The State of California is an equal 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 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.

DEPARTMENT:
CALIFORNIA HORSE RACING BOARD

POSITION TITLE:
CHIEF, ENFORCEMENT AND LICENSING,
C.E.A. LEVEL A

SALARY:
$6,647.00 – $9,555.00

FINAL FILING DATE:
DECEMBER 29, 2016

DEPARTMENT INFORMATION
The California Horse Racing Board (CHRB) regulates all horse racing meetings in California where pari-mutuel wagering is conducted. The CHRB is responsible for generating public revenue, and providing uniform regulations for each type of horse racing. The CHRB also administers and enforces all laws and regulations affecting horse racing and pari-mutuel wagering adjudicates controversies arising from enforcement of these laws and licenses of the various racing associations.

This position is located at:
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA  95825

POSITION DESCRIPTION
The Chief, Enforcement and Licensing is a peace officer position. Under the general direction of the Executive Director (ED), the Chief of Enforcement and Licensing (Chief EL) is responsible for planning, organizing and directing the activities and daily operations of the Enforcement and Licensing Units; advising and assisting the Executive Director in the development and maintenance of statewide enforcement and licensing policy and procedures and other specialized programs as directed; maintains oversight of statewide CHRB enforcement and licensing projects and is a member of the CHRB’s Executive Staff.

See Chief, Enforcement and Licensing, CEA Duty Statement at the bottom of the Examination Announcement.

MINIMUM QUALIFICATIONS
CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

A. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public
administration, organization and management; techniques of organizing and motivating groups; program
development and evaluation; methods of administrative problem solving; principles and practices of policy
formulation and development; personnel management; the manager's role in labor relations; the
manager's responsibility for promoting equal opportunity in hiring and employee development and
promotion and for maintaining a work environment which is free of discrimination and harassment.

B. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff;
analyze administrative policies, organization, procedures and practices; integrate the activities of a
diverse program to attain common goals; gain the confidence and support of top-level administrators and
advise them on a wide range of administrative matters; develop cooperative working relationships with
representatives of all levels of government, the public and the legislative and Executive branches;
analyze complex problems and recommend effective course of action; prepare and review reports;
effectively promote and equal opportunity in employment and maintain a work environment that is free of
discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager
experience with substantial participation in the formulation, operation and/or evaluation of program policies.
(Experience may have been paid or volunteer, in State service, other government settings or in a private
organization.)

DESIRABLE QUALIFICATIONS
1. Understands the context and mission of the CHRB both internal and external. Has an awareness of the
    CHRB’s critical issues, anticipates and influences the future. Has the ability to organize for success;
    understands how to facilitate functional needs and structure to achieve strategic plans.
2. Cooperates to achieve the CHRB’s mission, goals, and values and encourages diversity of opinions. Has
    the ability to enhance his/her own ability and the ability of others to contribute.
3. Understands internal and external customers and has a true desire to build credibility. Has a personal
    compass composed of clear principles and the flexibility to balance between literal adherence to rules and
    the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.
4. Recognizes that people are the CHRB’s most valuable resource. Can identify and define needs of the
    CHRB, attract candidates, evaluate, and select the most qualified. Takes the time to develop and
    encourage staff to achieve their true potential.
5. Experience at the managerial or supervisory level in the development and implementation of policies
    relating to specific departmental programs.
6. Experience in managing multi-disciplinary professional and administrative staff in order to advance the
    activities of all programs.
7. Experience in dealing with a variety of internal and/or external groups on issues of a high profile and/or
    politically sensitive nature.
8. Experience in developing and maintaining cooperative working relationships with, and securing the support
    of, internal and external groups (i.e., legislature, local government, State and/or Federal government, the
    racing industry, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness
    of its programs.
9. Experience presenting issues before the legislature, local government, State Boards or Commissions,
    various control agencies, other State agencies, stakeholders and/or the public.
10. Experience presenting progressively responsible managerial and/or supervisory experience in a law
    enforcement agency. At least three years must have been in a position which included administrative and
    supervisory responsibilities in an investigative services program area which involved duties such as
    directing and assigning work to investigators; maintaining statistics, and representing the agency with other
    governmental jurisdictions.

EXAMINATION INFORMATION
The examination process will consist of screening the applicants’ Standard State Application, Criminal Record
Supplemental Questionnaire, Resume, POST certification and Statement of Qualification. Failure to submit the
required documents may result in disqualification.
The Standard State Application, Criminal Record Supplemental Questionnaire, Resume, POST certification, and Statement of Qualifications will be used to evaluate applicants’ education and experience as it relates to the minimum qualification and desirable qualifications listed above, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

Therefore, it is to your advantage to invest the time and effort to completely describe your knowledge, skills, and abilities. The Statement of Qualifications may be the only basis for your final score and rank on the list. Failure to demonstrate sound organizational structure, clarity, and correct mechanics (spelling, grammar, and punctuation) will result in disqualification.

All applicants will be ranked competitively and notified of examination results. The results of this examination may only be used to fill this position. The list will be retained for twelve months.

