



CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN FOR SAFETY STEWARD

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CALIFORNIA STATE GOVERNMENT * AN EQUAL 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.

RELEASE DATE: **APRIL 22, 2014**

FINAL FILE DATE: **MAY 6, 2014**

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications are available at all CHRB locations and on the California Department of Human Resources Website at <https://jobs.ca.gov/Profile/StateApplication>. Or call the CHRB Human Resources Office and have one mailed to you.

Applications are to be signed, dated, and mailed to the **California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, Attention: Wendy Matsuda**. If you have any questions regarding the examination, call (916) 263-6049.

TITLE: **SAFETY STEWARD**

SALARY: By contractual agreement \$525.00 per day/night. Stewards are considered independent contractors, therefore State civil service benefits are not provided to contractors.

EXAMINATION DATES:

It is anticipated that the written and qualification interview examinations will be conducted during May/June 2014.

ELIGIBLE LIST INFORMATION:

Qualified candidates placed on the eligible list retain continuous eligibility for employment unless removed by voluntary election or for good cause as determined by the Board.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and experience requirements for this examination by May 6, 2014, the final file date.

The Board will admit to the examination every applicant who meets **ALL** of the following conditions:

- 1) Has not been convicted of a crime involving moral turpitude or of a felony.
- 2) Has been given a physical examination and has at least 20-20 vision or vision corrected to 20-20 and normal hearing ability (required if selected for appointment).
- 3) Possess at least one of the following qualifications:
 - a) Has at least five (5) years of experience in the pari-mutuel horse racing industry as a licensed trainer, jockey, or driver.
 - b) Has at least ten (10) years of experience in the California pari-mutuel horse racing industry as a licensed owner whose experience, knowledge, ability, and integrity relative to the industry are known to the Board.
 - c) Has at least three (3) years of experience as a licensed racing official, racing secretary, assistant racing secretary, or director of racing.
 - d) Has experience in the horse racing industry of a character and for a length of time sufficient, as determined by the Board, to qualify the person as having experience substantially equivalent to the experience described in subparagraph a), b), or c).

DESCRIPTION OF DUTIES:

Stewards not serving in the stand shall, among other duties, gather information associated with drug testing and medication programs at California racetracks. Duties may include, but not limited to, the following:

- A. Monitor and observe daily habits and practices of backside activities.
- B. Monitor compliance for race day medication regulations.
- C. Observe medication administration.
- D. Follow-up on leads that may involve the inappropriate or illegal use of medication, such as permitted and prohibited drugs that may effect racing performance.

- E. Investigate fatalities and accidents at training centers and racetracks.
- F. Conduct pre-meet racetrack safety inspections independently or with CHRБ enforcement personnel.
- G. Participate in resolution of financial complaints.
- H. Make recommendations to CHRБ to ensure the integrity of racing and compliance with horse racing laws and regulations.
- I. Provide liaison between the stewards and CHRБ enforcement staff.
- J. Enforce compliance with safety standards; perform compliance inspections and report the findings to CHRБ.
- K. Inspect and monitor racing surfaces to standards established by the Racing Safety Program.
- L. Provide technical direction and management for Racing Injury Prevention Program.
- M. Incorporate the results of the Racing Injury Prevention Program into fatality investigations, racing surface standards development and the continuing education program for trainers.
- N. Manage trainer continuing education program.
- O. Perform special assignments for the Executive Director.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to work irregular hours and overtime in various locations throughout the State; tact, keenness of observation; good memory for horse racing events, names, faces and incidents; ability to qualify for a fiduciary bond; reputation for truth, honesty and integrity; and willingness to participate in training programs.

DESIRABLE CHARACTERISTICS:

Experience as a Steward in any recognized racing jurisdiction; completion of specialized courses in racing management, racing law, administrative law, political science, administrative agency practices or other courses related to the racing industry; bilingual fluencies in foreign languages.

EXAMINATION INFORMATION:

This examination will consist of a pass/fail written examination and a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained on both the written examination and the qualifying appraisal interview. This list establishes ONLY the eligible applicants for license as a California Steward. There is no order of ranking. Candidates are selected from the eligible list by the Board for appointment as a Steward and offered a personal services contract for selected periods at various locations, statewide.

SCOPE OF THE EXAMINATION:

- A. Demonstrated Knowledge of:
 - 1. Rules and Regulations of the California Horse Racing Board and the California Horse Racing Law.
 - 2. Rules of the Jockey Club, the United States Trotting Association, and the Uniform Rules of the Association of Racing Commissioners, International.
 - 3. Practice and procedures of the horse racing industry relating to eligibility of race horses, conditions of races, entries, pre-race examinations of horses, horse identification, running of the race, and post race analysis of the conduct of the race.
 - 4. Principles of pari-mutuel wagering systems; and transmission and reception of data communications and audio visual signals.
 - 5. Principles and techniques of supervision.
 - 6. Principles of the administrative hearing process.
 - 7. Familiarity with drug abuse enforcement practices, identification of misused drugs, and drug rehabilitation programs.
 - 8. Horse racing history and California horse breeding programs.
- B. Demonstrated Ability to:
 - 1. Analyze horse racing and wagering situations accurately and apply to specific cases the provisions of the laws, rules, or regulations.
 - 2. Formulate judgments in a consistent and impartial manner.
 - 3. Supervise and direct others in the performance of required racing officiating duties.
 - 4. Conduct hearings and interviews effectively.
 - 5. Write and speak effectively.
 - 6. Establish and maintain cooperative relations with representatives of racing organizations and associations.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)
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