

**DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
CARDROOM – GAME REVIEW UNIT**

JOB TITLE: Analyst II

STATEMENT OF DUTIES: The duties of the Analyst (AN) II in the Bureau of Gambling Control require multi-disciplinary skills which include knowledge of gaming activities in California, legislative analysis, investigative operations, communication skills, and the ability to work with diverse groups and establish a close working relationship with California's local law enforcement community and the gambling industry.

SUPERVISION RECEIVED: Reports to a Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Lifting up to 20 pounds, bending, and kneeling.

TYPICAL WORKING CONDITIONS: Cubicle workstation in a smoke free environment.

ESSENTIAL FUNCTIONS

- 40% Interprets and applies gambling laws and regulations in the review of complex applications requesting approval to conduct a new game or gaming activity. Prepares written rules and letters on the approval or denial of a new gaming activity; conducts oral briefings to management regarding recommendations for approval or denial of an application; researches the rules and method of play for a new game; provides training to Licensing Analysts, Field Representatives, and Special Agents regarding the games approved for play by the Bureau; conducts a thorough review and analysis on proposed regulatory and/or legislative mandates; and, ensures the Attorney General's website is updated with the most current information regarding the rules of the games.

- 20% Serves as the primary contact for game issues relating to their assigned licensed gambling establishment. Maintains contact with cardroom owners, legal staff and/or designated agents, as well as, game inventors, Bureau staff, management and the public regarding the approval process and procedures for gambling establishments requesting to play a game or to conduct a new gaming activity. As needed, prepares background information regarding proposed gaming activities and the invention of new games allowed in California cardrooms for use by the Attorney General's Office to make a determination on their legality.

- 15% Monitors cardroom activities with special focus on the on-going gambling investigations/complaints regarding unauthorized gaming activities, illegal gambling, and other compliance related issues. Interacts with Bureau field representatives, special agents, and auditors, law enforcement agencies, the general public, gambling regulators, and registrants/licensees. This process requires the AN II to: (1) review and analyze the complaint; (2) coordinate with internal and/or external law enforcement agencies to gather information and/or documentation regarding the complaint; (3) interpret and apply gambling statutes, regulations, and local ordinances to determine if the gambling establishment is conducting an unapproved gaming activity; (4) develop a course of action to prove or disprove that the licensee/cardroom is involved in illegal activity; (5) advise the management of the more complex compliance issues and the course of action being taken; (6) develop and analyze possible resolutions; and (7) work closely with the Compliance and Enforcement Section to ensure they have the most update and complete information. Monitors progress and conducts follow-up inquiries during the game review process; ensures applications are processed within 90 days, as is required by regulation. Prepares statistical information as needed. Completes special projects. Creates, edits, and revises forms and regulations related to Licensing.
- 10% Provides guidance and training to other unit analysts, which includes: (1) assisting with the identification of compliance issues and (2) assisting in interpreting and applying the Gambling Control Act, Business and Professions Code, local ordinances, Bureau policies and procedures, regulations, etc. Assists compliance and enforcement personnel and/or local law enforcement with investigations and independently conduct field site visits of cardrooms to ensure compliance with game rules and laws related to gaming. Travels and works outside of, or flexes, normal work hours to conduct site visits/investigations (arranged in advance based on analyst's schedule and includes occasional overnight). Issues "Letters of Warning" to cardrooms with regard to game and gaming activity violations.
- 5% Responds to telephone inquiries regarding gambling laws and regulations and Bureau policies and procedures. Consults with management regarding the development of new Bureau policies, procedures, regulations, forms, and manuals. Retrieves and maintains statistical data for monthly, quarterly, and annual reports. Monitors workload and provides management with status reports.
- 5% Reviews and analyzes state legislative proposals; prepares written analyses regarding recommended action and include fiscal analyses when appropriate. Consults with management regarding the development of new Bureau policies, procedures, regulations, forms, and manuals.
- 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's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
CARDROOM - GAME REVIEW UNIT**

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the general direction of the Supervisor (Sup) I, the Analyst (AN) I will be responsible for approving/denying games and gaming activities conducted in California's card rooms. The AN I is required to possess good analytical and multi-disciplinary skills which include knowledge of California gaming activity and investigative operations. The AN I will produce assigned written approval letters following established criteria; and interpret and apply Bureau policies and procedures.

SUPERVISION RECEIVED: Receives direct supervision from the Supervisor I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to lift 20 pounds, bending, kneeling.

TYPICAL WORKING CONDITIONS: Cubicle workstation in a smoke free environment.

ESSENTIAL FUNCTIONS

40% Responsible for approving/denying the games and gaming activities conducted in California's card rooms. Interprets and applies gambling laws and regulations in the review of applications requesting approval to conduct a new game or gaming activity. Prepares written reports on the approval or denial of an application; and researches the rules and method of play for a new game or gaming activity.

20% Serves as the contact for the gambling industry; provides training to Licensing Analysts, Field Representatives, and Special Agents regarding the games approved for play by the Bureau; and ensures the Attorney General's website is updated with the most current information regarding the rules of the games.

15% Monitors cardroom activities with special focus on the ongoing gambling investigations/complaints regarding unauthorized gaming activities, illegal gambling, and other compliance related issues. Interacts with law enforcement agencies, general public, and various gambling licensees regarding compliance related issues.

10% Responds to telephone inquiries from law enforcement agencies, reporters, legislative liaison, district attorneys, the general public, the Legislature, and other state agencies regarding gambling laws, regulations, and procedures and policies of the Bureau relating to the game review processes. Reviews and responds to various Public Records Act (PRA) requests.

Analyst I Duty Statement

Page 2

- 5% Reviews and analyzes state legislative proposals; prepares written analyses regarding recommended action and includes fiscal analyses when appropriate. Consults with management regarding the development of new bureau policies, procedures, regulations, forms, and manuals.

- 5% Assists compliance and enforcement personnel and/or local law enforcement with investigations. This may include travel and working outside the normal work hours.

- 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's Signature Date

Supervisor's Signature Date