

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR ATTORNEY

Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento FILE BY: Until Filled
TENURE/TIMEBASE: Permanent/Full time SALARY: Range A-D \$4674-\$8141

REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a copy of active membership in the California State Bar and a copy of a completed State Application (Std. Form 678, Revision 10/2013) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

MAKE SURE YOU ENTER JOB OPPORTUNITY – ATTORNEY in the title box of the Standard State Application, Form 678, Revision 10/2013.

POSITION DESCRIPTION:

Under the general direction of the Executive Director/Assistant Executive Director and the lead Attorney III, the Attorney is a legal advisor to the Policy and Regulations, Enforcement and Licensing Units of the California Horse Racing Board (CHRB) and may assist with sensitive and complex issues of the Board. The incumbent is expected to have expertise in the laws governing horse racing in California, legislative practices, administrative rule making governance and regulatory licensing procedures.

DESIRABLE QUALIFICATIONS:

- In depth knowledge to provide legal advice and assistance to the Board on proposed decisions
- Ability to prepare analysis strategy for Commissioner's Board at each monthly meeting
- Ability to assist the CHRB Enforcement Unit on legal issues and fact finding efforts
- Ability to work independently
- Dependable, punctual, and reliable
- Interest in and/or knowledge of the horse racing industry and law

ADDITIONAL INFORMATION:

You are eligible to apply if:

- You are on an SROA/Surplus list in a classification comparable and transferable to Attorney
- You are currently in the classification of Attorney
- Have reinstatement eligibility to Attorney
- Reachable on an active eligibility list for Attorney.

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.

For more information about the CHRB, visit our Website at www.chrb.ca.gov. Questions regarding the duties of the position may be directed to Jacqueline Wagner at (916) 263-6000.

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: 10/13/2014

CALIFORNIA HORSE RACING BOARD
ATTORNEY
LEGAL UNIT
DUTY STATEMENT

Under the general direction of the Executive Director/Assistant Executive Director and the lead Attorney III, the Attorney is a legal advisor to the Policy and Regulations, Enforcement and Licensing Units of the California Horse Racing Board (CHRB) and may assist with sensitive and complex issues of the Board. The incumbent is expected to have expertise in the laws governing horse racing in California, legislative practices, administrative rule making governance and regulatory licensing procedures.

<u>% of Time</u>	<u>Duties</u>
40%	Provide legal advice and assistance to the CHRB Enforcement Unit in investigations and fact finding efforts, and administrative hearings involving licensure disciplinary matters. Assist the Office of the Attorney General in representing the department in litigation involving licensure disciplinary matters.
25%	Research and draft legislative bill analysis and enrolled bill reports. Conduct technical research and analysis regarding the impact of proposed legislation on the CHRB and the horseracing industry. Monitor status of legislation affecting the CHRB and the horse racing industry, and report to executive staff regarding status of legislation. Respond to legislative questions related to the department and provide pertinent information to the industry stakeholders, other departments and agencies as needed. Review pending legislation which impacts the Board's enabling statutes as well as general legislation of interest to the Board.
25%	Develop, draft and implement rules and regulations to enforce the Horse Racing Law, prepare and complete rulemaking files for submission to the Office of Administrative Law (OAL). Ensure compliance with the Government Code provisions in the rulemaking process. Resolve issues between the CHRB, OAL, and Business, Consumer Services and Housing Agency, regarding the rulemaking process.
10%	Provide legal advice and assistance to the CHRB Licensing Unit concerning eligibility for licensure, disqualification for licensure and conditions for licensure; and other duties as required.