

NOTICES

PENNSYLVANIA GAMING CONTROL BOARD

Classification System

The Pennsylvania Gaming Control Board, under 4 Pa.C.S. § 1202(a)(4) and (5) (relating to general and specific powers), is required to establish a system of classification of its employees and to publish its employee classification system in the *Pennsylvania Bulletin*.

At Board's March 15, 2007, public meeting, the Board adopted the following employee classification system.

THOMAS A. DECKER,
Chairperson

PENNSYLVANIA GAMING CONTROL BOARD CLASSIFICATION SYSTEM

Executive Offices

EXECUTIVE DIRECTOR
CHIEF FINANCIAL OFFICER
BUDGET MANAGER
BUDGET ANALYST
**DIRECTOR OF COMPULSIVE GAMING
ENFORCEMENT**
**DIRECTOR FOR THE OFFICE OF
PROFESSIONAL RESPONSIBILITY**
DIRECTOR OF COMMUNICATIONS
DIRECTOR OF MEDIA RELATIONS
BOARD SECRETARY
LEGISLATIVE LIAISON
LEGISLATIVE ASSISTANT

Office of Chief Counsel

CHIEF COUNSEL
DEPUTY CHIEF COUNSEL
**DIRECTOR OF RACETRACK GAMING
GAMING OPERATIONS LIASON**
DIRECTOR OF REGULATORY REVIEW
DEPUTY DIRECTOR OF REGULATORY REVIEW
SENIOR COUNSEL
ASSISTANT CHIEF COUNSEL 3
ASSISTANT CHIEF COUNSEL 2
ASSISTANT CHIEF COUNSEL 1
LAW CLERK
PARALEGAL
LEGAL INTERN
SENIOR HEARING OFFICER
HEARING OFFICER
**CLERK TO THE OFFICE OF HEARINGS AND
APPEALS**

Bureau of Administration

DIRECTOR OF ADMINISTRATION
DIRECTOR OF HUMAN RESOURCES
PERSONNEL AND PLACEMENT SPECIALIST
HUMAN RESOURCE ANALYST
HUMAN RESOURCE ASSISTANT
DIRECTOR OF INFORMATION TECHNOLOGY
APPLICATIONS DEVELOPER
**INFORMATION TECHNOLOGY SUPPORT
SPECIALIST**
PROCUREMENT SPECIALIST
TRAVEL SPECIALIST

Bureau of Corporate Compliance and Internal Controls

DIRECTOR OF CORPORATE COMPLIANCE
**BUREAU OF CORPORATE COMPLIANCE AND
INTERNAL CONTROLS MANAGER**
COMPLIANCE EXAMINER

Bureau of Investigations and Enforcement

**DIRECTOR OF INVESTIGATIONS AND
ENFORCEMENT**
DEPUTY DIRECTOR FOR ENFORCEMENT
CASINO ENFORCEMENT AGENT
INTERNAL CONTROL EXAMINER I
INTERNAL CONTROL EXAMINER II
CHIEF ENFORCEMENT COUNSEL
DEPUTY CHIEF ENFORCEMENT COUNSEL
ASSISTANT ENFORCEMENT COUNSEL
DEPUTY DIRECTOR FOR INVESTIGATIONS
INVESTIGATIVE INTAKE MANAGER
**REGIONAL DIRECTOR IN THE BUREAU OF
INVESTIGATIONS AND ENFORCEMENT**
INVESTIGATOR SUPERVISOR
INVESTIGATOR
INVESTIGATIVE ANALYST

Bureau of Gaming Laboratory Operations

**DIRECTOR OF GAMING LABORATORY
OPERATIONS**
GAMING LABORATORY MANAGER
ELECTRONICS ENGINEER
STATISTICIAN
GAMING LABORATORY TRAINEE

Bureau of Licensing

DIRECTOR OF LICENSING
LICENSING MANAGER
LICENSING ANALYST
LICENSING TECHNICIAN

Administrative Staff

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
CLERICAL SUPPORT SPECIALIST

Pay Ranges

Executive Offices

EXECUTIVE DIRECTOR

Class Summary:

The Executive Director is the Chief Executive Officer and is responsible for planning, directing, executing, and coordinating all activities relating to the regulation of gaming in Pennsylvania. Work involves assuming the leadership in the development and direction of the operations of the Pennsylvania Gaming Control Board (PGCB). The Executive Director is also responsible for establishing and maintaining effective working relationships with other state agencies and legislative bodies. In addition, the Executive Director is responsible for developing procedures for the day to day administration and management of the agency to achieve stated objectives and priorities.

This position reports to the Board which oversees the agency's operations. Work is performed with a high degree of independent judgment within the framework of policies and regulations established by the Board and Act 71, as amended.

Examples of Work May Include but Are Not Limited To:

Coordinates Board activities and requirements with the staff, legal counsel and representatives of the industry; receives, processes, and formulates responses for documents filed for action before the Board, such as, disciplinary complaints, emergency orders, work permit appeals, and amendment or repeal of regulations;

Attends and participates in all Board meetings; formulates correspondence to all gaming license applicants, licensees, and other concerned parties reflecting the official action by the Board and formulates a disposition of action taken for dissemination to law enforcement agencies;

Directs the general content and emphasis of policy recommendations for the Board.

Directs the preparation of and reviews drafts of proposed rules, policies, and regulations.

Speaks to interested individuals, groups and the public to explain organizational goals and engender support for the programs of the Board.

Performs the full range of supervisory duties.

Performs related work as required.

Minimum Experience, Education and Training:

Ten years of related gaming experience and; eight years of supervisory experience; and a professional degree;

Or an equivalent combination of experience and training.

U CODE: U7009

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: NA

CHIEF FINANCIAL OFFICER**Class Summary:**

The Chief Financial Officer (CFO) is responsible for overseeing and directing all activities within the Office of Financial Management. The CFO is responsible for developing and managing the agency's annual budget and to supervise Budget Managers, Budget Analysts, and administrative staff.

The Chief Financial Officer reports directly to the Executive Director.

Examples of Work Performed but Are Not Limited To:

Plans and directs the work of budget analysts in reviewing and analyzing the operations and fiscal needs of the Pennsylvania Gaming Control Board (PGCB); reviews, appraises and adjusts budget requests; correlates budget needs with fiscal conditions, and the relative need for funds among bureaus and functions.

Supervises the administration of departmental budgets; authorizes transfers of funds; makes recommendations concerning personnel staffing and other matters resulting from altered fiscal conditions.

Confers with fiscal and operating officials on budgetary problems; works out policy changes and adjusts budgetary requirements.

Provides technical staff services to agency officials in the preparation of budgets.

Develops instructions for the preparation, analysis, and control of the agency budget.

Attends budget hearings; directs the review and analysis of appropriation bills, the maintenance of historical cost data, and the preparation of charts, graphs, and reports in relation to the agency budget.

Supervises a staff of professional and support personnel within the Office of Financial Management.

Performs related work as required.

Minimum Experience, Education and Training:

Ten years of progressively responsible experience in technical budget administration work, including three years of experience in an administrative or supervisory capacity; and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE: U7041

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: K

BUDGET MANAGER**Class Summary:**

The Budget Manager is responsible for assisting in directing activities of the financial office of the Pennsylvania Gaming Control Board (PGCB). Work involves the development of standards and procedures for the formulation and analysis of budgetary documents within policy limits. Work includes contacts with fiscal and operating officials to coordinate the implementation of solutions to budgetary problems. Employees collaborate with accounting, management analysis, and personnel staff units in seeking and instituting ways of effecting greater economy and efficiency of operation, and in rendering advice to operating officials on administrative and staffing problems. Supervision is exercised over a staff of budget analysts and clerical employees.

The Budget Manager reports to the Chief Financial Officer.

Examples of Work Include but Are Not Limited To:

Assists in directing the activities of the activities of the financial office of the PGCB.

Responsible for the examination of the PGCB budget requests and the preparation of budget documents.

Reviews reports and recommendations on the PGCB budget requests and budget revisions, and indicates tentative approval or disapproval based on established administrative and legislative policies and practices; submits findings and recommendations to a superior.

Establishes work schedules and directs the compilation of data relative to the details of organization and costs, and utilizes such information in budget preparation and administration.

Supervises and participates in the maintenance of historical cost data; directs the preparation and assembly of charts, graphs, and reports for use in budget hearings.

Provides advisory service to agency officials on management and budgetary problems of unusual difficulty.

Develops instructions for the preparation, analysis, and control of the PGCB budget.

Performs related work as required.

Minimum Experience, Education and Training:

Five years of progressively responsible experience in technical budget administration work, including two

years of experience in an administrative or supervisory capacity; and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE: U7049

Unemployment Compensation Coverage: No

Compensatory Time Eligibility: No

Pay Range: G

BUDGET ANALYST

Class Summary:

A Budget Analyst is responsible for compiling and analyzing budgetary information. Work involves contacts with fiscal and operating officials to obtain information or to explain well established policies, procedures, principles, and precedents. Employees are expected to carry out work assignments within established procedures and precedents, and work is checked occasionally during process by supervisor for conformance with established procedures and precedents.

A Budget Analyst reports to a Budget Manager or directly to the Chief Financial Officer.

Examples of Work Include but Are Not Limited To:

Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations.

Examines requests for budget revisions; recommends approval or denial; drafts correspondence to explain why budget revisions are being altered or denied.

Analyzes monthly Pennsylvania Gaming Control Board (PGCB) budgeting and accounting reports for the purpose of maintaining expenditure controls.

Provides technical assistance to agency officials in the preparation and management of PGCB budgets.

Assembles fiscal and statistical data for use in budgetary evaluations, and maintains files of budgetary information.

Prepares account reconciliations for the purpose of balance budgetary accounts maintained in SAP and Agency databases.

Performs related work as required.

Minimum Experience, Education and Training:

One year of experience in technical budget administration work; and a bachelor's degree;

Or any equivalent combination of experience and training.

U CODE: U7042

Unemployment Compensation Coverage: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

DIRECTOR OF COMPULSIVE GAMING ENFORCEMENT

Class Summary:

The Director of Compulsive Gaming Enforcement serves as the head of the Office of Compulsive Gaming Enforcement and will be the agency's chief administrator of all programs designed to prevent and treat compulsive gaming in the Commonwealth, in compliance with the Pennsylvania Race Horse and Development Act (Act 71), 4 Pa.Cons.Stat. §§ 1101—1904, and the regulations promulgated thereunder.

The Director of Compulsive Gaming Enforcement reports directly to the Executive Director.

Examples of Work May Include but Are Not Limited To:

Reviews the compulsive gaming programs of all entities that have submitted slot machine applications with the Pennsylvania Gaming Control Board (PGCB) or have been granted licensure with the PGCB, to ensure that the applicant/licensee:

- Has made responsible gaming an integral part of its daily operations.
- Is in full compliance with 58 Pa. Code § 503 (relating to Self Exclusion) and 58 Pa. Code § 511 (relating to Persons Required to be Excluded).

Maintains contact with management of each licensee on a regular basis to ensure that they are properly implementing compulsive gaming programs and are acting in full compliance with the American Gaming Association's Responsible Gaming Code of Conduct.

Collaborates with the Bureau of Investigation and Enforcement and licensed gaming facilities to ensure the maintenance of Self Exclusion and Excluded Persons lists, in compliance with 58 Pa. Code §§ 503, 511.

Collaborates with the Department of Health and the Pennsylvania Council on Problem Gambling to implement the provisions of 4 Pa.Cons.Stat. § 1509 (relating to Compulsive and Problem Gambling Program).

Ensures that all licensed gaming facilities provide notice of the availability of assistance to compulsive gamblers, in compliance with 4 Pa.Cons.Stat. § 1509 (C).

Maintains an understanding of the addiction of pathological gambling and related studies.

Oversees funding for Compulsive and Problem Gambling Programs.

Minimum Experience, Education and Training:

Bachelor's degree and a Professional degree required;

Or an equivalent combination of education and experience.

U CODE: U7074

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

DIRECTOR FOR THE OFFICE OF PROFESSIONAL RESPONSIBILITY

Class Summary:

The Director for the Office of Professional Responsibility (OPR) directs and controls the overall performance of OPR in the Pennsylvania Gaming Control Board (PGCB). The OPR is responsible for all background investigations for prospective employees and for other investigations as directed by the Executive Director. This position provides overall command, administration and direction to investigators and support staff within OPR.

Work includes administration, control, direction, inspection, planning, organization and supervision of staff within OPR. Work requires coordination with the Board, Executive Director, Office of Chief Counsel, and Director of Administration as well as interaction with other Directors and Managers of other bureaus within the PGCB. Supervision is received from the Executive Director.

Examples of Work May Include but Are Not Limited To:

Supervises employees of the Office of Professional Responsibility.

Assigns investigations and monitor day to day tasks.
Manages employee records and regulatory compliance as appropriate.

Completes and files all required reports.

Serves as agency liaison with other governmental agencies during background investigations.

Attends meetings of the Board as requested.

Keeps the Executive Director and Chief Counsel informed as to the operation of the Office of Professional Responsibility.

Administer OPR's employee leave, benefits, and reports programs.

Minimum Experience, Education and Training:

Minimum 10 years law enforcement experience or gaming enforcement experience with progressive supervisory and management responsibilities;

Bachelor's degree in law enforcement, or business related field;

Or an equivalent combination of experience and training.

U CODE: U7020

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

DIRECTOR OF COMMUNICATIONS

Class Summary:

This is professional public relations work directing the communications, media relations, public information and education, and external community relations functions in the Pennsylvania Gaming Control Board.

The Director of Communications is responsible for planning, organizing, and coordinating the internal and external communications including public information, external liaison, and promotional functions of the public relations program in the Pennsylvania Gaming Control Board. Work involves directing the preparation and transmittal, through all communications and public relations media, of information concerning the programs, services, policies, and accomplishments of the Board. Work also involves providing advisory and consultative services to the Executive Director and agency officials. In addition the employee directs, and may participate in, the writing of speeches and other public presentations for the Executive Director and other officials. The Director of Communications supervises a professional and technical staff engaged in public informational and educational activities. Work is under the general direction of the Executive Director, who evaluates work for timeliness, responsiveness and effectiveness of results.

