

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

POSITION OVERVIEW

Process and evaluate gaming license applications for applicants and monitor licensing for existing employees to determine eligibility for licensure in accordance with applicable federal and state laws and regulations, Tribal-State Compact, Tribal Ordinance and Tribal regulations, and make educated recommendations regarding licensure status.

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.

- Collect supporting data and documents to verify information provided on licensing applications and assess eligibility for licensing, including facilitating credit checks, cursory criminal searches, civil background checks, and fingerprinting.
- Analyze data and documents collected and conduct face-to-face interviews with applicants to assess the accuracy of information provided and potential risks associated with granting a license.
- Determine eligibility for gaming licenses in accordance with federal laws and regulations, and Tribal-State Compact, Tribal Ordinance, and regulations, and make recommendations regarding granting or denying licenses.
- Prepare licensing suitability documents for Commission review.
- Ensure accurate, thorough, and timely completion and submission of license documentation.
- Monitor criminal and financial status of current licensees to verify they continue to meet the acceptable standards for possessing a gaming license in accordance with applicable laws and regulations, and make recommendations as appropriate regarding licensee status, such as suspending or revoking licenses and other disciplinary actions.
- Responsible for license verification requests from other agencies.
- Responsible for uploading the No Objection letters for PRC Team Members and updating the suitability log.
- Communicate with department managers regarding approved changes to current employee license status and the resulting necessary steps.
- Maintain accurate records pertaining to all applicants and licensees.
- Prepare and approve Notice of Results (NOR), prepare Notice of License Decision (NOLD), Investigative Reports, and electronic file review packages for the Commissioner's review. Submit NOR to NIGC in a timely manner as required by federal regulations.
- Provide clear instructions to Team Members on the drug testing process.
- Collect and process oral fluid (saliva) drug test specimens from Team Members in compliance with the Commission's policies.
- Ensure proper handling, labeling, and documentation of specimens.
- Maintain confidentiality and follow chain-of-custody procedures.
- Monitor and maintain testing supplies.
- Other duties as assigned.

Skill Profile

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

- Demonstrate a commitment to and value for conducting oneself in accordance with the highest standards of integrity and ethical behavior, particularly with regard to maintaining confidentiality and safeguarding sensitive information, in compliance with all applicable laws, rules, and regulations.
- Maintain 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.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Ability to make sound and timely informed decisions in potentially volatile situations.
- Ability to effectively communicate information and ideas, as well as compose clear, effective, and grammatically correct reports 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.
- Excellent problem-solving skills related to standard situations with common, predictable variables.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- 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 both independently with minimum direction and as part of a team.
- 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 the ability to bring objects into sharp focus both close and far away.
- Sufficient ability to smell to recognize the 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.

- One year of experience and/or training in a similar position, or equivalent combination of education and experience.
- High school diploma or general education degree (GED).
- Current PGC Class "A" Gaming License.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Must be age 21 or older.

- Requires passing a background check, credit check, and drug screening upon hire.

ACKNOWLEDGMENT 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 Indians and the rules of its Gaming Commission.

Employee Name

Employee Signature

Date