

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR STAFF SERVICES MANAGER I

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LOCATION: SACRAMENTO FILE BY: May 16, 2012
TENURE/TIMEBASE: Permanent/Full time SALARY:\$5079.00-\$6127.00

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

ENTER '**STAFF SERVICES MANAGER I**' – **395-600-4800-002** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general direction of the Assistant Executive Director (CEA II), serves as the manager of the Policy & Regulations Unit. Under the general direction of the Executive Director, the incumbent is also responsible for performing all duties relating to the review, analysis, and tracking of all horse racing-related legislation. For more information refer to the duty statement on the following page.

The position is located at California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA.

DESIRABLE QUALIFICATIONS:

- Strong supervisory leadership and interpersonal skills
- Ability to plan, coordinate, and direct the activities of the Policy, Regulations, and Legislative Unit
- Well organized and detail oriented
- Excellent writing and analytical skills
- Strong public speaking skills
- Ability to manage multiple projects

ADDITIONAL INFORMATION:

You are eligible to apply if you are currently in the Staff Services Manager I classification; 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; have reinstatement eligibility; are in a classification comparable and transferable; or reachable on the Staff Services Manager I eligible list.

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.

Questions regarding the duties of the position may be directed to Jacqueline Wagner, Assistant Executive Director, at (916) 263-6041.

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).

CALIFORNIA HORSE RACING BOARD
STAFF SERVICES MANAGER I - POLICY & REGULATION UNIT
& LEGISLATION

DUTY STATEMENT

Under the general direction of the Assistant Executive Director (CEA II), serves as the manager of the Policy & Regulations Unit. Under the general direction of the Executive Director, the incumbent is also responsible for performing all duties relating to the review, analysis, and tracking of all horse racing-related legislation.

<u>Percent</u>	<u>Duties</u>
50%	Plans, coordinates and directs the activities of the Policy and Regulations Unit. This unit is responsible for analyzing, developing and preparing for adoption regulatory rulemaking files, and is responsible for developing policies and procedures to carry out the regulations and the Board's policies. The Unit works closely with the Office of Administrative Law, CHRB commissioners, other racing jurisdictions, and racing officials, associations and the Board's executive staff. As necessary, the incumbent may attend CHRB board/committees to present testimony related to assignment areas.
35%	As the legislative coordinator (and under the general direction of the Executive Director) is personally responsible for all activities and tasks related to legislation, including but not limited to: <ul style="list-style-type: none">• Reviewing and analyzing horse racing-related legislation• Maintaining a tracking system for all horse racing-related legislation• Developing and maintaining cooperative relationships with legislators and their staff• Attending legislative hearings and CHRB's representative• Advising the Executive Director, Assistant Executive Director and CHRB commissioners on legislative matters.
10%	May assist the Executive Director, Assistant Executive Director, and to various CHRB committees as a resource specialist for various subject matters.
5%	Develops and maintains cooperative relationships with the horse racing industry, the public, private and governmental entities.