

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR STAFF SERVICE ANALYST (G)



Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento FILE BY: Until Filled
TENURE/TIMEBASE: Permanent/Full time SALARY*: A \$2873.00 - \$3600.00
B \$3111.00 - \$3895.00
C \$3731.00 - \$4671.00

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
(916) 263-6000

MAKE SURE YOU ENTER **JOB OPPORTUNITY – Staff Services Analyst (G) 395-600-5157-702** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general supervision of the Policy, Regulation, and Legislation Manager (SSMI), the Staff Service Analyst performs assigned administrative tasks and projects in the regulation and legislation unit.

DESIRABLE QUALIFICATIONS:

- Knowledge of the legislative bill process
- Excellent communication, writing and analytical skills
- Knowledge of the California rulemaking process under the Administrative Procedures Act
- Adhere to the highest possible standards for performance and quality of work products, paying attention to details in written documents
- Ability to complete assigned tasks and projects in a timely manner
- Ability to work both independently, and as member of a team
- Computer proficiency in MS office programs such as Word, Excel and Outlook
- Dependable, reliable, punctual, and organized with a strong work ethic and pride in work product
- Excellent organization skills, with ability to prioritize multiple and varied tasks within broad scope of guidelines

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 Staff Services Analyst (General) classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; a surplus employee in the same or comparable classification; have reinstatement eligibility to the same or comparable classification; are in a classification comparable and transferable; or reachable on the Staff Services Analyst (General) eligibility list. Those eligible to transfer to the Staff Services Analyst (General) must have passed the transfer examination. Associate Governmental Program Analyst may be considered.

Questions regarding the duties of the position may be directed to the Policy, Regulations, and Legislative Manager, Andrea Ogden at 916-263-6033.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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 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).

CALIFORNIA HORSE RACING BOARD
STAFF SERVICES ANALYST (G)
POLICY, REGULATIONS, AND LEGISLATIVE UNIT
DUTY STATEMENT

Under the direction and supervision of the Policy, Regulation, and Legislation Manager (SSMI), the incumbent performs assigned administrative tasks and projects in the regulation and legislation unit. Typical functions to be performed, but not limited to, are as follows:

<u>% of Time</u>	<u>Duties</u>
35%	Assist with research and drafting of legislative bill analysis and enrolled bill reports. Assist in technical research, review, and analysis regarding impact of proposed laws. Processes and monitors status of legislation that affect the agency; and notify agency executive staff of the status of legislation. Respond to various legislative questions related to the agency and provide applicable information to other agencies as needed. Provide administrative support such as maintain legislative tracking system, attend legislative hearings, and communicate with legislative office regarding legislation.
25%	Assists in developing, implementing and coordinating rules to enforce the Horse Racing Law; plans, develops and carries out specialized administrative programs such as rulemaking files; gathers and analyzes data; consults with staff and the public to secure information for rulemaking files; prepares and completes rulemaking files for submission to the Office of Administrative Law (OAL), ensures all procedural requirements are satisfied through interpretation and application of provisions of the Government Codes; assists in the resolution of issues between CHRB and the OAL; reviews and analyzes submitted license applications which includes, but are not limited to, licenses to operate race meetings, mini-satellite wagering facilities, Advance Deposit Wagering Providers and contractor/vendors license applications.
20%	Obtains information, researches, analyzes and prepares written reports regarding rules, regulations, and/or policies; assists in preparing information for the Board's committee and regular meetings; assists in the preparation and completion of the Annual Report; and conducts special projects as assigned.
10%	Maintains and provides continuous updates to the CHRB website laws and rules; and assists in collecting, interpreting, and compiling information for the annual publication of the CHRB laws and rules and regulations books.
10%	May provide information to the public and CHRB staff regarding horse racing rules, regulations, policies and laws; develops and maintains cooperative relationships with governmental and private agencies, the public, and staff; prepares written and oral communications in response to questions and requests; may receive and analyze transcripts and related materials from the CHRB meetings; and may prepare the official minutes of the Board.