

**DUTY STATEMENT**  
CALIFORNIA HORSE RACING BOARD

DIVISION BRANCH/SECTION <b>Licensing Division</b>	CLASS TITLE <b>Supervising Program Technician III</b>
WORKING TITLE <b>Southern Occupational Licensing Supervisor</b>	PHYSICAL WORK LOCATION <b>Santa Anita – Los Angeles County</b>
INCUMBENT/EFFECTIVE DATE	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) <b>395-403-9926-001</b>

**REQUIREMENTS OF POSITION**

**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required               | <input checked="" type="checkbox"/> Public Contact Position                       |
| <input checked="" type="checkbox"/> Requires Driver's License/Drives on State Business | <input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below |
| <input type="checkbox"/> Physical Requirements (Attach)                                | <input type="checkbox"/> Requires DMV Pull Notice                                 |
| <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check         | <input checked="" type="checkbox"/> Travel Requirements – Specify Below           |
| <input checked="" type="checkbox"/> Other – Specify Below                              |   |

**DESCRIPTION OF Position Requirements:** (e.g., Class C driver's license, bilingual, frequent travel, etc.)

The California Horse Racing Board (CHRB) 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 general direction of the Licensing Manager, the incumbent plans, organizes and directs the work of all occupational licensing activities for Licensing staff in Southern California; travels on a regular basis to various work locations in Southern California and other locations as needed; may work irregular work hours performing the full range of licensing duties; assist other CHRB staff with licensing related matters; and other duties as required.

% time performing 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.)
--------------------------	---

<b>ESSENTIAL FUNCTIONS:</b>	
45%	Plan, organize, and direct the work of licensing staff. Hire staff, conduct performance reviews, identify and provide for staff training and development, apply appropriate disciplinary actions, prioritize work assignments and develop short- and long-term project strategies. Build and maintain a highly functional and proactive team to meet goals. Ensure staff complete accurate work products in a timely manner and manage workload priorities. Promote open and effective communications among staff as well as internal and external agencies/contractors. Explain and interpret complex and difficult licensing procedures, rules, and policies to the public, licensees, and racing-related organizations and associations. Serve as the staff expert/resource for the adjudication of the most complex and sensitive licensing matters/issues.
40%	Oversee the day-to-day administrative processes of hiring, training, and evaluating work performance of licensing staff in all aspects of the licensing program. Understand the principles of supervision and training. Effectively contribute to the State's equal employment opportunity objectives. Understand the supervisor's role in the equal employment opportunity program and available processes to meet the equal employment opportunity objectives. Review and submit the day-to-day and/or monthly documents to CHRB administrative units for timely processing of payroll, travel expense, and other related documents needed for processing/approval. Provide direction/consultation for the administration, review, or modification of licensing processes and procedures to conform with various requirements established via legislation, CHRB rules, changes initiated by the horse racing industry, and other related matters. Consult with and provide guidance/assistance to CHRB management, staff, and Board members on licensing matters.

**DUTY STATEMENT**

CALIFORNIA HORSE RACING BOARD

10%	Attend CHRB Board and committee meetings. Ensure timely and accurate responses to all records requests for non-confidential data from the public, Department, or other governmental agencies.	
5%	<p><b>MARGINAL FUNCTIONS:</b></p> <p>Perform other duties as required including, but not limited to, attending meetings and participating in special assignments to support CHRB.</p>	
<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Principles of effective supervision; supervisory responsibilities under the Ralph C. Dills Act; a supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment; appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.</p> <p><b>Ability to:</b> Plan, organize, direct, and evaluate the work of employees; assess the training needs of employees; develop staff; understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment; apply appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.</p> <p><b>SPECIAL PERSONAL REQUIREMENTS:</b></p> <p>Exhibits sound judgment, adaptability, professionalism, and tact in handling complex issues while maintaining strict confidentiality.</p> <p><b>GENERAL QUALIFICATION:</b></p> <p>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.</p> <p><b>WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"> <li>• The incumbent works in a typical office environment at various racetracks, using one or more personal computers.</li> <li>• The incumbent is required to work periodically at other California racetracks, fairs, and training facilities.</li> <li>• The incumbent is required to work irregular hours, holidays, and weekends.</li> <li>• The incumbent is required to travel frequently throughout the State.</li> <li>• Position is not eligible for telework.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
<p>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.</p>		
EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE