. Interpret and apply gambling statutes and regulations; reviewing an applicant's criminal, financial and personal history; proofing reports for content, grammar, spelling, punctuation; recommending to the unit analyst suggested changes to content of report. Approves reports written by unit analysts that meet certain criteria.
20%	Present oral briefings, when necessary, to management regarding the recommendation of approval or denial of a Key Employee application based upon information gathered during the background investigation.

20% The AGPA assists in the development and implementation of procedure guidelines for writing Finding of Suitability reports and updates as necessary

MARGINAL FUNCTIONS

10% The AGPA assists with the following: (1) establishing the relationship between the TGA and State Gaming Agency when a new casino is opening; (2) conducts meetings with TGAs concerning the Tribal-State Gaming Compact, the State Gambling Control Act, and the Division's background investigation process; (3) assists SSM I with recruitment process for analyst positions within the unit. This includes screening applications, establishing questions, scheduling and conducting interviews, and providing input on potential candidates; and (4) assists in training unit staff in various areas.

5% The AGPA will serve as a lead analyst and will assist unit staff with general questions pertaining to workload, policies and procedures, and limited personnel issues in the absence of the SSM I.

5% Other analytical duties as required by operational or support driven needs.

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 Signature

Supervisor Signature