

Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title Athletic Inspector	Board/Bureau/Division California State Athletic Commission
Working Title Athletic Inspector	Office/Unit/Section / Geographic Location Northern California
Position Number 617-110-8846-910	Name and Effective Date

General Statement: Under the direction of the Supervising Special Investigator (SSI) I, Executive Officer and/or Assistant Executive Officer the California State Athletic Commission (Commission) Athletic Inspectors (AI) are responsible for the immediate supervision of Commission regulated combat sporting events; wherein they ensure the health and safety of the competitors and compliance with the laws and rules related to regulated combat sporting events. Duties include, but are not limited to, the following:

A. Specific Assignments [w/Essential (E) / Marginal (M) Functions]:

100% (E) General Duties

EVENT

- Supervise the dressing room so that only those affiliated with the competitor are present and nothing is brought into the dressing room that is not allowed. Ensure competitor has the required equipment. Ensure corner people are licensed. (30%)
- Escort competitor to the ring, in and out of the ring; remain ringside during the bout to perform the following: 1) Listen to referee's instructions; observe the competitor and the care of the competitor; communicate information as needed to the referee, ringside physician, or Lead Inspector; 2) Observe the conduct and actions of the corner people and take appropriate action; 3) Assist the ringside physician and the paramedics, if necessary; 4) Keep unauthorized personnel out of the ring or cage; and 5) Escort competitor back to dressing room at the end of the fight. (20%)
- Observe and sign-off on hand wraps ensuring compliance with applicable laws and rules. Verify gloves are the correct weight and type for the bout. (15%)
- Facilitate the collection of urine samples from the competitors for drug testing. (5%)
- Distribute the fight purse to the competitors and any other checks written by the promoter and obtain each competitor's signature on pay-off sheet. Provide athlete with suspension form and insurance claim form, as necessary. (5%)
- Assist in the reconciliation of Box Office receipts, tickets, etc. to determine the percentage to be given to Commission for gate taxes, neurological, and pension funds. (5%)
- Assist with last minute licensing and document collections. (5%)
- Issue suspension(s) and/or fines, as necessary for rule violations and perform cage/ring inspections. (5%)

WEIGH-IN

- Collect all outstanding medical or other documentation required for licensure; Assist with documenting, weighing, and verifying the weight of each competitor meets contract and legal requirements; Collect payment and issue receipts/licenses for those at the weigh-in; Assist event supervisor with paperwork associated with event. (10%)

B. Supervision Received

The AI reports directly to the SSI I, but may receive assignments from the Executive Officer, Assistant Executive Officer and/or Lead Athletic Inspector,

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The AIs have frequent contact with licensees of the Commission and the general public to answer questions or provide information. Regular contact with inspectors, officials, promoters, managers, and others while directing or overseeing events.

F. Actions and Consequences

While overseeing Commission-regulated events, the incumbent must endeavor to detect methods employed by promoters, managers, club officials, athletes or other participants in evading the law; failure to do so could lead to illegal activities or to actions which could result in injury or death to event participants.

G. Functional Requirements

The incumbent works up to 960 hours per year attending Commission-regulated events. Events are typically indoors (although some are outdoors) and will require sitting, standing, walking, walking upstairs, climbing in and out of boxing rings and cages, and light lifting (less than 25 pounds). The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. Incumbents are assigned events in a designated geographic area, however the number of events held on one date may require travel outside the geographic area.

H. Other Information

This position requires working in various locations throughout the state and at odd or irregular hours in a fast-paced and stressful environment. Regular and consistent attendance at events committed to and the ability to work under changing priorities and deadlines are required.

This position represents the Commission at regulated, public events and requires the incumbent to look and act in a professional manner, work cooperatively, and maintain cooperative relations with persons contacted in the course of the work including

licensees, managers, promoters, and event officials, and to exhibit courteous behavior towards the public at all times.

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, work productively and professionally with coworkers, and be responsive to Commission management needs. The incumbent must also have a knowledge and understanding of the laws and regulations of the Commission.

This position has access to confidential or sensitive information related to licensees and consumers of Commission services and/or employees of the Commission. The incumbent is expected to maintain the privacy and confidentiality of such information at all times.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revision (12/2024)