Examples of Work May Include but Are Not Limited To:

Plans, organizes, directs, and coordinates the agency public relations program, including communications, public information, external liaison, and promotional functions within the PGCB.

Serves as media consultant and principal advisor to the Executive Director on communications and public relations matters, including the public relations implications of the Pennsylvania Gaming Control Board's programs and policies.

Directs and may participate in writing of speeches for the Executive Director or other top Pennsylvania Gaming

Control Board officials; reviews and edits speeches, and other material to be used by the Pennsylvania Gaming Control Board officials in contact with the public.

Establishes and maintains effective working relationships with departmental officials and serves in a liaison capacity between bureaus and between the Pennsylvania Gaming Control Board, along with groups, organizations, and individuals in communications, public relations, and public education matters.

Directs the preparation of correspondence dealing directly with communications, public relations, and public education matters.

Analyzes and evaluates the public relations impact of proposed or existing the Pennsylvania Gaming Control Board programs and policies and provides input to the Executive Director and the Pennsylvania Gaming Control Board officials in the formulations or modification of programs of policies indicated by such analyses.

Performs related work as required.

Minimum Experience, Education and Training:

Six years of professional experience in the field of communications or public relations, including three years in a responsible administrative or supervisory capacity; and a bachelor's degree with major course work in public relations, communications, political or social science, or closely related fields;

Or an equivalent combination of experience and training.

U CODE: U7004

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

DIRECTOR OF MEDIA RELATIONS

Class Summary:

This is professional public relations work supporting the media relations and public information functions in the Pennsylvania Gaming Control Board (PGCB).

The Director of Media Relations provides support for planning, organizing, and directing media relations in the PGCB. Work involves directing and participating in the preparation and transmittal to the media of policies and accomplishments of the PGCB. Work also involves providing advisory and consultative services to the Executive Director and agency officials as their official spokesperson as well as representing the PGCB as official spokesperson. Employee may supervise a small professional, technical, and clerical staff. Work is under the general direction of the Executive Director, who evaluates work timeliness, responsiveness, and effectiveness of results.

Examples of Work May Include but Are Not Limited To:

Plans, organizes, directs, and coordinates the PGCB media relations and public information.

Helps direct the work of a professional and technical staff in arranging and scheduling interviews between the PGCB personnel and the news media and in selecting and preparing a variety of informational material to be presented through a diversity of media.

Prepares or directs the preparation of news releases, television, radio, and film scripts; brochures, pamphlets, reports, publications, and similar written and graphic public information and promotional material.

Writes, or directs the writing of news releases, television and radio scripts, and other material to be used by the PGCB officials.

Makes speeches and otherwise serves as spokesperson for the PGCB on request of the Executive Director.

Establishes and maintains effective working relationships with the PGCB officials and serves in a liaison capacity between the PGCB and the media in communications matters.

Performs related work as required.

Minimum Experience, Education and Training:

Four years of professional experience in the field of communications, including three years in a responsible administrative or supervisory capacity; and a bachelor's degree with major course work in communications, public relations, English communications, political or social science, or a closely related field;

Or an equivalent combination of experience and training.

U CODE: U7088

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

BOARD SECRETARY

Class Summary:

The Board Secretary assists the Board members and the Executive Director to ensure the efficient and effective operation of the Board. Responsibilities include coordinating the preparations for bimonthly Board meetings, finalizing the meeting agenda, coordinating the Board schedule and keeping the agency staff informed of the Board's activities. This is administrative and professional work supporting the executives within the Pennsylvania Gaming Control Board (PGCB).

The Board Secretary reports directly to the Executive Director.

Examples of Work May Include but Are Not Limited To:

Sets the agenda for public meetings, hearings and executive sessions in conjunction with members of the Board, the Executive Director and bureau directors.

Prepares minutes for public meetings, maintain the Board's official minute books and distribute copies as required by the Act.

Signs official Board documents as appropriate and affix the agency seal.

Maintains an efficient document management system for official Board actions, including orders, resolution and motions.

Completes special projects as requested by Board members or the Executive Director.

Minimum Experience, Education and Training:

A Bachelor's degree in public administration, communications or a similar course of study and two years of relevant work experience;

Or an equivalent combination of experience and training.

U CODE: U7037

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

LEGISLATIVE LIAISON

Class Summary:

This is professional liaison and legislative analysis work in facilitating the review and advocacy of legislative initiatives for the Pennsylvania Gaming Control Board (PGCB).

A Legislative Liaison is responsible for planning, organizing and coordinating an integrated program of legislation review, legislation development, and legislative information and advocacy in cooperation and consultation with the Board. Work involves the gathering and analysis of program and legislative data; coordinating the development of proposed legislation; providing information to the General Assembly on proposed legislation and recommending legislative strategies to the Executive Director and members of the Board. Work also involves representing the agency at legislative committee meetings and hearings. Work is performed under the general direction of the Executive Director who evaluates the work for effectiveness and adherence to agency goals.

Examples of Work May Include but Are Not Limited To:

Plans, organizes and coordinates a legislative analysis and liaison program.

Advises the Executive Director of state and federal legislative issues which affect agency programs, and develops agency legislative initiatives to attain goals and objectives.

Analyzes the impacts of proposed legislation on agency programs and goals, and recommends advocacy strategies or alternatives for the consideration of top management in cooperation and consultation with the Board.

Provides information and liaison between the agency and the General Assembly to explain agency goals and initiatives, including the development of position papers and representing the agency at legislative committee meetings and hearings.

Confers with Executive Staff, special interest groups, other state agencies, and local government officials to discuss legislative initiatives and coordinate support activities.

Researches and directs the research of issues affecting agency operations which require legislative mandate for implementation.

Performs related duties as required.

Minimum Experience, Education and Training:

Three years of professional governmental experience which included at least two years of work in legislative or policy analysis; and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE: U7036

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

LEGISLATIVE ASSISTANT

Class Summary:

This is technical work assisting in the analysis and evaluation of legislation having fiscal, program or legal implications on the functions of the Pennsylvania Gaming Control Board (PGCB).

A Legislative Assistant functions as a staff assistant to the agency Legislative Liaison and Legislative Specialists through the analysis of data, statistical program research, interviews of program managers, and summaries of comments from interest groups, publications and officials of other states and the Federal Government. Work involves interpreting the cost and program implication of legislation, assisting in drafting bills, conducting and assisting in the conduct of statistical and program effectiveness studies, and assisting the agency Legislative Liaison in communicating information and agency comments to members of the Legislature and their staffs. Work includes the review, compilation, and evaluation of legislative comments from program and administrative personnel. Work is distinguished from the Legislative Specialist classes by the supervision received during the conduct of studies, the technical direction provided by the Legislative Liaison, and the limited interpretation of study data and conclusions. Work is reviewed by the Legislative Liaison through conferences and reports for soundness of study methodology, effective writing, and comprehensive coverage of the issue.

Examples of Work May Include but Are Not Limited To:

Performs legislative liaison work as a staff assistant to the Legislative Liaison on legislation having fiscal, program or legal implications on the functions of the PGCB.

Analyzes and reports on proposed and enacted legislation with fiscal, program or legal effects to determine legislative intent, consistency, impact on existing functions, estimated cost, and predicted future legislative action.

Assists in drafting bills for the PGCB.

Maintains controls on legislation, as directed by the agency Legislative Liaison, through close observation of the Legislative Calendar and meetings with members of the House and Senate, and their staffs.

Maintains close contact with the House and Senate to ascertain the status of legislation, to answer questions from the legislative committees on proposed legislation and to answer questions from the legislature on the fiscal, program and legal implications of bills.

Reviews comments from PGCB program and administrative personnel and writes reports and draft position papers for the signature of the Legislative Liaison.

Performs related work as required.

Minimum Experience, Education and Training:

One year of professional governmental experience, including one year of work directly related to legislative analysis,

Or a bachelor's degree in political science, public administration, business administration or a related field.

Or an equivalent combination of experience and training.

U CODE: U7060

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

Office of Chief Counsel

CHIEF COUNSEL

Class Summary:

The Chief Counsel serves as the chief legal advisor to the Board and Executive Director. Responsibilities include

overseeing and supervising the legal staff and the performance of all legal functions for, and on behalf of, the Board.

The Chief Counsel reports directly to the Executive Director.

Examples of Work May Include but Are Not Limited To:

Provides overall direction and guidance to subordinate attorneys.

Supervises the work of attorneys and other staff in the Office of Chief Counsel.

Responsible for drafting formal opinions.

Renders opinions to directors, bureau chiefs and management utilized in interpreting and applying applicable laws and regulations.

Reviews proposed legislation, regulations and policies pertaining to gaming in the Commonwealth and other jurisdictions.

Reviews and responds to licensees regarding applicable laws, regulations and policy considerations.

Participates in the initiation and development of new and revised departmental policies and procedures.

Provides advice on complex labor and employment law issues.

Responsible for the provision of legal support staff to the Bureau of Licensing, Bureau of Corporate Compliance and Internal Controls and the Director of Administration.

Participates in staff conferences held by the Board or the Executive Director.

Supervises and coordinates the preparation of briefs and other activities incidental to litigation and court work.

Examines and analyzes contracts, leases, bonds, and claims in order to determine legal sufficiency.

Responsible for designing and implementing strategies which maximize employee potential and fosters progressive standards in meeting the organization's vision, mission and goals.

Serves on the agency's Personnel Committee

Serves as the agency's Ethics Officer.

Performs related work as required.

Minimum Experience, Education and Training:

Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania and eight years of progressively responsible experience in professional legal work;

Or an equivalent combination of experience and training.

U CODE: U7029

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: L

DEPUTY CHIEF COUNSEL

Class Summary:

This is supervisory professional and administrative legal work of the highest degree of professional and administrative responsibility.

A Deputy Chief Counsel performs functions and duties characterized by significant legal problems, which are

particularly specialized and unusually difficult, and are of paramount interest to the Chief Counsel. This class may also be used for positions which direct the legal program within a regional office, where unusually difficult and complex legal problems may arise. Supervision is exercised through supervising attorneys and includes assigning work, evaluating performance, resolving complaints and grievances, interpreting labor agreements, and assuring staff development. Work is performed with wide latitude for independent judgment, and is subject to the general supervision of the Chief Counsel. Analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, such as in briefs, opinions, orders, or decisions.

Examples of Work May Include but Are Not Limited To:

Analyzing legal documents and instruments.

Drafting legal instruments and proposed legislation.

Plan and coordinate an extensive program of preparation for and conduct of litigation.

Deal tactfully and effectively with state administrative local government and court officials, and with the general public.

Plan, assign, and review the work of subordinate attorneys and clerical employees.

Minimum Experience, Education and Training:

Six years of progressively responsible experience in professional legal work, with experience at the highest degree of professional and administrative responsibility and difficulty, and/or a combination of other relevant professional experience, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania;

U CODE: U7008

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

DIRECTOR OF RACETRACK GAMING

Class Summary:

The Director of Racetrack Gaming is responsible for coordinating the overall development and implementation of policies and procedures designed to accomplish the intent of Act 71 as it relates to racetrack gaming. The employee is the Pennsylvania Gaming Control Board's (PGCB) liaison to the Pennsylvania State Harness Racing Commission and the Pennsylvania State Horse Racing Commission. The employee works closely with representatives of the horsemen's organization at each licensed racing facility. The employee works in conjunction with other PGCB Directors and the Office of Chief Counsel to ensure that Category 1 licensees demonstrate to the satisfaction of the Board, a plan for use of backside maintenance and improvements to racetracks. The employee is also responsible for implementation and monitoring of each licensed racetrack's plan for distribution of funds from the Pennsylvania Race Horse Development Fund.

Examples of Work May Include but Are Not Limited To:

Monitoring the management of the portion of gross profits from Pennsylvania slot machine earnings earmarked for use by horsemen for health insurance, pensions and other benefits.

Monitoring background checks to determine the suitability of those responsible for handling the horsemen's funds.

Monitoring the backside improvements of new racetracks and related areas of the facilities for compliance with the statutory scheme of Act 71.

Working with the Department of Revenue to establish and maintain an appropriate process for the transfer of funds for purses.

Ability to convey analysis and information orally through negotiations, briefings, consultations and other presentations.

Excellent writing skills and ability to compile data for inclusion in suitability reports.

Analyzing legal documents and instruments.

Excellent case management skills.

Ability to effectively present issues and matters to the Board, other agencies and outside entities.

Minimum Experience, Education and Training:

Five years of progressively responsible experience in the development of racetrack gaming, with experience at the highest degree of professional and administrative responsibility and difficulty and/or a combination of other relevant professional experience. Graduate degree or a law degree from an accredited school of law;

Or an equivalent combination of experience and training.

U CODE: U7052

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

GAMING OPERATIONS LIAISON

Class Summary:

The Gaming Operations Liaison acts as a liaison between slot machine license applicants and/or licensees and the Pennsylvania Gaming Control Board (PGCB) on issues related to slot machine operations including, but not limited to, security, surveillance, slot facility design and accounting and internal controls. Primary focus is to communicate to slot machine license applicants and/or licensees the Board's expectations with regard to statutory and regulatory requirements and to facilitate compliance therewith. This is a position which requires a significant level of gaming operations experience and the ability to function independently. Direction is sought or received from the Deputy Chief Counsel for Gaming Operations on legal or operational issues of unusual complexity, sensitivity or importance.

Examples of Work May Include but Are Not Limited To:

Regular contact with management for each applicant or licensee to ascertain the operational status of each proposed or existing slot facility and its compliance with Act 71 and all applicable regulatory and technical requirements.

Tracking of all prerequisites to the commencement of actual slot operations pursuant to Chapter 467, Commencement of Slot Operations.

Review and evaluation of submissions related to security & surveillance minimum staffing, emergency & evacuation procedures, contingency plans for surveillance and security system malfunctions and shutdowns, surveil-

lance camera system specifications and configurations, money movement routes, slot cash storage box pick-up routes and alarm, key control and access systems.

