

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR SUPERVISING RACING LICENSE TECHNICIAN



Visit our Website at www.chrb.ca.gov

LOCATION: SACRAMENTO
TENURE/TIMEBASE: PERMANENT – FULL TIME

FILE BY: Until Filled
SALARY: \$3,012 - \$3,772

REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

ATTN: Wendy Matsuda
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6000

MAKE SURE YOU ENTER 'JOB OPPORTUNITY – SUPERVISING RACING LICENSE TECHNICIAN' in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general direction of the Chief, Licensing and Enforcement, incumbent plans, organizes and directs the work of the Northern California licensing staff and performs the full range of licensing duties as may be assigned. For more information see duty statement on the following page. The position is located in Sacramento.

SPECIAL PERSONAL CHARACTERISTICS:

- Willingness to work Monday through Friday and fill in on weekends when needed.
- Applicants must be willing to travel to the various northern California locations.
- Applicable travel/per diem/mileage costs will be paid for when travel is away from the Sacramento headquarters.
- Applicants who are bilingual in Spanish are encouraged to apply

ADDITIONAL INFORMATION:

Applications will be screened and only the most qualified will be interviewed.

You are eligible to apply if:

- You currently are in a classification comparable and transferable to the Supervising Racing License Technician such as, but not limited to Office Services Supervisor II or Supervising Program Technician II.
- On an SROA/surplus list in a classification comparable and transferable.
- Have reinstatement eligibility.
- On a current Supervising Racing License Technician eligible list.

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.

Questions regarding the duties of the position may be directed to Bill Westermann, Chief Licensing and Enforcement at (714) 820-2770.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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: Until Filled

Release Date: 08/14/14

CALIFORNIA HORSE RACING BOARD
SUPERVISING RACING LICENSE TECHNICIAN

DUTY STATEMENT

Under the general direction of the Chief Licensing and Enforcement, incumbent plans, organizes and directs the work of the Northern California licensing staff and performs the full range of licensing duties as may be assigned.

<u>% of Time</u>	<u>Duties</u>
55%	Plans, organizes, schedules employees' assignments, and directs the performance of licensing staff activities; assures that licensing staff are in compliance with applicable Board policies; reviews, evaluates and approves licensing accounting reports and banking deposit reports for submission to headquarters accounting.
20%	Explains, interprets, and applies the more complex and difficult horse racing laws, rules, policies and regulations to the public and appropriate racing association personnel and acts as the expert staff resource for the adjudication of the most complex and sensitive cases.
10%	Reviews for correctness and completeness all applications involving partnership's corporations, horse leases and trusts.
10%	Trains new employees in all aspects and procedures of the licensing function; evaluates probationary and regular annual performance ratings.
5%	Establishes or revises procedures and methods to meet changing program needs and assists with the development or revision of CHRIS procedures and applications.