The California Horse Racing Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

Hiring interviews for the job may be conducted with the most qualified candidates.

FILING INSTRUCTIONS
Completed applications and all required documents must be received by the final file date, December 29, 2016, in order to be considered. Applicants must submit the following:

- **Standard State Application (Std. Form 678)** that clearly addresses your job titles, names, and addresses of employers, periods of employment, time and tenure, reason for leaving, education, and any licenses and/or credentials you may possess.

- **Criminal Record Supplemental Questionnaire** is an additional page listed with the Standard State Application used for peace officer positions.

- **Resume** that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, time and tenure, reason for leaving, education, and any licenses and/or credentials you may possess. The resume does not take the place of the Standard State Application or the Statement of Qualifications.

- **POST Certification** at the least, submit a copy of the Basic POST certification.

- **Statement of Qualifications** must be typed with a minimum font size of 11. The Statement of Qualifications must describe the applicant’s management philosophy along with a description of enforcement experience, knowledge, skills and abilities that relates to the desirable qualifications listed above.

All documents MUST BE POSTMARKED no later than the final file date and sent to:

ATTN: HUMAN RESOURCES UNIT
CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA  95825

Contact number:  (916) 263-6000

IMPORTANT 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. Prior to appointment to the position, the individual selected must complete a Personal History Statement, be fingerprinted for checking criminal records, and undergo a background investigation.

Because this is a peace officer position, peace officer standards will apply as follows:

- **Citizenship Requirement:** Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.
Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in peace officer classifications.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002 (a) (7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for status in peace officer classifications.

Drug Testing Requirement: Applicants for positions in these classes at some departments/agencies are required to pass a drug-screening test.

SPECIAL TESTING
If you have a disability and need special testing arrangement, mark the appropriate box in Part 2 of the Standard State Application. You will be contacted to make specific arrangements.

GENERAL INFORMATION
If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the list.

The California Horse Racing Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

GENERAL QUALIFICATIONS
Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

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).
CALIFORNIA HORSE RACING BOARD (CHRB)
CEA
CHIEF, ENFORCEMENT AND LICENSING
DUTY STATEMENT

Under the general direction of the Executive Director (ED), the Chief of Enforcement and Licensing (Chief EL) is responsible for planning, organizing and directing the activities and daily operations of the Enforcement and Licensing Units; advising and assisting the Executive Director in the development and maintenance of statewide enforcement and licensing policy and procedures and other specialized programs as directed; maintains oversight of statewide CHRB enforcement and licensing projects and is a member of the CHRB’s Executive Staff. Duties include but are not limited to:

% of Time | Duties
--- | ---
50% | Develop and evaluate policies related to CHRB enforcement and licensing programs at California racetracks; establishes and implements uniform application and interpretation of the horse racing laws, and the CHRB's rules and regulations in conjunction with CHRB counsel; establishes uniform standards for statewide consistency in investigations and inspections, to include utilizing enforcement best practices techniques and procedures; evaluates performance of enforcement and licensing staff; develops and maintains cooperative working relationships with Board Members, racing organizations and other agencies affected by the horse racing law and the CHRB rules and regulations; apprises the ED and the Assistant Executive Director (AED) of high profile cases that warrant the potential for media exposure and attention; Directs the enforcement activities of the CHRB, which includes, but is not limited to, oversight of all CHRB investigations, direction and monitoring of the equine and human drug testing programs, ensuring chain of custody for equine and human test samples is maintained; and reviews and approves all investigative reports documenting violations of the horse racing laws and the CHRB’s Rules and Regulations.

35% | Ensures enforcement staff is in compliance with Peace Officer Standard Training requirements, and are trained and certified to administer alcohol/drug tests via Breathalyzer and/or urine; serves as the CHRB’s liaison and coordinator of enforcement activities for special events, such as Breeders Cup, when such races are hosted in California; recommends and assists in formulating CHRB rules, regulations, policies and procedures; coordinates with Staff Counsel and the Hearings Unit to arrange for legal representation in administrative hearings; and implements generally the policies of the CHRB. Directs and oversees the CHRB's occupational licensing program to ensure compliance with state laws and regulations, as well as existing internal protocols. Oversight of licensing activities for the CHRB, includes, but is not limited to, oversight of all licensing staff, direction for record keeping of license transactions and deposits, and implementation and enforcement of all regulations pertaining to CHRB-issued licenses. Provides oversight and direction to staff regarding license referrals, denials and terminations; facilitates and evaluates background investigations for licensees and CHRB employees. Assists in procuring equipment necessary for licensing staff to carry out their duties.

15% | Prepares and refers investigations and cases to other state agencies and law enforcement organizations, as requested; communicates with other state racing jurisdictions regarding enforcement programs to ensure that the CHRB is current, in techniques and best practices for program integrity; attends horse racing symposiums and other enforcement and licensing conferences to learn and replicate other successful programs not yet implemented by the CHRB; prepares for and attends CHRB public meetings and provides the Board with information relating to Enforcement and Licensing activities as needed.