Review and evaluate proposed gaming floor plans including, but not limited to, cashiers' cage, count room and armored car bay layouts, slot machine configurations, surveillance and security zones and on-site Board office requirements.

Consult with Bureau of Investigations and Enforcement (BIE), the Bureau of Corporate Compliance and Internal Controls (BCCCIC) and other PGCB bureaus on operational issues.

Liaison with Pennsylvania State Police (PSP) to ensure effective exchange of information and harmonious working relationship.

Develop and coordinate PGCB training requests with regard to operating procedures. Develop, coordinate and implement on-site, pre-opening compliance inspection procedures and checklists.

Develop, train and supervise pre-opening evaluations teams.

Coordinate security, surveillance and facility issues with counterparts at Horse and Harness Commissions.

Regular reporting of status information to the Deputy Chief Counsel for Gaming Operations.

Minimum Experience, Education and Training:

10 years experience in gaming operations in a supervisory capacity or as a consultant with emphasis on security, surveillance, facility design and internal controls. Working knowledge of Pennsylvania statutory and regulatory requirements and gaming industry best practices; and

BA/BS from an accredited college or university.

Or an equivalent combination of education and training.

U CODE: U7069

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: G

DIRECTOR OF REGULATORY REVIEW

Class Summary:

This is a supervisory professional position that encompasses the highest degree of professional and administrative responsibility related to the development and promulgation of the Board's regulations.

The Director of Regulatory Review is responsible for coordinating the overall development of policies and regulations designed to implement the provisions and intent of Act 71 and the promulgation of regulations consistent with the requirements of the Commonwealth Documents Law and the Regulatory Review Act. This involves working closely with agency staff, the Legislative Reference Bureau, the House and Senate Standing Committees and the Independent Regulatory Review Commission.

This position is also responsible for the supervision of the Deputy Director of Regulatory Review and the Administrative Assistant including assigning work, evaluating performance, resolving complaints and grievances, interpreting labor agreements and facilitating staff development.

Work is performed with wide latitude for independent judgment, and is subject to the general supervision of the Chief Counsel.

Examples of Work May Include but Are Not Limited To:

Analyzes, develops and organizes regulatory issues.

Presents regulatory issues orally and in writing to develop policies or regulations to implement the Board's regulatory responsibilities under Act 71.

Develops and analyzes competing regulatory options.

Analyzes and writes regulations.

Presents issues and matters to the Board, other agencies and outside entities.

Plans and coordinates the development and promulgation of Board policies and regulations.

Deals tactfully and effectively with Board staff, legislative staff, staff of other agencies, applicants and licensees, and members of the general public.

Minimum Experience, Education and Training:

Five years of progressively responsible experience in the development of public policy at least three of which involve development of regulations; and

A graduate degree in public policy, public administration or similar area or a law degree from an accredited school of law;

Or an equivalent combination of education and experience.

U CODE: U7053

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

DEPUTY DIRECTOR OF REGULATORY REVIEW

Class Summary:

This is a professional position that involves the development, drafting, editing and promulgation of the Board's regulations. This position works closely with and reports to the Director of Regulatory Review in the Office of Chief Counsel. The employee will also be required to report to and receive work assignments from the Chief Counsel.

The Deputy Director of Regulatory Review is responsible for the development of policies and drafting regulations designed to implement the provisions and intent of Act 71 and the promulgation of regulations consistent with the requirements of the Commonwealth Documents Law and the Regulatory Review Act. This involves working closely with the other Directors and staff in other Board bureaus, the Legislative Reference Bureau, the House and Senate Standing Committees and the Independent Regulatory Review Commission.

This position is also responsible for the direction of and providing guidance to the Administrative Assistant including assigning work, reviewing work, responding to inquiries and troubleshooting.

Work is performed with wide latitude for independent judgment and the employee is expected to respond to assignments with promptness, efficiency and a thorough examination of all issues.

Examples of Work May Include but Are Not Limited To:

Analyzes, develops and organizes regulatory issues.

Present regulatory issues orally and in writing to develop policies or regulations to implement the Board's regulatory responsibilities under Act 71.

Develops and Analyzes competing regulatory options.

Presents issues and matters to the Board, other agencies and outside entities.

Responds to and effectively communicate with Board staff, legislative staff, staff of other agencies, applicants and licensees, and members of the general public.

Analyzes case law and case law developments relevant to the development of regulations both at the State and Federal level.

Minimum Experience, Education and Training:

Two years of legal experience or experience in the development of public policy.

Graduate degree in public policy, public administration or similar area or a law degree from an accredited school of law;

Or an equivalent combination of education and training.

U CODE: U7056

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

SENIOR COUNSEL

Class Summary:

This is highly responsible and difficult, non-supervisory, professional legal work.

A Senior Counsel must demonstrate mastery of one or more areas of the law, which are vital to the achievement of the Pennsylvania Gaming Control Board's (PGCB) mission, and must regularly handle the most complex, difficult and novel legal issues for the Board. These legal problems are also characterized by their sensitivity and require innovative and creative ways to resolve them. Employees in this class are recognized by the Board members, the Executive Director, and the Chief Counsel as outstanding practitioners and experts in one or more areas of the law, and are consulted for their opinions on the most difficult and challenging legal problems facing the PGCB. Work is performed with the utmost independence, and general supervision is received from the Chief Counsel or a Deputy Chief Counsel. Positions allocated to this class differ from those allocated to the Attorney III class in the heightened complexity of legal work involved and the very minimal amount of guidance received.

Examples of Work May Include but Are Not Limited To:

Analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, such as in briefs, opinions, orders, or decisions.

Drafting legal instruments and proposed legislation.

Handle the most difficult and novel legal problems facing the PGCB in creative and innovative ways.

Deal tactfully and effectively with state administrative officials, local governmental officials, employees, court officials, and with the general public.

Plan, assign, and review the work of subordinate attorneys and clerical employees.

Minimum Experience, Education and Training:

Five years of progressively responsible professional legal experience, with some experience in legal work of the highest degree of professional responsibility, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania.

U CODE: U7044

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: I

ASSISTANT CHIEF COUNSEL 3

Class Summary:

This is responsible non-supervisory professional legal work. An Assistant Chief Counsel 3 performs professional legal work, which ranges from moderately difficult to complex. Work involves personal responsibility and accountability for difficult and important legal matters within the Pennsylvania Gaming Control Board (PGCB). Employees function independently, and work is subject to general supervision. Legal advice is sought or received from higher level attorneys on legal issues of unusual complexity, sensitivity, or importance. Positions allocated to this class differ from those allocated to the Assistant Chief Counsel 2 class in the higher complexity of legal work involved and the minimal amount of guidance received.

Examples of Work May Include but Are Not Limited To:

Analyzing, appraising, and organizing facts, evidence and precedents concerned in difficult and complex matters and in presenting such material in clear and logical form for oral or written presentations, such as in briefs, opinions, orders, or decisions.

Analyzing legal documents and instruments.

Drafting proposed legislation.

Deal tactfully and effectively with state administrative officials, local government officials, employees, court officials, and with the general public.

Minimum Experience, Education and Training:

Three years of progressively responsible professional legal experience, with some experience in highly responsible and complex professional legal work, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania.

U CODE: U7065

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

ASSISTANT CHIEF COUNSEL 2

Class Summary:

This is responsible non-supervisory professional legal work. The Assistant Chief Counsel 2 is responsible for performing legal work at the full professional performance level, often within a specific field of law. A wide variety of legal work is performed, which includes research, drafting opinions and pleadings, performing legal regulatory work, and/or representing the Pennsylvania Gaming Control Board (PGCB) in courts of law. Difficulty of legal problems encountered range from routine to moderately difficult. Positions allocated to this class differ from those allocated to the Assistant Chief Counsel 1

class in the increased complexity of legal work involved and the decreased amount of guidance received.

Examples of Work May Include but Are Not Limited To:

Legal research preliminary to the rendering of decisions affecting the PGCB operations, the preparation of documents, or the preparation of cases for trial is done independently, but subject to general supervision by a higher level attorney based on the difficulty of the legal problems encountered.

Analyze and organize facts, evidence, and precedents inherent in moderately complex cases and to present such materials in opinions, orders, or decisions.

Analyze legal documents and instruments.

Deal tactfully and effectively with state administrative officials, local government officials, employees, court officials, and the general public.

Draft legal documents and proposed legislation.

Minimum Experience, Education and Training:

Two years of progressively responsible experience in professional legal work, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania.

U CODE: U7064
Unemployment Compensation Covered: No
Compensatory Time Eligibility: No
Pay Range: G

ASSISTANT CHIEF COUNSEL 1

Class Summary:

This is entry level professional legal work. An Assistant Chief Counsel 1 performs legal research confined to one or a few fields. Initially, attorneys in this class spend much of their time learning the techniques and requirements of governmental legal practice in their assigned areas. As they become more experienced in their work, they complete assigned legal tasks of a routine nature with minimum supervision.

Examples of Work May Include but Are Not Limited To:

Employees may be assigned legal tasks of a non-routine nature; however, such work is characterized by limited discretion and decision making, and is subject to close review by a higher level attorney.

Supervision is received from a higher level attorney, who is ultimately responsible and accountable for the legal decisions resulting from the legal research done by employees in this class.

Analyze facts, evidence, and precedents and arrive at logical interpretations.

Set forth findings of fact and decisions in written form.

Prepare legal documents and records.

Minimum Experience, Education and Training:

Graduation from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania, or preparatory steps to become a member thereof.

Continued employment is conditional upon the obtaining of such certificate of admission.

U CODE: U7002
Unemployment Compensation Covered: No
Compensatory Time Eligibility: No
Pay Range: F

LAW CLERK

Class Summary:

This is an entry level position assisting the legal staff of the Pennsylvania Gaming Control Board (PGCB).

A Law Clerk is responsible for performing routine legal work and assisting attorneys in the performance of varied legal assignments. Work involves conducting legal research participating in the preparation of cases for trial. After a period of training employees are given assignments of limited difficulty to perform independently. Work is subject to review in process and upon completion and assistance is normally available with respect to special problems. Supervision is received by an attorney.

Examples of Work May Include but Are Not Limited To:

Assists in the preparation of digests of laws and cases.

Participates in the preparation of cases for trial by drafting briefs and generally assisting an attorney.

Search for, interprets, and applies laws, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings.

Assists in the conduct of studies to determine administrative problems involved in proposed rules or regulations.

Participates in conferences with attorneys, administrative officials and representatives of private groups during which proposed legal rulings are discussed and explained.

Prepares replies to correspondence of a legal nature.

Participates in the review of rules, regulations and bulletins prepared by administrative officers for conformity to law.

Performs related work as required.

Minimum Experience, Education and Training:

Graduation from an accredited law school.

U CODE: U7076
Unemployment Compensation Covered: Yes
Compensatory Time Eligibility: No
Pay Range: E

PARALEGAL

Class Summary:

This is technical and highly skilled work in assisting attorneys in the practice of law in Pennsylvania Gaming Control Board (PGCB).

A Paralegal provides support to attorneys in areas such as litigation, appellate proceedings, administrative review and regulation, or transactional law. Work at this level involves independently analyzing and evaluating a wide variety of case or transaction specific facts, claims and issues; performing preliminary investigations and required due diligence; researching, interpreting and determining the applicability of laws, regulations, rulings and precedential opinions; and drafting documents such as investigatory reports, opinions, responses to discovery, contracts or briefs. Duties may include attending depositions, hearings or trials with an attorney, assisting with preparing documentary evidence, tracking and labeling exhibits, and assisting in the preparation of filings or pleadings. Work may also include assisting in the practice

of transactional law through the review, analysis, and preparation of legal documents required in the processing of varied and complex financial transactions such as loan origination and closure, grant and bond issuance, alternative investments, public market offerings, pooled and separate accounts, REITs and real estate acquisition. Work involves handling sensitive and confidential matters consistent with attorney-client privilege. Work is performed independently under the general supervision of an attorney.

Examples of Work May Include but Are Not Limited To:

Performs research and drafting of documents for appellate, trial, regulatory, legislative and transactional matters.

Drafts summons, service of process, complaints, bill of particulars, praecipe, writs, motions, interrogatories, subpoenas and case information statements.

Drafts notices of appeal, briefs, and tables of authority for citations and summaries of hearing or trial transcripts.

Drafts legal notices, statements of policy and proposed regulations.

Reviews proposed administrative policies or regulations and conducts research to determine consistency with existing policies, laws, regulations and rulings.

Reviews and prepares subscription agreements, forms of adhesion, side letters and contracts for services.

Responds to discovery motions including interrogatories, requests for production of documents and requests for admissions by evaluating the motions, gathering information and drafting responses for an attorney's review.

Drafts questions for use in depositions and questioning of witnesses in proceedings.

Assists counsel during hearings, trials and settlements.

Maintains case files and ensures that case is properly prepared.

Conducts reviews of cited legal decisions to determine their precedential value.

Drafts correspondence on legal issues.

Performs related work as required.

Minimum Experience, Education and Training:

Certification as a Paralegal or Legal Assistant (CP/CLA) by The National Association of Legal Assistants (NALA); or certification as a Registered Paralegal (RP) by The National Federation of Paralegal Associations (NFPA); or advanced certification for legal professionals (PLS) by NALS, The Association for Legal Professionals; and two years performing legal support work;

Or completion of an associate's degree or post baccalaureate certificate in legal, paralegal or legal assistant studies or other related field, and two years performing legal support work;

Or an equivalent combination of experience and training.

U CODE: U7012

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

LEGAL INTERN

Class Summary:

This is professional legal work of a training nature on the legal staff of the Pennsylvania Gaming Control Board (PGCB).

A Legal Intern is responsible for performing routine legal work and assisting attorneys in the performance of varied legal assignments. Work involves conducting legal research in the preparation of cases for trial. All work is performed under the supervision of a higher-level attorney. Work does not require admission to the bar. Work is subject to review in process and upon completion and assistance is normally available with respect to special problems.

Examples of Work May Include but are Not Limited To:

Perform legal research. Complete assigned legal tasks of a routine nature with minimum supervision.

Assist higher-level attorneys with preparing legal documents, briefs, pleadings and opinions.

