



CALIFORNIA HORSE RACING BOARD

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:

Limited Term/Full time

LOCATION: Los Alamitos

FILE BY: March 22, 2018

SALARY: \$2,529.00 - \$4,099.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at 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 **March 22, 2018**. 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-103101** or Position **395-401-9927-XXX** 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 Laura Sandoval, at (714) 820-2766 or by email LauraS@chrh.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 eligible 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. Typical functions to be performed are as follows:

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 workers' 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 Information System. Uses computer programs such as Word and Excel to produce documents.

Responds to public inquiries in person and 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.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Modern office methods, equipment, and procedures.

Ability to: Perform clerical and technical work; follow directions; evaluate situations accurately, and take effective action; learn and apply laws, rules, regulations, procedures, and policies; make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face-to-face or by telephone.

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: March 22, 2018

JC-103101 Program Technician 9927

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=103101>

Release Date: March 8, 2018