

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR STAFF SERVICE ANALYST (G)

Visit our Website at www.chrb.ca.gov

Pending Hiring Freeze Exemption Approval

LOCATION: Sacramento FILE BY: Until Filled
TENURE/TIMEBASE: Permanent/Full time SALARY: A \$2817.00 - \$3426.00
B \$3050.00 - \$3708.00
C \$3658.00 - \$4446.00

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 – Staff Services Analyst (G) 395-600-5157-002** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

The position is pending the Governor's Office Approval. Under the general supervision of the Policy, Regulation and Legislation Manager (SSMII), the Staff Service Analyst performs assigned administrative tasks and projects in the regulation and legislation unit.

DESIRABLE QUALIFICATIONS:

- Excellent writing and analytical skills
- Strong computer skills in the MS office programs such as Excel, Word, and Outlook
- Ability to work independently or as a team member
- Knowledge of the California rulemaking process under the Administrative Procedures Act
- Ability to initiate and implement new programs mandated by legislation
- Knowledge of the legislative bill process
- Ability to reason logically and creatively in resolving issues
- Ability to manage multiple priorities and complete tasks under strict deadlines
- Dependable, reliable, punctual, and organized with a strong work ethic
- Strong interpersonal skills and ability to establish and maintain professional relationships
- Excellent communication and presentation skills

ADDITIONAL INFORMATION:

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.

You are eligible to apply if you are currently in the Staff Services Analyst (General) classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; a surplus employee in the same or comparable classification; have reinstatement eligibility to the same or comparable classification; are in a classification comparable and transferable; or reachable on the Staff Services Analyst (General) eligibility list. Those eligible to transfer must have passed the Staff Services Analyst (General) transfer examination.

Questions regarding the duties of the position may be directed to Jacqueline Wagner at 916-263-6041.

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: 07/13/11

CALIFORNIA HORSE RACING BOARD
STAFF SERVICES ANALYST (G)
POLICY, REGULATIONS, AND LEGISLATIVE UNIT
DUTY STATEMENT

Under the direction and supervision of the Policy, Regulation, Legislation and Licensing Manager (SSMII), the incumbent performs assigned administrative tasks and projects in the regulation and legislation unit. Typical functions to be performed, but not limited to, are as follows:

<u>% of Time</u>	<u>Duties</u>
50%	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 to secure information for preparation and completion of rulemaking files through interpretation and application of provisions of the Administrative Procedures Act, including initiating new rules, amending and repealing existing rules; assist with the review and preparation of analysis of proposed legislation including the review and analysis of complex proposed legislation relating to horse racing; and may assist in the review and analysis of license applications submitted by racing associations, fairs, advance deposit wagering and mini-satellite wagering providers.
20%	Obtains information, researches, analyzes and prepares written reports; assists in preparing information for the Board's committee and regular meetings; assists in the preparation and completion of the Annual Report; and conducts special projects as assigned.
20%	Assists in compiling and distributing expired veterinarian license reports; maintains apprentice jockey certificate roster; and generates and coordinates the occupational license tests for trainers and farriers.
10%	May provide information to the public and CHRB staff; develops and maintains cooperative relationships with governmental and private agencies, the public, and staff; and prepares written and oral communications in response to questions and requests.