Assist in preparing cases for trial.

Researches, interprets and applies laws, court decisions, and other legal authorities in preparation of briefs, pleadings and indictments, and other legal papers in conjunction with suits, trials, and other proceedings.

Assist in the preparation of materials pertaining to proposed legislation.

Draft proposed rules and regulations and review rules, regulations, and bulletins prepared by administrative officers for conformity to the law.

Assists in the conduct of studies to determine administrative problems involved in proposed rules or regulations.

Participates in conferences with attorneys, administrative officials and representatives of private groups during which proposed legal rulings are discussed and explained.

Prepares replies to correspondence of a legal nature.

Participates in the review of rules, regulations and bulletins prepared by administrative officers for conformity to law.

Performs related work as required.

Minimum Experience, Education and Training:

Current law student at an accredited school of law.

U CODE: U7024

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: NA (\$8.00 - \$18.00/Hr)

SENIOR HEARING OFFICER

Class Summary:

An employee in this class is responsible for supervising subordinate Hearing Officers. The work involves coordinating and monitoring hearings to ensure that they are conducted in compliance with Pennsylvania Gaming Control Board (PGCB) policies and procedures, providing guidance for Hearing Officers, scheduling work, maintaining statistical reports, reviewing hearing transcripts and decisions made by Hearing Officers pertaining to appeals. Work is performed in accordance with PGCB policies and procedures and is reviewed by the Chief Counsel of the PGCB through individual conferences and/or reports.

Examples of Work May Include but Are Not Limited To:

Supervises the work of Hearing Officers and other staff in the Office of Hearings and Appeals.

Coordinates and monitors hearings to ensure that they are conducted in accordance with PGCB policies and procedures.

Interprets PGCB policies and procedures regarding Hearings and Appeals.

Serves as a liaison between Hearing Officers and the Chief Counsel.

Prepares work assignments, reviews work upon completion, prepares performance evaluation reports and recommends action regarding the hiring and termination of employees.

Ability to deal tactfully and effectively with Board staff, legislative staff, applicants and licensees, and members of the general public.

Performs related work as required.

Minimum Experience, Education and Training:

Graduation from an accredited law school, admission to the Supreme Court of Pennsylvania and at least six to eight years of specialized attorney experience;

Or an equivalent combination of education and training.

(Specialized experience is defined as experience involving: the application of legal principles, legal analysis, writing, case management, adjudication of complex issues and supervisory experience.)

U CODE: U7077

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

HEARING OFFICER**Class Summary:**

The Hearing Officer conducts administrative record reviews to render decisions on administrative appeals initiated by appellants contesting adverse Pennsylvania Gaming Control Board (PGCB) decisions.

To render decisions, the Hearing Officer holds face to face or telephonic hearings, which are recorded, schedules and conducts a pre-hearing conference and hearing, hears testimony, rules on motions and objections, reviews documents and considers arguments from appellants. The Hearing Officer considers testimony and evidence from hearings, analyzes and applies relevant statutes and regulations and prepares concise, well-written and easily understood decisions. Decisions and the established official record must pass the scrutiny of administrative and/or judicial reviews. Work is accomplished under strict time deadlines. Supervision is received from the Chief Counsel.

Examples of Work May Include but Are Not Limited To:

Expert skill in the professional application of legal principles relating to Act 71.

Expert skill in case management.

Ability to convey analysis and information orally through negotiations, briefings, consultations and other presentations.

Ability to adjudicate complex legal issues; and excellent writing skills and ability to prepare findings, recommendations, decisions and orders.

Ability to effectively present issues and matters to the Board.

Ability to deal tactfully and effectively with Board staff, legislative staff, applicants and licensees, and members of the general public.

Minimum Experience, Education and Training:

Graduation from an accredited law school, admission to the Supreme Court of Pennsylvania and at least six years of specialized attorney experience;

Or an equivalent combination of education and training.

(Specialized experience is defined as experience involving: the application of legal principles, legal analysis, writing, case management and adjudication of complex issues.)

U CODE: U7021

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: I

CLERK TO THE OFFICE OF HEARINGS AND APPEALS**Class Summary:**

This is complex administrative work involving the operations of the Pennsylvania Gaming Control Board (PGCB) Office of Hearings and Appeals and appellate process.

The Clerk to the Office of Hearings and Appeals performs complex administrative work which requires the application of independent judgment. Work involves the responsibility for all aspects of the appellate process in the Office of Hearings and Appeals, as well as the performance of complicated office activities which are control oriented. Work includes activities which are characterized by making choices between different procedures to be followed and determining the appropriateness of the information that is presented for further processing.

Work normally involves making independent decisions concerning the process to be followed, the appropriateness of the information to be processed and the actions to be taken. Work schedules and priorities are subject to unpredictable shifts due to external influences, time frame constraints or self-imposed priority changes. Work is performed with considerable independence and little review, however, changes in operational standards, procedures and work policies are discussed in detail with the Senior Hearing Officer prior to implementation.

Examples of Work May Include but Are Not Limited To:

Review of all filings with the PGCB's Office of Hearings and Appeals to insure that information is complete, consistent and adheres to agency rules and regulations.

Review of all correspondence in order to become familiar with the contents and to determine what procedures to pursue in providing the correct information in accordance with applicable administrative and legal constraints.

Responds to written inquiries relating to the status of certain aspects of matters pertaining to public disclosure.

Ability to transfer information from formats which occur in random order and present a modified form according to the rules and procedures of the PGCB.

Ability to use discretion and judgment in dispensing information.

Determines supply needs for the Office of Hearings and Appeals and prepares the supply requisitions.

Insures that mail delivery schedules are punctual and responses to filings are processed in the most efficient and expeditious manner.

Performs related work as required.

Minimum Experience, Education and Training:

A bachelor's degree in a discipline appropriate for the position from an accredited college or four years of experience from a government agency or a business entity may be substituted for the required education.

Or an equivalent combination of experience and training.

U CODE: U7051

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: E

Bureau of Administration

DIRECTOR OF ADMINISTRATION

Class Summary:

The Director of Administration is responsible for developing, planning, coordinating and directing a comprehensive Administrative Services program for the Pennsylvania Gaming Control Board (PGCB). This position is responsible for the full array of technical administrative functions including human resources, information technology, procurement, and office services.

The Director of Administration serves as the principal advisor to the Executive Director and the Board on all administrative matters affecting the daily operation of the agency.

This position reports to the Executive Director.

Examples of Work May Include But Are Not Limited To:

Develops and implements a comprehensive human resources management program.

Establishes and administers a classification and compensation structure to include a competitive pay structure and appropriate job qualifications.

Establishes and administers policies and procedures that facilitate the attraction and retention of qualified candidates for staff positions.

Establishes and administers a leave entitlement and administration program.

Recommends and advises the Executive Director on an appropriate employee benefits program for the agency, including but not limited to such areas as health insurance; workers compensation; life insurance; safety; employee assistance; unemployment compensation; etc.

Develops and administers an employee relations program, and an employee development and training program.

Recommends and advises the Executive Director on an appropriate human resource and payroll information system.

Recruits, selects, and supervises a Human Resource Director and professional and support staff.

Advises the Executive Director on agency organization structure and staffing.

Directs the development of information systems that support and foster the business needs of the PGCB.

Recommends and advises the Executive Director on the use of information technology employed by the agency.

Recruits, selects and manages Director of Information Technology for the agency.

Controls the purchasing and inventory of supplies, materials, equipment, and services for the agency.

Develops and implements travel and procurement policies and procedures to ensure the strategic and tactical procurement of supplies, materials, and services.

Employs the personnel necessary to conduct procurement work.

Directs the planning and management of the Office Services function to include mail services; leasing of facilities and equipment; reproduction and printing; fleet management; graphic arts; and telecommunications.

Employs the staff necessary to fulfill the Office Service functions.

Serves as the agency Right to Know Officer.

Serves as the Chair of the PGCB Emergency Response Committee.

Minimum Experience, Education and Training:

Five years of progressively responsible administrative line or staff experience including three years of supervisory experience in budgeting, accounting, procurement, human resources, or a closely related field; and a Bachelor's degree;

Or an equivalent combination of education and training.

U CODE: U7011

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

DIRECTOR OF HUMAN RESOURCES

Class Summary:

The Human Resources Director is responsible for directing a fully functioning human resource program, including employee relations, classification, training, employee benefits and human resource systems. Supervision is exercised over professional and clerical staff.

The Director of Human Resources reports to the Director of Administration.

Examples of Work May Include But Are Not Limited To:

Directs and performs professional human resource work which is operational and developmental in nature.

Drafts, interprets, applies, and implements human resource policies.

Supervises professional, technical, and clerical staff.

Directs the conduct of position classification reviews and determines the proper classification of positions.

Recommends the proper classification of positions to the Board.

Develops or supervises the development of employee training programs and employee benefit and human resource systems processes to meet agency needs.

Advises supervisors and managers on matters involving employee discipline.

Advises executive management staff on organization issues; prepares comments on requests for Board approval.

Performs related work as required.

Minimum Experience, Education and Training:

Four years of professional human resource experience and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE: U7028

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

PERSONNEL AND PLACEMENT SPECIALIST

Class Summary:

The Personnel and Placement Specialist is responsible for maintaining the agency resume database and managing the employment placement process to ensure that qualified applicants are considered and recommended for positions with the Pennsylvania Gaming Control Board (PGCB).

The incumbent in this position works with agency management staff to post vacancy announcements and coordinate the interview and selection process. The Specialist develops the agenda for agency personnel meetings to review recommended candidates and works with the Office of Professional Responsibility as candidates complete the background investigation and are considered by the Board for employment.

This position reports to the Director of Human Resources.

Examples of Work May Include But Are Not Limited To:

Maintaining the resume database.

Sending out Vacancy Announcements.

Coordinating the posting of Vacancy Announcements on Internet job sites and other state agencies.

Receives and evaluates resumes for qualifications.

Schedules applicant interviews and coordinates interview panel.

Manages the agenda items for weekly Personnel Committee meetings.

Meets with Managers to determine recruitment and placement needs.

Maintains the agency organizational chart.

Minimum Experience, Education and Training:

Four years as a Human Resource Assistant;

Or two years of experience in the performance of professional human resource duties and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE:

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: E

HUMAN RESOURCE ANALYST

Class Summary:

A Human Resource Analyst is responsible for performing analysis of programs or program processes to draft procedures or facilitate human resource program administration. This is usually accomplished through detailed study of an issue which will result in formal written recommendations for program improvement within an agency, or administration of programs which require professional judgments in Work processes which are not governed by procedure or strict guidelines.

This position reports to the Director of Human Resources.

Examples of Work May Include But Are Not Limited To:

Conducts classification desk audits for a variety of clerical, technical, and professional occupations, received as management initiated requests or employee initiated requests, and recommends appropriate classification.

Drafts new or revised class specifications under the direction of a supervisor, including gathering job information, drafting allocation criteria, and preparing implementation plans such as allocation lists, pay range recommendations, and bargaining unit suggestions.

Revises existing training courses or prepares new courses for functional subjects, prepares course outlines, designs course methodology, and performs classroom instruction using visual aides, handouts, and exercises.

Performs related work as required.

Minimum Experience, Education and Training:

Three years as a Human Resource Assistant;

Or one year of experience in the performance of professional human resource duties and a bachelor's degree;

Or an equivalent combination of experience and training.

U CODE: U7047

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

HUMAN RESOURCE ASSISTANT

Class Summary:

A Human Resource Assistant performs technical duties of a technical nature in the field of public human resource work. Work involves performing duties in any or all of the various areas of public human resource work, including classification, compensation, employee benefits and selection, human resource research and evaluation, applicant assessment, employee training, and human resource management systems operations. Assignments usually involve person-to person communication with job applicants, other employees, program officials, and the public, and require the analysis of varied data for formulating recommended action within prescribed guidelines. The Human Resource Assistant may perform varied clerical work incidental to the technical aspects of public human resource work and the majority of duties are performed in the technical aspects of the program.

This position reports to the Director of Human Resources.

Examples of Work May Include but Are Not Limited To:

Conducts classifications interviews, prepares interview reports, and recommends appropriate classification action

in situations where organizations are relatively stable and classification standards are clear. Writes position descriptions from interview with employees or program officials.

Interviews agency program officials in determining training needs and developing training programs, prepares schedules for training programs, gathers and assembles pertinent literature for use in training programs, participates in role-playing and conducts segments of training sessions, prepares correspondence, and performs other technical and administrative support for both in-house and off-site training programs.

Participates in a variety of human resource program areas such as employee benefits and services, recruitment and placement, manpower planning, human resource rules and procedures development, human resource research, and employee relations by performing duties such as gathering data from publications, files, and interviews, analyzing data, recommending appropriate activity, supporting data to substantiate recommended actions.

Performs related work as required.

Minimum Experience, Education and Training:

A high school diploma and two years of clerical or other comparable experience, one year of which involved performance of limited technical duties in the field of human resource work;

Or an equivalent combination of experience and training.

U CODE: U7026

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: B

DIRECTOR OF INFORMATION TECHNOLOGY

Class Summary:

The Director of Information Technology is responsible for directing the full range of information technology programs in the Pennsylvania Gaming Control Board (PGCB). Work includes formulating information technology objectives and strategic plans, directing planning and developmental activities, assessing hardware and software products, negotiating and managing vendor contracts and coordinating information technology resource acquisition. Critical aspects of the work involve providing expert advice and guidance to the Board and executives on capabilities and limitations of available information technology and providing expertise and leadership in high impact agency-wide initiatives.

Information technology priorities are established in consultation with the Director of Administration. Work is performed independently using initiative and judgment in managing the information technology resources. Work is reviewed for effectiveness through periodic reports, conferences and achievement of organizational objectives.

This position reports to the Director of Administration.

Examples of Work May Include but Are Not Limited To:

Plans, organizes and directs the analysis, design, development, implementation and operation of information systems in support of agency needs.

Prepares progress reports to inform management of project development and deviations from objectives, consults with specialist or technical personnel to solve difficult problems.

