



# CALIFORNIA HORSE RACING BOARD

## EXAMINATION BULLETIN FOR HARNESS STEWARD

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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.

**SALARY:** By contractual agreement \$525.00 per day/night. Stewards are considered independent contractors, therefore State civil service benefits are not provided to contractors.

**FINAL FILE DATE:** **October 29, 2015**

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications are available at all CHRB locations and on the California Department of Human Resources Website at <https://jobs.ca.gov/Profile/StateApplication>. Or call the CHRB Human Resources Office and have one mailed to you.

Applications are to be signed, dated, and mailed to:

**Attention: Wendy Matsuda  
California Horse Racing Board  
1010 Hurley Way, Suite 300  
Sacramento, CA 95825**

If you have any questions regarding the examination, call (916) 263-6049.

### EXAMINATION DATES:

It is anticipated that the written and qualification interview examinations will be conducted during November 2015.

### ELIGIBLE LIST INFORMATION:

Qualified candidates placed on the eligible list retain continuous eligibility for employment unless removed by voluntary election or for good cause as determined by the Board.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and experience requirements for this examination by October 29, 2015, the final file date.

The Board will admit to the examination every applicant who meets **ALL** of the following conditions:

- 1) Has not been convicted of a crime involving moral turpitude or of a felony.
- 2) Has been given a physical examination and has at least 20-20 vision or vision corrected to 20-20 and normal hearing ability (required if selected for appointment).
- 3) Possess at least one of the following qualifications:
  - a) Has at least five (5) years of experience in the pari-mutuel horse racing industry as a licensed trainer, jockey, or driver.
  - b) Has at least ten (10) years of experience in the California pari-mutuel horse racing industry as a licensed owner whose experience, knowledge, ability, and integrity relative to the industry are known to the Board.
  - c) Has at least three (3) years of experience as a licensed racing official, racing secretary, assistant racing secretary, or director of racing.
  - d) Has experience in the horse racing industry of a character and for a length of time sufficient, as determined by the Board, to qualify the person as having experience substantially equivalent to the experience described in subparagraph a), b), or c).

### DESCRIPTION OF DUTIES:

The Contractor shall perform services as a Horse Racing Steward (Harness) in accordance with all statutes, regulations, rules, and directives of the California Horse Racing Board (CHRB) which govern horse racing in this State.

Stewards shall supervise all phases of racing operations at the horse racing meeting in a manner consistent with the Horse Racing Law, directives, and the rules and regulations of the California Horse Racing Board. The Contractor shall be responsible to, among other things:

- A. Enforce the rules of racing in connection with all participants.
- B. Supervise licensees and persons attendant upon horses and, if necessary, discipline them for misconduct.

- C. Supervise, and, if necessary, bar from participation any unlicensed person who commits a racing offense.
- D. Hold administrative hearings to conduct fact-finding.
- E. Control entries and declarations in connection with all races.
- F. Disqualify ineligible horses.
- G. Approve the transfer of race horses.
- H. Approve changes to trainers, jockeys, drivers, or equipment.
- I. Supervise drawing of post positions.
- J. Determine the order of finish of a race with authority to disqualify a horse, jockey, or driver as appropriate for violation of racing rules.
- K. Confirm the official order of finish for pari-mutuel wagering.
- L. Close pari-mutuel wagering in each race.
- M. Review with jockeys or drivers the races of the previous day or night.
- N. Interview certain license applicants and make recommendations to the Board.
- O. Maintain official minutes of the conduct of each racing meeting.
- P. Report significant issues to the Board as they relate to the race meeting.
- Q. Take any and all actions reasonably necessary to effectively supervise all phases of racing operations at a racing meeting in a manner consistent with applicable horse racing laws.
- R. Analyze complaints and investigative files, and assist in case presentation, as needed.

**SPECIAL PERSONAL CHARACTERISTICS:**

Willingness to work irregular hours in various locations throughout the State; tact, keenness of observation; good memory for horse racing events, names, faces and incidents; ability to qualify for a fiduciary bond; reputation for truth, honesty and integrity; and willingness to participate in training programs.

**DESIRABLE CHARACTERISTICS:**

Experience as a Steward in any recognized racing jurisdiction; completion of specialized courses in racing management, racing law, administrative law, political science, administrative agency practices or other courses related to the racing industry; bilingual fluencies in foreign languages.

**EXAMINATION INFORMATION:**

This examination will consist of a pass/fail written examination and a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained on both the written examination and the qualifying appraisal interview. This list establishes ONLY the eligible applicants for license as a California Steward (Harness). There is no order of ranking. Candidates are selected from the eligible list by the Board for appointment as a Steward and offered a personal services contract for selected periods at various locations, statewide.

**SCOPE OF THE EXAMINATION:**

- A. Demonstrated Knowledge of:
  - 1. Rules and Regulations of the California Horse Racing Board and the California Horse Racing Law.
  - 2. Rules of the Jockey Club, the United States Trotting Association, and the Uniform Rules of the Association of Racing Commissioners, International.
  - 3. Practice and procedures of the horse racing industry relating to eligibility of race horses, conditions of races, entries, pre-race examinations of horses, horse identification, running of the race, and post race analysis of the conduct of the race.
  - 4. Principles of pari-mutuel wagering systems; and transmission and reception of data communications and audio visual signals.
  - 5. Principles and techniques of supervision.
  - 6. Principles of the administrative hearing process.
  - 7. Familiarity with drug abuse enforcement practices, identification of misused drugs, and drug rehabilitation programs.
  - 8. Horse racing history and California horse breeding programs.
- B. Demonstrated Ability to:
  - 1. Analyze horse racing and wagering situations accurately and apply to specific cases the provisions of the laws, rules, or regulations.
  - 2. Formulate judgments in a consistent and impartial manner.
  - 3. Supervise and direct others in the performance of required racing officiating duties.
  - 4. Conduct hearings and interviews effectively.
  - 5. Write and speak effectively.
  - 6. Establish and maintain cooperative relations with representatives of racing organizations and associations.

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 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)  
 California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049  
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