

**DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
CARDROOM LICENSING SECTION**

JOB TITLE: Analyst II

STATEMENT OF DUTIES: The duties of the Analyst (AN) II in the Bureau of Gambling Control (Bureau) requires multi-disciplinary skills, which include the ability to interpret and analyze detailed information to formulate conclusions and recommendations, work independently and as a team member, use good judgment and time management skills, effectively carry out prescribed tasks with minimal supervision, work well under pressure and meet deadlines, establish a professional working relationship with diverse groups, and possess strong oral and written communication skills. Minimal travel is required for investigations and training (includes occasional overnight travel).

SUPERVISION RECEIVED: Reports to a Supervisor (SUP) I.

SUPERVISION EXERCISED: None.

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

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

ESSENTIAL FUNCTIONS

40% Interprets and applies gambling laws and regulations in the review of applications and completion of background investigations utilized for determination of approval and disapproval of license applications from various gambling business owners, investors, and employees. This includes, but may not be limited to: (1) conducting a comparative analysis of detailed financial information such as real estate holdings, stocks and bonds, bankruptcy information, trust data, asset and liability information, personal and business federal income tax returns and schedules, bank account statements, and profit and loss statements; (2) obtaining and reviewing personal history information, such as employment, litigation, and criminal history (e.g., local law enforcement agency inquiries, courts, state, and FBI fingerprint results, and disclosed criminal history information); (3) contacting attorneys, applicants, and outside agencies to obtain documentation and information; (4) reviewing contracts to determine if they are in compliance with laws and regulations; (5) may require conducting field site visits and recorded interviews during the investigation process; and (6) utilizing the Bureau's daily time reporting system to monitor costs of the investigation and deposit account balances.

35% Presents written reports and oral briefings to management regarding recommendations for licensure or administrative action based upon a collective analysis of the information and documentation accumulated during the investigation; serves as the contact for the gambling industry and requests for appeal, and preparing the necessary background information for use by the Bureau's legal staff; presents information and/or testifies before the Office of Administrative Hearings or the Commission as needed; and prepares itemization regarding costs of the investigations, organizes files for imaging, purging files, filing, etc.

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- 15% Monitors cardroom and/or third-party provider activities with special focus on gambling investigations/complaints regarding unregistered or unlicensed providers/owners; illegal gambling practices involving licensees; and other related compliance issues. Interacts with the Bureau's field representatives, special agents, and auditors, law enforcement agencies, the general public, gambling regulators, and registrants/licensees. Completes special projects. Responsible for knowing how to interpret, review, and propose edits to internal policies and procedures, forms, statutes and regulations.
- 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. Provides guidance and training to staff assigned to Licensing, which includes: (1) assisting with the investigations and contract reviews; (2) assisting with interpreting and applying laws, Bureau policies and procedures, regulations, etc.; and (3) assisting with processing and completing background investigations and administrative actions. Assists other units and management, as needed.
- 5% Reviews and analyzes state legislative proposals and bills. Prepares written analyses, including fiscal analyses, when appropriate. Reviews and responds to Public Records Act (PRA) requests, and trains less experienced staff.

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