Consults with agency executives and program managers to determine information systems priorities and requirements and develops data processing objectives to meet user needs.

Provides guidance and assistance to agency officials and program managers on resources capabilities relative to the adaptation of systems to data processing based on resources available.

Formulates information technology objectives and plans in consultation with agency executives and program managers.

Directs research to identify operational requirements related to hardware and software needs, site and systems security and disaster recovery procedures.

Negotiates and manages vendor contracts for equipment, software and maintenance services.

Plans, organizes and directs the analysis, design, development, implementation and operation of information technology resources in support of organization needs.

Directs the establishment of priorities for high impact information technology initiatives and projects, develops cost estimates, determines staffing requirements and, develops work plans and timelines, monitors project status, and oversees implementation.

Serves as project manager for organization-wide systems development efforts, and directs and supports multiple information systems development project teams.

Directs the development of policies and procedures regarding the organization's information technology infrastructure consistent with agency standards.

Directs consultation with users to discuss software and hardware needs, to assess existing hardware and software, and directs surveys of proposed modifications to support the overall departmental information technology infrastructure

Directs the preparation of specifications for the acquisition of hardware, software, and services, and oversees the contractor's work to ensure compliance with contract specifications.

Directs the review of new or expanded information systems, design concepts, specifications, plans, contracts and other documents related to information technology resources.

Directs and coordinates information technology technical support, security, planning, disaster recovery, contracted services, acquisition, implementation, maintenance, training, and operational functions for the agency.

Researches new technologies for enhancement to the agency's information technology infrastructure.

Monitors overall operational efficiency and initiates projects to improve performance.

Directs all information technology support services provided by contracted vendors, maintains coordination, and performs quality assurance measures.

Provides consultative guidance and direction to departmental management on the utilization and capabilities of the departmental information technology resources.

Directs the training of subordinate staff to ensure they are kept up to date with changes in technology.

Performs related work as required.

Minimum Experience, Education and Training:

Five (5) years of supervisory experience of highly advanced technical information technology personnel; and a Bachelor's Degree that included or was supplemented by 18 credits in Computer Science; Management, Computer or Business Information Systems; Microcomputer Technology, Information Technology, Desktop Technology or closely related field;

Or, an equivalent combination of experience and training that included five (5) years of supervisory experience and 18 credits in Computer Science; Management, Computer or Business Information Systems; Microcomputer Technology, Information Technology, Desktop Technology or closely related field. Graduate training in computer science or information technology may be substituted for the required experience to a maximum of one (1) year.

U CODE: U7031

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: H

APPLICATIONS DEVELOPER**Class Summary:**

An Applications Developer is responsible for the analysis, planning, design, development, testing and debugging, maintenance, and documentation of highly complex computer applications to fulfill the needs of the Pennsylvania Gaming Control Board's (PGCB) business systems. Work at this level includes the assignment and accountability for highly complex computer application development projects; or the permanent assignment of lead worker responsibilities for developers performing advanced technical work; or independent application development and maintenance of a major departmental system or group of systems so critical to core business functions that inoperability would significantly impact/impair operations.

Work assignments include responsibility for critical phases of complex applications development projects from their inception as a systems analysis problem to their completion as operational computer applications. Employees work with staff to negotiate, prioritize, and define systems requirements and necessary modifications and complete documentation and procedures for installation and maintenance. Work is assigned in broad outline by an administrative or technical supervisor and is performed independently with initiative and is reviewed upon completion for overall effectiveness in meeting the client and agency needs.

The Applications Developer reports to the Director of Information Technology.

Examples of Work May Include But Are Not Limited:

Develops criteria to evaluate complex user applications and determine whether systems can be created using packaged desktop PC software or require traditional application development efforts.

Provides direction and participates in the conduct of detailed studies of current complex systems and PGCB processes, including existing procedures, information flows, and methods of work organization and control to develop logical models of the current systems.

Coordinates with management, program staff, and selected vendors; monitors and reports on project progress; resolves critical development issues; and advises manage-

ment of any delay or problem which would impact adherence to the project completion time frames.

Utilizes and provides guidance to other developers in the use of standard and advanced computer system design techniques, system methodologies, and developmental tools.

Meets with users to determine manual or automated processing inefficiencies or problems, business objectives and operational needs, level of utilization of existing systems, and computer equipment capability to identify information technology alternatives and provide solutions for improving operations.

Uses information modeling and information technology strategic planning methodologies in working with agency managers to develop system applications which align user systems with the agency's mission, including use of computer assisted systems engineering, rapid application development, and shared application development approaches.

Directs and participates in fact-finding studies of pertinent data, problem analysis, and system design using data processing concepts and techniques; conducts time studies; gathers data about current methods, applications, objectives, costs volumes, reports, outside relationships, and similar factors to be taken into account in systems design; and records and analyzes the data.

Identifies and evaluates alternative design options for complex business systems supporting multiple applications, including the technical and economic feasibility of each alternative and develops and presents and advises clients and higher level managers on recommendations for systems parameters, including proposed schedule and projected costs for development.

Meets with users to document processes and reporting requirements of current systems, utilizing appropriate systems documentation methods and processes. Obtains approval of documentation to ensure that all aspects of the current systems are correctly documented.

Develops objectives for proposed complex systems characterized by the existence of multiple functions integrated into single systems, including the logical model for the systems, process logic definitions, critical data elements, and logical system design to meet the user's requirements.

Develops specifications for proposed complex physical systems supporting multiple business applications, including report layouts, screens, input documents and forms file design, forms design, and physical file structure.

Performs system and program coding, testing, and documentation, including analysis of input and output from system tests to ensure that user requirements are being met.

Instructs, develops, and directs applications developers in the planning and development of appropriate quality assurance procedures, including data security, back-up and recovery, and systems controls.

Provides leadership and direction to other information technology personnel in the preparation and maintenance of computer operations documentation, including production control procedures for application productions execution.

Provides and coordinates training to appropriate personnel on newly developed systems. Develops plans to make an orderly transition from the existing system to

the new system; monitors effectiveness of user operations to identify and rectify problems; maintains communication with source agencies, users, data processing personnel, and others involved in the work processes to identify and resolve systems deficiencies.

Meets with users to gain their formal acceptance of new system applications prior to implementation and ensures maximum efficiency in application connectivity, data sharing, and time and space utilization with the agency's business operations. Recommends approval of applications for migration to production, installs and field tests applications, and provides leadership and technical assistance in revising and modifying applications during testing to ensure the applications fulfill client requirements.

Acts as primary contact with users and user management regarding complex and multi-function system operations and new developments, corrections, and enhancements they may require.

Serves as a consultant and technical advisor to users regarding new software and technology that may improve or streamline system operations. Advises on costs and cost effectiveness in making system revisions or changes.

Performs related work as required.

Minimum Experience, Education and Training:

Three (3) years of technical information technology experience in applications development and/or business process analysis and an Associates Degree in Computer Science; Management, Computer or Business Information Systems or a closely related field;

Or, five (5) years of technical information technology experience in applications development and/or business process analysis;

Or, one (1) year of technical information technology experience in applications development and/or business process analysis and a Bachelor's Degree that included or was supplemented by 18 credits in Computer Science; Management, Computer or Business Information Systems or a closely related field;

Or, any equivalent combination of experience and training that includes 18 credits in Computer Science; Management, Computer or Business Information Systems or a closely related field; and two (2) years of technical information technology experience in applications development and/or business process analysis. Equivalent clock hours in Computer Science; Management, Computer or Business Information Systems may be substituted for the required credits.

U CODE: U7086

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: F

***INFORMATION TECHNOLOGY SUPPORT
SPECIALIST***

Class Summary:

The Information Technology Support Specialist is responsible for performing a broad range of administrative and highly advanced technical information technology duties in at least two of the following areas: information technology support; centralized management and integration of Pennsylvania Gaming Control Board (PGCB) wide voice and data telecommunications activities; design and configuration of the voice and data systems and networks; and administration services.

Work includes technical and administrative functions: providing project leadership involving information systems and telecommunications in a moderate to very complex technology environment for automation and/or communication systems; independently performing network administration functions in a complex network environment based on the necessity of integrating and managing the network and connectivity with other networks, platforms, and protocols including the communications hardware and software to support connectivity; planning, developing, reviewing, and evaluating statewide systems, equipment, facilities, and services in the PGCB; developing proposals for systems and the preparation of design criteria, design concepts, requests for proposals, and specifications for the purchase or lease of related equipment, networks, and systems; independently managing data resources through the planning, design, and implementation of systems for the PGCB; and performing work of comparable scope and complexity in information technology support and administration services in information technology procurement, user support, planning, security, and/or training.

Work is characterized by independent duties advising staff on capabilities and limitations of available information technology and providing expertise and leadership for all phases of highly complex telecommunications projects. Work may include directing technology projects and assigned staff and leading the need analysis, operations analysis, and systems analysis activities for the operation, implementation, and enhancement of information technology activities of the area. Work may involve contact with representatives of other governmental agencies, telecommunications and service vendors to coordinate activities of the PGCB, telephone companies, contractors, consultants, and others providing telecommunications services and equipment. This work may involve directing the activities of contracted personnel in support of the project/initiative. Work is generally performed in a distributed systems environment and involves applying technology and innovation to enhance complicated business processes. Employees in this class may direct the work of information technology professional and/or technical personnel. Work is assigned in the form of objectives by an administrative or technical superior, is performed independently with initiative, and is reviewed for achievement of objectives and meeting the needs of the organization.

Examples of Work May Include but Are Not Limited:

Conducts analysis studies of present methods, applications, objectives and all pertinent data, followed by the design of improved systems, using automated technology equipment and techniques.

Manages and supports connectivity for complex local and wide area systems, a wide variety of hardware and software, and many varied peripherals.

Provides project coordination for information technology and telecommunications projects, including technical expertise and leadership for all phases of development and in the use of technology.

Plans and designs Local Area Network/Wide Area Network (LAN/WAN) systems and voice/data telecommunications systems; analyzes technical requirements, sizing, and performance of network design including the environment, physical wiring plan, connectivity standards, hardware and software requirements and the network operating system.

Administers all LANs/WANs within the agency which includes multiple server connectivity and initiates trouble calls to other agencies to isolate and resolve system or communications related problems.

Installs, maintains, and upgrades all software and hardware related to a complex LAN/WAN.

Provides consultative technical advice and assistance in the design, acquisition, installation, operation, integration, and maintenance of complex networks and voice/data telecommunications.

Directs and consults with vendors, consultants, or contractors providing specific services or functions for establishing and maintaining networks.

Develops and enforces agency and/or enterprise wide information technology security policies and procedures, including physical security, security awareness, and the access and use of network resources in compliance with agency standards.

Provides technical assistance to users in resolving any software, hardware, communications, system resource, security, or application problems.

Supports and develops PGCB Enterprise Business Recovery Planning using specialized recovery software to ensure security issues for highly sensitive and/or critical systems in compliance with agency policies.

Serves as a technical consultant with information technology staff for all aspects of information technology security to ensure security levels are established and maintained in compliance with agency policies.

Responds to special requests for sensitive or confidential information within federal, state, or the PGCB guidelines.

Supports the agency-wide Help Desk facilities to aid the user with issues and problems with hardware, software, and voice/data systems.

Plans and conducts the assessment of capabilities and cost analysis of voice, data, and computer resources to evaluate current conditions to develop planning documents for the operation and expansion or curtailment of PGCB information technology systems and services.

Reviews, evaluates, and reports on the capabilities and limitations of industry technologies relative to the agency's systems environment and participates in developing: network and systems requirements; operational design criteria; requests for proposals; cost estimates; and acceptance testing.

Monitors system resources for availability, efficiency, and cost effectiveness.

Monitors the system message logs for errors and warning messages, looking for existing or potential software, hardware, network, or system problems and addresses and corrects those problems found.

Works with and advises project team members in the proper use of distributed mass storage resources and considers the impact of increased or decreased access upon the central database.

Advises project team members about incorporating appropriate LAN/WAN based system backup/recovery procedures and performance concerns into the systems design specifications.

Evaluates and recommends information technology vendors for contract award.

Performs related work as required.

Minimum Experience, Education and Training:

Three (3) years of technical experience providing information technology user support services in a variety of areas to include: network and desktop PC support services, telecommunications hardware and software installation, operation, and maintenance; and an associate degree in computer science;

Or, five (5) years of technical experience providing information technology user support services in a variety of areas to include: network and desktop PC support, telecommunications hardware and software installation, operation, and maintenance;

Or, one (1) year of technical experience providing information technology user support services in a variety of areas to include: network and desktop PC support services, telecommunications hardware and software installation, operation, and maintenance; and a bachelor's degree including or supplemented by 18 credits in computer science; management, computer or business information systems; microcomputer technology, information technology, desktop technology or closely related field;

Or, an equivalent combination of experience and training that includes 18 credits in computer science; management, computer or business information systems or a closely related field, and two (2) years of experience providing information technology support services in a variety of areas to include: network and desktop PC support services, telecommunications hardware and software installation, operation, and maintenance. Equivalent clock hours in computer science; management, computer or business information systems may be substituted for the required credits.

U CODE: U7048

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: F

PROCUREMENT SPECIALIST

Class Summary:

The Procurement Specialist is responsible for the purchasing of supplies, materials, equipment, or services for the Pennsylvania Gaming Control Board. Duties include detailed work involved in purchasing general commodity groups. This includes the review of requisitions, the preparation of bid invitations, the review and award of bids, and the preparation of purchase orders. Work includes occasional contact with vendors and various agency officials concerning purchasing problems.

This position reports to the Director of Administration.

Examples of Work May Include but Are Not Limited To:

Prepares purchase requests, field limited purchase orders, service purchase contracts, or stock encumbrances for needed supplies.

Inspects material upon receipt for compliance with specifications and inputs receipt of products.

Maintain monthly invoices and receipts from all vendors as well as contracts and bids from vendors.

Prepare invoices, copy and submit for payments to vendors.

Order all supplies and materials for all Pennsylvania Gaming Control Board (PGCB) field offices, this includes maintaining commonwealth VISA purchasing card, signing off on all purchases through the works payment manager system and acquiring all supporting documenta-

tion for audits of purchasing card from the comptroller's office. Reviews specifications used as a basis for bids on all commodities of an assigned category.

