

EMPLOYMENT CLASSIFICATION: FULL-TIME
DEPARTMENT: LICENSING
FLSA CLASSIFICATION: EXEMPT
REPORTS TO: DIRECTOR OF LICENSING

POSITION OVERVIEW

Assist the Director of Licensing to develop and administer all Licensing programs and processes in support of Gaming Commission operations.

ESSENTIAL JOB FUNCTIONS

The information provided below encompasses the functions and capabilities linked with this position.

Duties and Responsibilities

The individual in this position is expected to engage in the following work-related activities.

- Assist with the day-to-day supervision of the Licensing department staff, including recruiting, hiring, scheduling, training, assigning and directing work, evaluating performance, disciplining as necessary, addressing employee concerns, and guiding professional development.
- Assist in working with Commissioners regarding department goals and objectives, critical risks and violations.
- Assist in developing and executing plans and strategies to meet department goals and objectives.
- Assist with the development, implementation, and administration of annual department budget in a manner that ensures the purchase of quality products and services at competitive pricing.
- Identify need for, develop, modify, and maintain departmental Standard Operating Procedures and other guidance documents, including incorporating regulatory best practices, adapting to regulatory changes, and providing proper guidance to those carrying out departmental responsibilities.
- Disseminate, implement, and enforce department standards, policies, and procedures.
- Disseminate, implement, and enforce company standards, policies, and procedures, including conducting and supervising licensure processing and evaluation activities.
- Assist with overseeing record retention and reporting functions to ensure compliance with applicable standards and regulations.
- Identify and assess potential risks and threats to the gaming operation related to licensure from internal and external elements.
- Assist with making final determinations regarding applicant and vendor eligibility and suitability for gaming licenses in accordance with applicable federal and Tribal-State Compact, Tribal Ordinance and regulations, and ensuring proper notifications are made to individuals, vendors and regulatory agencies regarding licensing decisions.
- Support the licensing hearings and appeals process, including preparation of Commissioner packets and distribution of correspondence as required by Pechanga Gaming Commission regulations.
- Other duties as assigned.

Skill Profile

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Ability to interact and collaborate with line employees, managers, executives, and regulatory agencies.
- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior, particularly with regards to maintaining confidentiality and safeguarding sensitive information, in compliance with all applicable laws, rules and regulations.
- Maintain advanced working knowledge of licensing regulations, as well as internal policies and procedures.
- Exhibit basic investigative skills and abilities, including interviewing applicants, pulling relevant data from complex documents, identifying discrepancies and inconsistencies, establishing facts, and drawing valid conclusions.
- Ability to make sound and timely informed decisions in complex and potentially volatile situations.

- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Ability to effectively communicate information and ideas, particularly to Commissioners and regulatory agencies, as well as compose clear, effective, and grammatically correct reports, procedures and business correspondence appropriate for the intended audience.
- Ability to read, analyze, interpret and apply governmental regulations, financial reports and statements, tax returns, and legal documents.
- Ability to organize and prioritize own work and work of others in a setting with frequent and rapid priority and assignment changes and additions coming from multiple sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions in the context of a variety of situations with multiple variables, both predictable and unpredictable.
- Ability to carry out basic mathematical computations, including add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and draw and interpret bar graphs.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

Capability Requirements

The following capabilities are required to perform the essential functions of this position.

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, communicate and apply routine and complex regulations, oral and/or written instructions and factual information.
- Maintain sustained concentration on computer screens, and use keyboards and a variety of peripherals.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Sit, stand and walk for extended periods of time, and stoop, kneel and bend repeatedly.
- Exert up to 15 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects.
- Perceive the nature of sounds at normal speaking levels, particularly but not exclusively voices, and make discriminations in sound.
- Sufficient vision to complete tasks requiring depth perception, color vision and ability to bring object into sharp focus both close and far away.
- Sufficient ability to smell to recognize potential use or presence of alcohol or drugs.
- Tolerate occasional, sustained exposure to moderate noise and tobacco smoke.

Minimum Qualifications

The following are required of an employee in this position.

- Three years' experience and/or training in a similar position; or equivalent combination of education and experience.
- At least two years' experience managing people.
- High school diploma or general education degree (GED).
- Current PGC Class "A" Gaming License.
- Certificate or license relating to interrogation or investigative training, such as private investigator license, law enforcement certificate or certificate of completion for interrogation or investigative training specific to Tribal entities.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Must be age 21 or older.
- Requires passing background check, credit check, and drug screening upon hire.

ACKNOWLEDGEMENT OF EXPECTATIONS

I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.

Employee Name

Employee Signature

Date