

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR OFFICE TECHNICIAN (TYPING)



Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento FILE BY: Until Filled

TENURE/TIMEBASE: Permanent/Full time SALARY: \$2,686.00 – \$3,362.00

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

MAKE SURE YOU ENTER **JOB OPPORTUNITY – Office Technician (T) - 395-204-1139-005** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

The California Horse Racing Board (CHRB) is seeking a motivated individual to work in its Split Sample Program. Split samples may be used as evidence in administrative or criminal proceedings; therefore a strict chain of custody must be maintained. Under the general supervision of the Supervising Special Investigator and technical guidance of an Investigator, the incumbent will be responsible for receiving, logging, maintaining and disseminating the equine drug testing samples (urine/blood specimens); driving the CHRB electric cart to transport the storage boxes to the walk-in storage freezer located on Cal Expo property; clean all ice chests thoroughly and ship them to the appropriate race track(s); and assist with various tasks related to the Split Sample Program.

DESIRABLE QUALIFICATIONS:

- Ability to maintain confidentiality
- Ability to work independently and follow verbal and written directions
- Ability to interact courteously with staff and the public
- Ability to apply Word/Excel skills
- Ability to keep detailed records
- Excellent interpersonal skills, reliable, dependable
- Excellent attendance, punctual, good organizational skills
- Ability to work under pressure and time constraints
- Work Monday through Friday, 8:00 a.m. – 5:00 p.m.

SPECIAL REQUIREMENTS:

Ability to lift/move ice chests (containing samples) weighing up to 40 pounds and a valid California drivers license.

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 Office Technician (Typing) classification; have reinstatement eligibility; are in a classification comparable and transferable; on a current Office Technician (Typing) eligible list and reachable; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification.

Questions regarding the duties of the position may be directed to Dan Dailey at (916) 263-6054.

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: 10/8/2013

CALIFORNIA HORSE RACING BOARD
OFFICE TECHNICIAN (TYPING) – SPLIT SAMPLE UNIT
DUTY STATEMENT

The Split-Sample Program is primarily responsible for receiving, maintaining, and acting as the “custodian” of that portion of the equine blood and urine samples designated as the “split-sample”. Split-samples may be used as evidence in administrative or criminal proceedings; therefore a strict chain-of-custody must be maintained.

Under the supervision of the Supervising Special Investigator, and the day-to-day guidance of an Investigator, the Office Technician performs the full range of duties as described below. The incumbent may be assigned more complex assignments as necessary.

% of Time Duties

70% Prepare and update laboratory results indicating positive and negative results incoming both from primary and secondary laboratories; maintain, receive and disseminate all human drug test results; receive from the field, the request for a “split” urine/blood sample for confirmation testing to be performed by a recognized Racing Commissioners International laboratory; coordinate with CHRB accounting unit to insure all payments required have been received for the horsemen’s split sample analysis request; insures that fees have been paid to the contributing laboratory for services to be rendered; prepares reports of all positives for the fiscal year; notifies all affected parties on receipt of positive results verbally and in writing; apprises the Board’s Executive Director of important medication issues; helps insure chain of custody retention and destruction of logs for all horsemen’s samples; verifies equine and human testing laboratory invoices for accuracy; administers the CHRB blind sample program and coordinates the efforts with the equine medical director; and reviews, tabulates and analyzes all medication violations from the primary and secondary laboratories.

30% Receives incoming supplies and or evidence from field offices; inspects, inventories and stores promptly all incoming urine splits; orders and ships medication supplies to various tracks throughout the State; maintains records of supplies used by each track so an ongoing inventory is maintained; ensures all split sample specimens are properly disposed of and entered into the computer; responds to all incoming calls requesting information regarding the equine medication project; and reviews and prepares correspondences related to the Split Sample program.

Special Requirements: Must be able to lift/move ice chests (containing samples) weighing up to 40 pounds and drive a transport cart (golf cart).