Locates sources of supply capable of furnishing required items or services.

Maintains mailing lists of vendors interested in submitting bids on certain commodities; maintains other purchasing records and reference materials such as supply catalogs or state contract schedules; conducts correspondence with vendors regarding bids, delivery, and payment.

Discusses purchase requirements with users and advises on items best suited to individual needs or suggests substitutions for requested items.

Renew all attorney memberships; this also includes registering all attorneys and executive staff for conferences, trainings, and business trips. Maintain all contracts and agreements for leasing of furniture and office space in all regional offices of PGCB.

Maintains parking garages passes internally.

Performs other related duties.

Minimum Experience, Education and Training:

One year of purchasing work involving contact with vendors in the procurement of a variety of supplies, materials, equipment, and services; or four years of stores or warehouse experience that included responsibility for maintaining inventory control or requisitioning or ordering supplies. Post-high school instruction may be substituted on a year-for-year basis for purchasing or stores experience to a maximum of two years.

Or an equivalent combination of experience and training.

U CODE: U7045

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: B

TRAVEL SPECIALIST

Class Summary:

The Travel Specialist is responsible for ensuring that employees' travel reimbursements are processed in accordance with Management Directives, Commonwealth of PA, and agency procedures in a timely manner. In accomplishing this task, the employee serves as Agency Coordinator for the Commonwealth Corporate Card Program, Office of the Budget and PNC Bank. Work involves providing guidance with application submission, processes delinquency reports, writes disciplinary letters and adds support and technical assistance to Pennsylvania Gaming Control Board (PGCB) staff. The employee approves all Purchasing Card transactions in the PNC Bank Works system to be sure we are in compliance with both the Commonwealth and Agency policies and procedures and coding funds are correct, represents PGCB in negotiating contracts with vendors (Hotels/Convention Centers/Universities) in regards to conferences/open forum meetings and Public hearings, communicates with PGCB personnel, other Commonwealth agencies and vendors pertaining to policies, procedures and related payment issues, analyzes the appropriate SAP work flow box to assure that all travel documents are processed on a timely basis, and is the Liaison between the Governor's Office of Administration, Bureau of Payroll and Operations in all matters related to travel and travel policies.

This position reports to the Director of Administration.

Examples of Work May Include but Are Not Limited To:

Analyzes information and keeps the agency advised of policy changes and potential impacts.

Provides training and guidance to all employees in ESS, travel expense reimbursement including decision making involving policy interpretation.

Communicates orally and in writing; analyze and interpret data; devise solutions; understand and follow policies, procedures, rules and directives.

Serves as liaison between our department and Bureau of Commonwealth Payroll Operation and Department of Treasury.

Trouble shoots all problems with Bureau of Commonwealth Payroll Operations and Department of Treasury.

Conducts training to employees in the ESS - travel manager system to become travel arrangers.

Secures airline/train travel arrangements for employees and issues hotel orders as necessary.

Serves as Agency Coordinator for PNC Visa Corporate cards & Purchasing Cards.

Processes General Invoices, Purchase Orders, and procures contracts with facilities securing meeting rooms, catering services for meetings and conventions and overnight room accommodations.

Serves as Training Coordinator for all agency employees and coordinates payment for courses, interprets out-service training rules and regulations.

Oversees travel and subsistence reimbursement requests and responds to inquiries by BCPO and employees regarding travel status and subsistence

Serves as the Agency Administrator for PNC Travel Card and the back-up purchasing agent for the agency.

Minimum Experience, Education and Training:

A high school diploma and four years of relevant work experience;

Or a bachelor's degree;

Or any equivalent combination of experience and training.

U CODE: U7079

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: C

Bureau of Corporate Compliance and Internal Controls

DIRECTOR OF CORPORATE COMPLIANCE AND INTERNAL CONTROLS

Class Summary:

The Director of the Bureau of Corporate Compliance and Internal Controls (BCCIC) is responsible for the planning, implementation, and administration of a compliance and internal control monitoring program for all licensees in the Commonwealth of Pennsylvania. Work involves providing leadership, management and assignments to the Bureau's staff to specific slot machine facilities in order to monitor accounting and internal controls procedures as set forth in applicable regulations, of the PGCB Rules and Regulations. Duties include working directly with the Board's Bureau of Investigations & Enforcement and Bureau of Licensing and other Bureaus as required.

The Director of BCCIC is also responsible for developing, recommending and implementing policies, standards, and procedures for the supervision and regulation of ACT 71, and current regulations over compliance and internal control procedures. Supervision is exercised over managers, compliance Examiners and administrative staff.

Work is performed independently and under the direction of the Executive Director.

Examples of Work May Include But Are Not Limited To:

Prepares or reviews the licensees or applicants internal control submissions.

Reviews and prepares the preparation of deficiency reports and letters summarizing the results of internal control/corporate compliance citing material deficiencies considered necessary to be corrected in order to remain in compliance with appropriate regulations. Determines whether filings by licensees adequately correct deficiencies.

Plans, directs and administers a compliance and internal control monitoring program to interpret rules and regulations and to provide reasonable assurance that licensees are operating in accordance with the regulations set forth in Act 71.

Acts as a liaison between the PGCB and licensees regarding compliance and internal control procedures in accordance with regulations that affect the operations and practices of the licensees. Possesses the ability to interpret and communicate these regulations to slot machine operators.

Recommends, implements, and administers policies, standards, and procedures for regulatory compliance and internal control procedures.

Direct supervision of a staff composed managers, compliance examiners, and administrative staff in order to meet the objectives of the BCCIC.

Directs the review, evaluation, examination and distribution of all reports issued internally by BCCIC.

Directs and supervises efforts to effect remedial action by licensees to correct deficiencies in operations or violations of the rules and regulations as set forth in Act 71.

Directs and participates in the review and acceptance/rejection of proposals or plans from slot machine facilities to correct deficiencies in operations or violations of the rules and regulations as set forth in Act 71 and to protect the integrity of the gaming industry in the Commonwealth of Pennsylvania.

Supervises and coordinates the conduct of the creation of special reports regarding issues concerning compliance and internal control procedures in order to determine trends, problems, and issues in the slot machine facilities.

Coordinates program objectives and activities with other staff within the PGCB concerning issues relating to the integrity and operations of the licensees.

Performs other work as required.

Minimum Experience, Education and Training:

Degree in Accounting or Finance; and

Ten years of experience with auditing, analytical analysis, financial statement review, and research capabilities;

Or an equivalent combination of experience and training including 7 years in an administrative or supervisory capacity.

U CODE: U7033

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

BUREAU OF CORPORATE COMPLIANCE AND INTERNAL CONTROLS MANAGER

Class Summary:

Under the guidance of the Director of Bureau of Corporate Compliance and Internal Controls(BCCIC), the Manager supervises compliance examiners and administrative staff. Carries out responsibilities in accordance with the applicable laws and in support of the goals of the Pennsylvania Gaming Control Board (PGCB).

This position reports to the Director of BCCIC.

Examples of Work May Include but Are Not Limited To:

Develops and reviews analyses of activities, costs, operations, and forecast data to determine Bureau progress toward stated goals and objectives.

Review the work product of compliance examiners for completeness and content.

Analyzes work requirements and determines resources needed to accomplish work assignments.

Meets frequently with Director of BCCIC to review issues and provide updates.

Supervises the establishment and maintenance of records and files.

Maintains liaison and cooperative working relationships within and outside the organization.

Conducts appropriate performance evaluations and addresses employee complaints and resolves problems.

Interviews and recommends potential candidates for employment with BCCIC.

Performs other related duties.

Minimum Experience, Education and Training:

Bachelor's of Science degree in Business Management or similar field of study and at least 7 years of closely related work experience;

Or an equivalent combination of experience and training.

U CODE: U7038

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: G

COMPLIANCE EXAMINER

Class Summary:

An employee in this class is assigned to perform comprehensive financial reviews and analysis of various types of filings for registration, renewals and monitoring as well as duties associated with compliance examinations of licensed casinos in order to comply with Act 71 and the rules and regulations of the Pennsylvania Gaming Control Board (PGCB). The objective of this employee is to ensure that filings are complete and accurate and/or that they comply with the financial fitness requirements of the Act and to detect non-compliance with the provisions of applicable laws, regulations and guidelines. These processes are carried out by review of various financial documents required to be submitted and by reviewing and testing internal controls and application document submitted to the PGCB.

The employee works with the Bureau of Licensing, the Bureau of Investigation and Enforcement (BIE), the applicant, the licensed entity, and/or outside auditors to obtain documentation that would ensure full compliance with applicable rules and regulations. The employee will review the filings with Licensing or investigations conducted by BIE in order to recommend the scope of the examination to be conducted. The employee conducts interviews of appropriate personnel of the organization; inspects the books and records; determine the policies and operating procedures in effect; compile data from journals, ledgers and electronic sources; and gather other relevant documents or information. The employee prepares worksheets and schedules, analyzes information, develops findings, and formulates conclusions with respect to the degree of compliance with statutory and regulatory requirements. The employee prepares documentation and written reports in accordance with established standards, presenting the results of the examination and conclusions. In addition, the employee may confirm the amounts transferred to/from various state agencies that are statutorily mandated by the Act.

General supervision is received from a Manager or a higher level Examiner.

Examples of Work May Include but Are Not Limited To:

Examines Licensing, Bureau of Investigations and Enforcement and Corporate Compliance files of the licensee in order to determine the specific areas in the examination that should be emphasized.

Performs on-site examination and testing of the licensee, which includes an entrance conference, interviewing company principals, inspecting books and records, compiling information and data, and collecting documents and records.

Reviews Licensee operating procedures and internal control procedures to ensure compliance with the Act.

Drafts written reports of examination, in accordance with standards; evaluates in narrative form; presents compliance with laws and regulations with supportive data; makes preliminary recommendations with regards to disposition, further examination, or other appropriate action.

Assists department's or agency's staff in the performance of examinations, investigations, or related activities involving licensees.

Coordinate multiple financial examinations.

Reviews new applicant information to determine financial fitness.

Reviews 10K, 10Q, 8K, etc. submitted to the SEC by the licensee.

Tracks and review supplier information.

Tracks and review manufacturer information.

Reviews distributions to/from the Pennsylvania Race Horse Development Fund.

Reviews transfers made to the Pennsylvania Gaming and Economic Development Tourism Fund.

Reviews distributions made to the Volunteer Fire Company Grant Program.

Meets with external auditors and review external auditor's reports.

Reviews license renewal financial related information.

Responds to correspondence from licensees, suppliers, and manufacturers.

Reviews licensees' records for payments to vendors to ensure compliance with licensing requirements.

Reviews vendor records to ensure their compliance with applicable rules and regulations.

Perform other duties as assigned.

Minimum Experience, Education and Training:

Two years experience in professional accounting, auditing, or financial compliance work; and a Bachelor's Degree;

Or an equivalent combination of experience and training.

U CODE: U7016

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

Bureau of Investigations and Enforcement

DIRECTOR OF INVESTIGATIONS AND ENFORCEMENT

Class Summary:

The Director of the Bureau of Investigations and Enforcement (BIE) who reports to the Executive Director is responsible for the overall management of BIE, including the work of a large professional staff of investigators and casino enforcement agents.

The Director has liaison responsibility with Department of Revenue, Executive Management of Pennsylvania State Police (PSP), major law enforcement agencies and gaming regulators in other gaming jurisdictions.

Examples of Work May Include but Are Not Limited To:

Directs the investigative work of the Pennsylvania Gaming Control Board (PGCB) as mandated by Act 71.

Initiates suitability investigations of all gaming applicants/entities, i.e., key employees, key employee qualifiers, waivers, gaming employees, vendors.

Provides the board with all information necessary for licensing decisions.

Initiates investigations concerning violations of Act 71.

Initiates investigations or appropriate actions based upon referrals from the Board.

Refers all criminal violations of Act 71 to PSP and cooperate in the investigation and prosecution of criminal violations of Act 71.

Works with the Chief Financial Officer on all BIE and PSP budgetary issues.

Interacts with all PGCB Directors/Managers insuring a free flow of information among all PGCB Bureaus.

Inspects and examines all premises where slot machine operations are conducted and slot machines are stored.

In conjunction with Gaming Laboratory personnel, inspects all equipment, supplies, and slot machines.

In conjunction with Bureau of Corporate Compliance, inspect, examine, and audit all records, documents pertaining to licensees operation.

During a BIE investigation when necessary, seize, remove, impound, or assume physical control of any book, record, ledger, slot machine, cash box, or other equipment and supplies.

Minimum Experience, Education and Training:

Twenty years of law enforcement or gaming regulatory experience; and five years of executive management experience within an investigative organization preferably in law enforcement or in the gaming industry; and a college degree, or

Any equivalent combination of experience and training.

U CODE: U7010

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: L

DEPUTY DIRECTOR FOR ENFORCEMENT

Class Summary:

The Deputy Director for Enforcement is responsible for maintaining constant communication with the supervisors and lead agents assigned to the Enforcement Section of Bureau of Investigations and Enforcement (BIE). Creating and maintaining a professional relationship with the operators and management staff of the racinos/casinos is critical and imperative. This position is responsible for the supervision of the regulatory enforcement agents, their work product, training, discipline, and all organizational functions of the enforcement section. The position is responsible for the creation, organization and all other duties associated with the enforcement section. The position is responsible for the creation of all necessary job function, necessary forms, and all required reporting systems. Position is responsible for maintaining the proper number of employees necessary to accomplish the duties assigned to the section. Communication with the other Directors and Deputy Directors is a key job function. The overall performance of the Casino Enforcement section is the responsibility of the Deputy Director for Enforcement.

The Deputy Director for Enforcement reports to the Director of the BIE.

Examples of Work May Include but Are Not Limited To:

Supervises the daily activities of the Casino Enforcement unit of the BIE.

Responsible for overseeing Casino Enforcement Agents.

Act as the liaison with the Pennsylvania State Police regarding fingerprinting of gaming employees and referring criminal activity within the casino.

