



CALIFORNIA HORSE RACING BOARD

Staff Services Analyst / Associate Governmental Program Analyst

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: Sacramento

FILE BY: March 30, 2018

SALARY: \$3,063.00 - \$5,988.00

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 30, 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-104022** or Position **395-600-5157-702** in the job title section. Application packages must include all the required documents. See page 2 for Statement of Qualification instructions. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Andrea Ogden, at (916) 263-6033 or by email AndreaO@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 Staff Services Analyst or Associate Governmental Program Analyst classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Staff Services Analyst or Associate Governmental Program Analyst 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 general supervision of the Manager, Policy, Regulation and Legislation Unit (SSM I), the incumbent performs assigned administrative tasks in the Regulation/Legislation Unit. Typical functions to be performed, but not limited to, are as follows:

ESSENTIAL FUNCTIONS:

Assists in developing, implementing and coordinating rules to enforce the Horse Racing Law; plans, develops and carries out specialized administrative programs such as rulemaking files; gathers and analyzes data; consults with staff and the public to secure information for rulemaking files; prepares and completes rulemaking files for submission to the Office of Administrative Law (OAL), ensures all procedural requirements are satisfied through interpretation and application of provisions of the Government Codes; assists in the resolution of issues between CHRB and the OAL; reviews and analyzes submitted license applications which includes, but are not limited to, licenses to operate race meetings, mini-satellite wagering facilities, Advance Deposit Wagering Providers and contractor/vendors license applications.

Obtains information, researches, analyzes, and prepares written reports regarding rules, regulations, and or policies; assists in preparing information for the Board's committee and regular meetings; assists in the preparation and completion of the Annual Report; conducts special projects as assigned.

Performs technical research, review, and analysis regarding impact of proposed laws. Respond to various legislative questions related to the agency and provide applicable information to other agencies as needed. May assist in research and drafting legislative bill analysis and enrolled bill reports. Provide administrative support such as maintain legislative tracking system, and communicate with legislative office regarding legislation.

Assist in compiling and distributing expired veterinarian license reports; and maintains apprentice jockey certificate roster.

Provide information to the public and CHRB staff regarding horse racing rules, regulations, policies and laws; develops and maintains cooperative relationships with governmental and private agencies, the public, and staff; prepares written correspondences and oral communications in response to questions and requests; may receive and analyze transcripts and related materials from CHRB meetings; and may prepare the official Minutes of the Board.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

WORK ENVIRONMENT:

The incumbent works in a typical office environment, using one or more personal computers.

Works on the second floor of a two story building.

STATEMENT OF QUALIFICATIONS:

The Statement of Qualifications (SOQ) serves as documentation of your ability to present information clearly and concisely in writing. Applications without an SOQ, or an SOQ that is not responsive to the following scenario will not be considered. Notations or references to other materials such as resumes, applications, or cover letters will not be considered and will not substitute for the SOQ. Please limit your responses to a total of one page.

Describe a policy or research project in which you had to identify and analyze a problem, conduct research, identify potential solutions, weigh the impact of these solutions and make a final recommendation to address the problem. This could be team project that you participated in or a project in which you worked alone.

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 30, 2018**
JC-104022 Staff Services Analyst 5157
<https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=104022>

Release Date: **March 16, 2018**