



## **CALIFORNIA HORSE RACING BOARD**

### **PROGRAM TECHNICIAN**

**Will also consider PROGRAM TECHNICIAN II/III**

*It is the mission of the California Horse Racing Board to ensure 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.*

#### **TENURE/TIMEBASE:**

Permanent/Full time

**LOCATION:** Albany

**FILE BY:** November 1, 2017

**SALARY:** \$2,529.00-3,398.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at [www.jobs.ca.gov](http://www.jobs.ca.gov); or hand delivered to the address below before or on the final filing date by 5:00 p.m.; or mailed to the address below. Mailed applications must be postmarked no later than August 28, 2017. Resumes may be submitted, but are not required.

**HUMAN RESOURCES**  
**CALIFORNIA HORSE RACING BOARD**  
**1010 HURLEY WAY, SUITE 300**  
**SACRAMENTO, CA 95825**

All application packages must include **JC-72882** or Position **395-301-9927-001** in the job title section. Application packages must include all the required documents. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Cynde Neal, Supervising Program Technician III, phone (916) 320-4521, email [csneal@chr.ca.gov](mailto:csneal@chr.ca.gov), or Robert Ekstrom, Chief of Investigations (A) phone (916) 263-1876, email [rvekstrom@chr.ca.gov](mailto:rvekstrom@chr.ca.gov)

#### **ADDITIONAL INFORMATION:**

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Program Technician classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Program Technician list and reachable.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

#### **POSITION DESCRIPTION:**

Under the close supervision of the Supervising Program Technician III, the incumbent carries out licensing duties as may be assigned. The position requires regular travel within California as needed.

#### **ESSENTIAL FUNCTIONS:**

Issues horse racing occupational licenses, including fingerprinting and photographing applicants. Process financial statements, prepare licensing sales reports and required deposits of monies collected. Licensing functions require the regular use of a computer keyboard.

Verifies racing program proofs daily to ensure owners, trainers, and jockeys are properly licensed and trainers have proper worker's compensation insurance. Reviews, verifies, and processes workers' compensation sureties. Reviews and verifies partnership or corporate records, race horse leases, trust agreements or horse registration documents by using proprietary computer system to update the California Horse Racing System. Uses computer programs such as Word and Excel to produce documents.

Responds to public inquiries via telephone and email. Interprets and/or applies provisions of horse racing laws, and California Horse Racing Board rules, regulations, and policies. Files documents for the Licensing Unit as necessary.

Sort and process incoming and outgoing mail, and route to appropriate staff.

#### **REQUIRED/DESIRABLE CHARACTERISTICS:**

- Willingness to work irregular hours, weekends and holidays.
- Applicant must be willing to travel to various California horse racing tracks through the summer months.
- Spanish Bilingual encouraged to apply.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (mental and physical), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

Final File Date: November 1, 2017  
JC-72882 Program Technician 9927

Revision Release Date: October 4, 2017

<https://www.jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=72882>