Assist with opening of the casinos especially regarding all fingerprinting issues with the gaming and non-gaming employees.

Work closely with BIE attorneys on all enforcement actions.

Minimum Experience, Education and Training:

Ten years of supervisory experience; and Bachelor's degree in a related field; and Fifteen years experience in a law enforcement or similar type of agency;

Or an equivalent combination of education and experience.

U CODE: U7022

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: K

CASINO ENFORCEMENT AGENT

Class Summary:

A Casino Enforcement Agent is responsible for performing specific casino enforcement duties at a licensed gaming facility in Pennsylvania.

This position reports to an Investigator Supervisor or the Deputy Director for Enforcement in the Bureau of Investigations and Enforcement (BIE), Pennsylvania Gaming Control Board (PGCB).

Examples of Work Include but Are Not Limited To:

Establishes liaison and working relationships with all levels of law enforcement and casino property management and staff assigned to the casino properties.

Participates in surveillances, searches and seizures when required in order to accomplish investigative needs and maintains the security of gaming facilities.

Regulate activities of gaming at slot machines, within cashier cage areas, count rooms and voucher redemption kiosk areas.

Investigate patron complaints, unusual or suspicious activity on the casino floor or other sensitive casino areas and underage gaming.

Investigate and enforce exclusion and self-exclusion lists.

Notifies of appropriate PGCB personnel assigned to Compliance and Licensing concerning issues that fall under their regulatory control.

Monitor and approve slot machine moves, camera moves and changing of advisory signs.

Regulate the monitor room, access to property, key control, temporary access and casino staffing issues.

Provides testimony before Hearings and Appeals, the PGCB Board members and courts of law or hearing forums.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree;

Or four years of security or surveillance experience, of a technical level

Or an equivalent combination of experience and training.

U CODE: U7084

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

INTERNAL CONTROL EXAMINER I

Class Summary:

The Internal Control Examiner I performs the analysis of all financial internal controls at a licensed gaming facility and conducts related financial investigations.

Works under the direction of the Deputy Director of Enforcement within the Bureau of Investigations and Enforcement.

Examples of Work May Include but Are Not Limited To:

Review the internal control systems and practices at licensed gaming facilities, as mandated by Act 71 and agency procedures and regulations.

Performs unannounced audits which include testing of Internal Controls, interviews of facility personnel, and review of relevant documents.

Documents results of audit noting any deficiencies in the Internal Control Standards.

Re-audits facilities after a determined period of time to determine if facility has corrected deficiencies.

Testifies in legal proceedings regarding audit results and procedures if facility is found by the Office of Enforcement Counsel to be in violation of Act 71.

Performs other related duties.

Minimum Experience, Education and Training:

College degree or an equivalent combination of experience and training.

U CODE:

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

INTERNAL CONTROL EXAMINER II**Class Summary:**

The Internal Control Examiner II establishes the framework and process for the analysis of all internal controls at a licensed gaming facility, and provides direction and training on the correct standards and practices for internal controls; and conducts related investigations, including financial investigations. Responsibilities include supervising projects and administrative staff.

Works under the direction of the Deputy Director for Enforcement in the Bureau of Investigations and Enforcement.

Examples of Work May Include but Are Not Limited To:

Review the internal control systems and practices at licensed gaming facilities, as mandated by Act 71 and agency procedures and regulations.

Review all investigations done by the Internal Control Examiners I, and expands investigation as is necessary by directing field staff to conduct interviews, analysis and audits.

Working with the Office of Enforcement Counsel and the senior management of BIE, help establish investigation and enforcement standards and practices for use in the field for the conduct of field investigations of economic and financial events.

Internal Control Examiners II will review all financial field investigations for completeness and to determine any additional actions that may be required.

Review and assess investigations to train staff and to improve the training of staff for field investigations.

Work with all bureaus to establish the agency-wide standards for financial investigations and to ensure that all investigations have been completed

Performs other related duties.

Minimum Experience, Education and Training:

Ten years of audit, financial analysis or forensic accounting experience.

CPA designation or Masters Degree in a financial discipline.

Or an equivalent combination of experience and training.

U CODE: U7046

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: G

CHIEF ENFORCEMENT COUNSEL**Class Summary:**

The Chief Enforcement Counsel acts as the prosecutor in all non-criminal enforcement actions under the Gaming Act. The Chief Enforcement Counsel is solely responsible for initiating proceedings for violations of the Act, as they deem necessary. In the case of a violation, the Chief Enforcement Counsel may seek a settlement that may include fines, penalties or other actions. The Chief Enforcement Counsel is responsible for drafting, negotiating, and enforcing such settlements. The Chief Enforcement Counsel presents proposed settlements to the Board for their consideration.

The Chief Enforcement Counsel is the legal advisor to the Bureau of Investigations and Enforcement (BIE). The Chief Enforcement Counsel responds to questions and issues presented by investigators from the BIE's regional and central offices. In providing legal advice to the Bureau concerning the conduct of background investigations, the release of information or the sufficiency of materials submitted to the Bureau or the Board, the Chief Enforcement Counsel may consult with the Office of Chief Counsel.

Chief Enforcement Counsel makes recommendations and objections to the Board relating to the issuance of licenses, permits, certifications and registrations. Specifically, the Chief Enforcement Counsel is responsible for reviewing and analyzing reports and investigations conducted by the BIE, Pennsylvania State Police (PSP), contract investigators and other Board Bureaus, entity and Key Employee Qualifier applications, and any other document deemed necessary in rendering complete and accurate recommendations and objections. The Chief Enforcement Counsel informs the Office of Chief Counsel and the Bureaus of any potential criminal or civil litigation history, outstanding tax issues, or any other matter that may be of concern to the Bureau or the Board when the Board is determining whether to issue or renew a license, permit, certification or registration.

The Chief Enforcement Counsel is the liaison between the Office of Enforcement Counsel and state and local prosecutors with respect to the investigation and prosecution of criminal violations of the Act.

Supervision is exercised directly and indirectly through supervising attorneys and includes assigning work, evaluating performance, resolving complaints and grievances.

Works cooperatively with the Director of the Bureau of Investigations and Enforcement to set policy for the Bureau of Investigations and Enforcement.

Work is performed through the exercise of independent judgment.

Reports to the Director of BIE.

Examples of Work May Include But Are Not Limited To:

- Provide legal services and advice to the BIE.
- Makes recommendations and objections to the issuance of licenses, permits, certifications and registrations.
- Represents the Commonwealth in administrative proceedings before the Board.
- Reviews subordinate attorney recommendations relating to enforcement actions to ensure sufficient evidence exists to initiate enforcement proceedings.
- Initiates regulatory enforcement proceedings.
- Initiates and develops new and revised policies and procedures and oversees their implementation.
- Provides overall direction and guidance to supervising attorneys in the Office of Enforcement Counsel.
- Supervises the work of supervising attorneys in the Office of Enforcement Counsel.
- Calls and conducts staff conferences.
- Supervises the submission of background investigation reports to the Bureau of Licensing.
- Directs background and regulatory enforcement investigations and participate in same.
- Drafts and analyzes legal documents.
- Prepares petitions, complaints, proposed orders, consent agreements and other documents for filing with the Clerk to the Board.
- Performs related work as required.

Minimum Experience, Education and Training:

Twelve years of progressively responsible experience in professional legal work, with experience at the highest degree of professional and administrative responsibility and difficulty, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania; and

Prior service as a director or supervising counsel in the legal office of a large state or local agency or as a director or supervising counsel in an agency with a large and active legal office characterized by high impact legal problems;

Or an equivalent combination of experience and training.

U CODE: U7034
 Unemployment Compensation Covered: No
 Compensatory Time Eligibility: No
 Pay Range: K

DEPUTY CHIEF ENFORCEMENT COUNSEL**Class Summary:**

Deputy Chief Enforcement Counsel is responsible for supervising one or more Assistant Enforcement Counsels. The incumbent will make recommendations to the Office of Chief Counsel, the Bureau of Licensing, and the Bureau of Investigation and Enforcement (BIE) relating to the issuance of licenses and permits. Specifically, Counsel is responsible for reviewing Pennsylvania State Police (PSP) reports, entity and Key Employee Qualifier applications, and any other document deemed necessary in rendering complete and accurate background investigations.

The Deputy Chief Enforcement Counsel will report to the Chief Enforcement Counsel.

Examples of Work May Include But Are Not Limited To:

Counsel informs the Office of Chief Counsel and the Bureaus of any potential criminal or civil litigation history, outstanding tax issues, or any other matter that may be of concern to the Board when issuing a license or permit.

Counsel also operates as the prosecutor in all enforcement actions under the gaming act.

Specifically, Counsel advises the BIE on background investigations, audits and inspections, and the investigation of potential violations of the act.

Counsel responds to questions and issues presented by investigators from the BIE regional office.

Counsel also reviews investigative reports, researches issues, and edits reports to include in applicant's Suitability Reports for the Board's review.

Counsel is responsible for initiating proceedings for violations, as they deem necessary.

In the case of a violation, Counsel may seek a settlement that may include fines, penalties or other actions. Counsel is responsible for drafting, negotiating, and enforcing such settlements.

Other general duties required by Counsel include researching gaming statutes and regulations in other jurisdictions, reviewing the Pennsylvania Gaming Control Board's (PGCB) temporary regulations, and reviewing Category 1, 2 and 3 applicant's deeds and property documents.

Travel throughout the Commonwealth of Pennsylvania is required. Will work closely with the Eastern Regional Director for the BIE.

Other duties as assigned.

Minimum Experience, Education and Training:

Licensed to practice law in the Commonwealth of Pennsylvania.

Ten years of experience practicing law and three or more years of supervisory experience;

Or an equivalent combination of experience and training.

U CODE: U7078
 Unemployment Compensation Covered: No
 Compensatory Time Eligibility: No
 Pay Range: J

ASSISTANT ENFORCEMENT COUNSEL**Class Summary:**

Assistant Enforcement Counsel serves as counsel with the Office of Enforcement Counsel and counsel to the Bureau of Investigations and Enforcement (BIE). Work involves rendering legal services and advice to their assigned Regional Bureau of Investigations and Enforcement Office on matters of paramount importance, scope and complexity. Work is received via assignment from supervising counsel or policy direction from the Chief Enforcement Counsel and is performed with latitude for independent judgment. Work is reviewed by supervising counsel.

Examples of Work May Include but Are Not Limited To:

Serves as counsel with the Office of Enforcement Counsel.

Provide legal services and advice to the assigned Regional BIE Office.

Reviews background investigation reports and makes recommendations to supervising counsel relating to the issuance of licenses, permits, certifications and registrations.

Reviews regulatory investigative reports and makes recommendations to supervising counsel relating to the initiation of regulatory enforcement proceedings, consent agreements, stipulations and other matters relating to enforcement.

Prepares petitions, complaints, proposed orders, consent agreements and other documents for filing with the Clerk to the Office of Hearings and Appeals.

Represents the Commonwealth in administrative proceedings before the Board.

Assists with the coordination of the submission of background investigation reports to the Bureau of Licensing.

Directs background and regulatory enforcement investigations and participate in same.

Drafts and analyzes legal documents.

Conducts legal research.

Answers routine correspondence.

Performs other related duties.

Minimum Experience, Education and Training:

Two years of progressively responsible experience in professional legal work, graduation from an accredited school of law, and possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania;

Or an equivalent combination of experience and training.

U CODE: U7035

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: F

DEPUTY DIRECTOR FOR INVESTIGATIONS

Class Summary:

The Deputy Director for Investigations is responsible for maintaining a constant communication with all investigative regions within the Bureau of Investigations and Enforcement (BIE). This position is responsible for the supervision of all the regions and making certain that the necessary work product is completed in an efficient and effective manner. The position is responsible for the training, discipline, and all organizational functions of the BIE. Maintaining an appropriate number of employees for the necessary job functions is very important to this position. Evaluating the work product, the employees, and the supervisors is a paramount duty. Communication with the other Directors and executive staff is a key job function.

The Deputy Director for Investigations reports to the Director of BIE.

Examples of Work May Include but Are Not Limited To:

Oversees the operations of all regional BIE offices.

Supervises all BIE Regional Directors.

Acts as the liaison with the Pennsylvania State Police (PSP).

Talks daily with all regions and sections within BIE.

Reviews all Suitability Reports for facts and clarity.

Works closely with the BIE attorneys on all matters of mutual interest.

Minimum Experience, Education and Training:

Ten years of supervisory experience; and a Bachelor's degree in a related field; and Fifteen years experience in a law enforcement or similar type of agency.

An equivalent combination of education and experience.

U CODE: U7087

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: K

INVESTIGATIVE INTAKE MANAGER

Class Summary:

The Investigative Intake Manager reports to the Deputy Director for Investigations, and is responsible for planning, researching, coordinating, evaluating, and compiling confidential information from various sources for dissemination to other areas inside and outside the Pennsylvania Gaming Control Board (PGCB).

Examples of Work May Include but Are Not Limited To:

Reviews and correlates applications received from the Bureau of Licensing to define the investigative objective and scope of each case.

Manages Bureau of Investigations and Enforcement (BIE) database, release authorizations and political contribution forms.

Plans, directs and assigns background investigation to an appropriate PGCB Region, outsource contractor or Pennsylvania State Police (PSP) to ensure that each case is handled efficiently and in compliance with established PGCB policies.

Approves, prepares and reviews monetary budgets necessary for investigations and prepares correspondence as needed.

Establishes deadlines, monitors background investigations and recommends the redeployment of resources to meet changing investigative priorities.

Reviews investigative product for accuracy and completeness.

Establishes and maintains professional contacts with Law Enforcement, outsource contractors and other Regulatory boards and commissions.

Handles all requests for information from Gaming Regulators in other Gaming jurisdictions and manages the dissemination of their information from BIE files.

Other related duties.

Minimum Experience, Education and Training:

Five years of Supervisory Experience; and

A Bachelors Degree in a related field; and

Ten years experience in a law enforcement or similar type of agency;

An equivalent combination of education and experience.

