

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR STAFF SERVICES MANAGER I

Visit our Website at www.chrb.ca.gov

LOCATION: SACRAMENTO FILE BY: Until Filled
TENURE/TIMEBASE: Permanent/Full time SALARY: \$5,079 -\$6,311

HOW TO APPLY:

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

MAKE SURE TO ENTER '**STAFF SERVICES MANAGER I**' – **395-600-4800-002** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general direction of the Assistant Executive Director, the Staff Services Manager I (SSMI) is the manager of the Policy, Regulations, and Legislation Unit. The SSMI is responsible for coordinating and directing the activities of the Policy, Regulations, and Legislation Unit which supervises the staff who analyzes, develops, and prepares regulatory rulemaking files; vetting application for licenses; and develops policies and procedures to carry out the Board regulations and policies. As the legislative coordinator, the SSMI is responsible for duties related to the review, analysis, development and tracking of all horse racing related legislation impacting the CHRB and the horse racing industry. The SSMI works closely with the California Horse Racing Board (CHRB) executives, the Board's commissioners, the Business, Consumer Services and Housing Agency and legislative staff. For more information refer to the duty statement on the following page. The position is located at California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA.

DESIRABLE QUALIFICATIONS:

- Strong supervisory leadership and interpersonal skills
- Ability to plan, coordinate, and direct the activities of the Policy, Regulations, and Legislative Unit
- Knowledge of Rulemaking Process under the Administrative Procedure Act
- Knowledge of legislative process
- Well organized and detail oriented
- Excellent writing and analytical skills
- Strong public speaking skills
- Ability to manage multiple projects, multi-task and meet tight deadlines.

ADDITIONAL INFORMATION:

- You are eligible to apply if:
- You are currently in the Staff Services Manager I classification
- On a Surplus Employee List for the same or a comparable classification and transferable
- On the State Restriction of Appointment (SROA) List for the same or comparable classification
- Reachable on the Staff Services Manager I eligible list.
- Have reinstatement eligibility to the same or comparable classification

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

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 Jacqueline Wagner, Assistant Executive Director, 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: 05/08/2014

CALIFORNIA HORSE RACING BOARD

STAFF SERVICES MANAGER I
POLICY, REGULATION, and LEGISLATION UNIT

DUTY STATEMENT

Under the general direction of the Assistant Executive Director, serves as the manager of the Policy, Regulations, and Legislation Unit. The incumbent supervises analysts to perform all duties relating to the review, analysis, and tracking of all horse racing-related regulations and legislation. The duties include, but not limited to, the following:

| <u>Percent</u> | <u>Duties</u> |
|----------------|---|
| 50% | Plans, coordinates, and directs the activities of the Policy, Regulations, and Legislation Unit. The unit is responsible for analyzing, developing and preparing regulatory rulemaking files for adoption, and developing policies and procedures to carry out the Board's regulations and policies. The Policy, Regulations, and Legislation Unit is responsible for vetting applications for license to operate race meetings; license to operate satellite and mini-satellite wagering facilities; applications for license to conduct advance deposit wagering; and preparing, as necessary, analysis and other materials for CHRB's monthly Board and Committee meetings. The Policy, Regulations, and Legislation Unit works closely with the Business, Consumer Services, and Housing Agency, the Office of Administrative Law, CHRB commissioners, Legislative staff, other racing jurisdictions, racing officials, associations, and the Board's executive staff. As necessary, the incumbent may attend CHRB board/committees to present testimony related to assignment areas. |
| 35% | As the legislative coordinator (and under the general direction of the executive staff) is responsible for all activities and tasks related to legislation, including, but not limited to: <ul style="list-style-type: none">• Reviewing and analyzing horse racing related legislation• Maintaining a tracking system for all horse racing-related legislation• Developing and maintaining cooperative relationships with legislators and their staff• Attending legislative hearings as the CHRB's representative• Attending Business, Consumer Services, and Housing Agency Legislative Coordinator meetings, and preparing the CHRB Legislative Reports.• Advising the Executive Director, Assistant Executive Director, CHRB commissioners, and Business, Consumer Services, and Housing Agency on CHRB legislative matters. |
| 10% | Acts as a resource specialist for the CHRB Executive Director, Assistant Executive Director, and to various CHRB committees. |
| 5% | Develops and maintains cooperative relationships with the horse racing industry, the public, private, and governmental entities. |