U CODE: U7018

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: F

**REGIONAL DIRECTOR IN THE BUREAU OF
INVESTIGATIONS AND ENFORCEMENT**

Class Summary:

The Regional Director is responsible for managing a Bureau of Investigations and Enforcement (BIE) regional office. Additionally, this position requires the oversight for background investigations regarding the licensing of facilities, manufacturers, suppliers, vendors and junket enterprises.

The Regional Director provides executive leadership over the day to day operations for the assets and personnel within the Regional Office. The Regional Director manages and supports all Region personnel regarding background investigations and other aspects within the Pennsylvania Gaming Control Board (PGCB).

The Regional Director reports to the Deputy Director for Investigations.

Examples of Work May Include but Are Not Limited To:

In charge of all administrative aspects of the regional office including the maintenance of records, office space, security, phones, computers, and other equipment.

Reviews monthly automotive activity reports, automotive maintenance and automotive accident reports/cost of repairs for all vehicles assigned to the regional office.

Oversees all personnel matters in the regional office, including hiring, interviewing potential candidates, individual counseling of existing employees and employee performance evaluations.

Approves investigative procedures, letters, forms, and other case related correspondence.

Review investigative reports, time sheet reports, suitability reports, and other work performed by staff in the regional office.

Minimum Education, Experience and Training:

Graduation from an accredited college or university with a Bachelor Degree with an advanced degree preferred; and

Ten years experience in a law enforcement agency with investigative experience in background investigations, organized crime, white collar crime, public corruption, narcotics trafficking or money laundering and/or intelligence collection; and

Five years work experience as a mid-level manager or supervisor;

Or an equivalent combination of experience and training.

U CODE: U7023

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: J

INVESTIGATOR SUPERVISOR

Class Summary:

This is an investigative position that is critical to the efficient and effective operation of the Bureau of Investigation and Enforcement (BIE), Pennsylvania Gaming Control Board (PGCB). The Investigator Supervisor supervises a squad of investigators at the facilities throughout the Commonwealth of Pennsylvania by assigning work, reviewing work performance, preparing and signing

Employee Performance Evaluation reports, approving or disapproving leave requests and insuring the development of staff.

The Investigator Supervisor reports to a Regional Director or a Deputy Director in BIE.

Examples of Work May Include but Are Not Limited To:

Reviews reports and expenses submitted by investigators.

Trains and instructs subordinate staff.

Searches and analyzes financial books and records of corporations, private individuals and government agencies to determine business or personal suitability for licensure.

Analyzes data and documents obtained during an investigation.

Conducts interviews of applicants, references, social and business acquaintances.

Establishes liaison and working relationships with law enforcement, business, political and educational communities.

Prepares written reports on investigations that set forth investigative findings.

Provides testimony before Hearings and Appeals, the PGCB Commissioners, and other courts of law or hearing forums.

Uses and understands Public Source information obtained from commercial data base searches, i.e., Lexus Nexus, Choice Point.

Travels extensively within the Commonwealth, the United States and abroad to complete investigative assignments.

Participates in surveillances and searches and seizures when required in order to accomplish investigative needs.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree and two years experience serving in a supervisory role;

Or ten years of investigative work of a technical nature;

Or an equivalent combination of experience and training.

U CODE: U7030

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: G

INVESTIGATOR

Class Summary:

An investigator is responsible for performing specific investigative duties relating to suitability investigations for licensure of gaming applicants or applicants for employment with the PGCB. Investigative work includes but is not limited to financial and character suitability, business integrity and alleged violations of Act 71, the PGCB Code of Ethics and other related duties as required.

Works under the direction of a supervisor or Regional Director in the Bureau of Investigations or Enforcement (BIE) or the Director for the Office of Professional Responsibility (OPR) in the Pennsylvania Gaming Control Board (PGCB).

Examples of Work May Include but Are Not Limited To:

Searches and analyzes financial books and records of corporations, private individuals and government agencies to determine business or personal suitability for licensure.

Analyzes data and documents obtained during an investigation.

Conducts interviews of applicants, applicants for employment, employees of the PGCB, references, social and business acquaintances.

Conducts internal investigations of alleged employee misconduct and/or violations of work rules as depicted in the PGCB Employee Handbook.

Establishes liaison and working relationships with law enforcement, business, political and educational communities.

Prepares written reports on investigations that set forth investigative findings.

Provides testimony before Hearings and Appeals, the Board and courts of law or hearing forums.

Uses and understands Public Source information obtained from commercial data base searches, i.e., Lexis Nexus, Choicepoint.

Travel is required to complete investigative assignments.

Provides testimony before Chief Counsel, Executive Director and/or the PGCB Board members and courts of law or hearing forums.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree;

Or four years of law enforcement experience or investigative work of a technical nature;

Or an equivalent combination of experience and training.

U CODE: U7019

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

INVESTIGATIVE ANALYST**Class Summary:**

This is technical work in the Bureau of Investigations and Enforcement (BIE) in receiving, analyzing and assessing investigative information of a confidential nature and disseminating the information in keeping the Pennsylvania Gaming Control Board's (PGCB) procedures and regulations.

An employee in this position requests and receives information of a confidential nature and other data and analyzes, correlates, reviews and disseminates information pertaining to analytical products and assessments. Work is performed under the general supervision of the Investigative Intake Manager.

Examples of Work May Include but Are Not Limited To:

Receives and analyzes information of a confidential nature, placing pertinent facts in proper relationships; evaluates the information; and prepares comprehensive analytical products and reports based on available data.

Accesses data from a variety of law enforcement and gaming regulators and prepares reports on same to assist in applicants' suitability assessments.

Uses accepted analytical techniques, statistical analysis and basic time series analysis to view, evaluate and draw conclusions regarding patterns of crime.

Uses other analytical methodologies including, but not limited to financial analysis, case analysis, visual investigative analysis and strategic analysis on an as-needed basis.

Researches and reviews, prior to the initiation of a major investigation, all data on file on the subjects and prepares a preliminary report on the data.

Supports and assists investigators directly in the compilation and analysis of confidential information regarding complex background investigations; recommends specific investigative directions based upon conclusions drawn from the analysis. Established and maintains professional contacts with experts, analytical counterparts in other gaming jurisdictions.

Created and uses appropriate manual and automated files for performing analytical and research functions.

Makes sound decisions regarding which analytical techniques, methodologies and technologies should be employed to meet the objectives and goals of the analytical task.

Participates in formal or on-the-job training courses in electronic data processing operations and analytical methodologies.

Provides oral briefings and other presentations on analytic products or techniques.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree from an accredited college or university;

Or an Associate's degree from an accredited college or university and two years of progressively responsible technical or professional experience in the field of law enforcement;

Or five years of progressively responsible technical or professional experience in a law enforcement agency;

Or an equivalent combination of experience and training.

U CODE: U754

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: C

Bureau of Gaming Laboratory Operations***DIRECTOR OF GAMING LABORATORY OPERATIONS*****Class Summary:**

The Director of Gaming Laboratory Operations is responsible for providing technical and managerial direction and oversight to the Bureau. The Director will have an in depth knowledge of the policies and procedures which dictate the manner in which the slot machines and associated equipment operate.

Work includes assuring that policies and procedures are in compliance with established Board regulations and that professional technical design/review standards of the

slot machines and associated equipment are in compliance when proposed for approval and subsequently when placed in operation in Pennsylvania casinos. Supervision is exercised over a professional and technical staff through subordinate managers.

The Director of Gaming Laboratory Operations reports to the Executive Director.

Examples of Work May Include but Are Not Limited To:

Oversee the testing and certification of slot machines and technical equipment as mandated by Act 71.

Develops and/or recommends policy changes to meet the technological innovations of slot machines and associated equipment to insure that the integrity of the industry is retained.

Develops policies and procedures that assure all products proposed for approval are in compliance with the prevailing regulations adopted by the Board.

Directs the Bureau personnel to provide expertise and technical guidance to other departmental organizations as required.

Possesses the ability to delegate work among staff and produce status reports as needed.

Develops and directs investigative procedures into alleged cheating incidents involving slot machines or associated equipment.

Makes recommendations regarding device approvals and regulation specifications.

Insures that the Bureau has personnel with expert knowledge in the fields of statistical analysis, computer science and electrical engineering as necessary to meet the assignments.

Participates in the creation of rules and policies established by Board.

Performs related duties as required.

Minimum Experience, Education and Training:

A Bachelor's degree in a related field; and

Five years of progressively responsible management in a gaming laboratory environment which includes at least two years of establishing goals and operational policies and procedures for professional subordinates involved in engineering and statistics.

Or an equivalent combination of experience and training.

U CODE: U7015

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: K

GAMING LABORATORY MANAGER

Class Summary:

The Gaming Laboratory Operations Manager is responsible for understanding, planning, organizing, managing and implementing the policies and procedures needed to insure the integrity of slot machines and associated equipment. Each manager will implement their responsibilities for the evaluation, inspection or investigation of slot machines and associated equipment as directed, and will supervise a technical staff to help achieve stated objectives.

The Gaming Laboratory Manager reports to the Director of Gaming Laboratory Operations.

Examples of Work May Include but Are Not Limited To:

Configures and tests numerical analysis and verification of slot machines and associated equipment.

Accesses the necessary information from slot machines and associated equipment for audit and reconciliation purposes.

Interfaces slot machines with casino monitoring systems and related equipment.

Works with expert procedural knowledge regarding investigations into alleged cheating incidents involving slot machines and associated equipment.

Works with expert knowledge of statutes and regulations with emphasis on creating the interpretation and implementation of same.

Makes sound recommendations regarding work related challenges.

Delegates workload among assigned staff and to create status reports for the Director.

Works with knowledge of network security and encryption systems.

Performs other duties as assigned.

Minimum Experience, Education and Training:

A Bachelor's degree in electrical engineering, computer engineering, software engineer, computer science. Statistician manager must possess a BA or BS in Statistics or Applied Mathematics or a Masters degree in these fields.

Applicants will possess three or more years experience in their field to be considered for a manager position of the appropriate section.

Applicants focused on Managers for Systems and Kiosks and Slot Certification will have knowledge of operating systems such as Microsoft windows, Windows CE, UNIX/Linux. Working knowledge of C,C++, TCP/IP, XML, and networking.

Applicants for the Gaming Equipment Inspection manager position will have knowledge of computer systems and an appropriate degree.

U CODE: U7039

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: G

ELECTRONICS ENGINEER

Class Summary:

This position is responsible for evaluating gaming devices, modifications to gaming devices, slot monitoring systems, ancillary equipment, conducting investigations and performing other work related duties as assigned.

Supervision is received from a Manager of Gaming Laboratory Operations.

Examples of Work May Include but Are Not Limited To:

Assesses gaming device viability and reliability.

Analyze equipment for compliance with appropriate regulations.

Confirm accuracy and completeness of submission checklists.

Tests and verifies the accuracy of slot machine communication with the central computer system.

Tests and analyzes accuracy of slot monitoring systems and subsequent modifications.

Tests and analyzes kiosks used for voucher redemptions in connection with gaming operations.

Writes computer programs to perform various computations and simulations.

Investigates alleged cheating incidents involving electronic equipment.

Investigates gaming devices involved in player disputes and furnish reports as requested.

Confirms statistical analysis of gaming devices.

Performs in-depth analysis and testing of gaming devices.

Assists in seizure of electronic equipment suspected of use in illegal activities.

Trains personnel in gaming equipment inspection procedures as appropriate.

Performs other related duties.

Minimum Experience, Education and Training:

Bachelor's degree in Electrical Engineering, Computer Engineering, Software Engineering, or Computer Science and two years of progressively responsible experience in microprocessor systems analysis, design, and programming in Assembly, C, C++, C# or other common development languages.

Or two or more years experience in gaming product testing and analysis;

Or an equivalent combination of experience and training.

U CODE: U7032

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

STATISTICIAN

Class Summary:

Under administrative direction of the Gaming Laboratory, responsible for evaluating the theoretical return for each gaming theme submitted for review with particular attention to specific rules involving payout percentages, odds, volatility, symbol weights, bonus triggers and the specific rules of each game play. Perform analysis of pseudo random number generators used for gaming purposes.

This position reports to the Manager of Gaming Laboratory Operations.

Examples of Work May Include but Are Not Limited To:

Perform sufficient analysis of each different game theme to insure compliance with regulations regarding payback percentage, volatility, odds of all available awards, symbol weights, rules for bonus triggers and any unique rules for each game.

Verification via independent analysis of simulation programs submitted by manufacturers and used for mathematical, statistical and probability calculations to determine accuracy and, with regard to regulatory goals, integrity. Simulation programs are used to run a series of statistical tests to produce a confidence limit of attributes that are permissible within the rules.

Determines the combinatory outcome of all payouts represented in the submitted program using probability, statistics, and permutation formulas.

Develops computer programs to assist the agency in performing the necessary mathematical, statistical and probability calculations required for game analysis.

Uses the appropriate statistical tools to analyze the collected data to determine the randomness in the application of the pseudo random number generator to include chi2 test, runs test, and a serial correlation test.

Creates reports and graphs to document the analysis and findings.

Confirm accuracy and completeness of submission packages and accuracy of accompanying checklist(s).

Write computer programs to perform various computations and simulations.

Confirm statistical analysis of gaming devices.

Verifies accuracy of award tables, rules and game description.

Travels as necessary to complete assignments.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree in Statistics or Applied Mathematics and two years of progressively responsible experience in the application of statistical analysis, and programming in SAS or other analytical languages;

Or two or more years experience in gaming product analysis;

Or a Masters in Statistics;

Or an equivalent combination of experience and training.

U CODE: U7040

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: D

GAMING LABORATORY TRAINEE

Class Summary:

Under administrative direction of the respective Managers within the Bureau of Gaming Laboratory Operations each trainee is responsible for learning the policies and procedures used to insure the integrity of slot machines and associated equipment. Each trainee will be responsible for the assignments pertaining to the evaluation, inspection or investigation of slot machines and associated equipment. The trainee period will last up to twelve months. At the end of the twelve month period, the respective Manager and Director of Gaming Laboratory Operations will determine whether the trainee should be reclassified to an Electronic Engineer, Statistician, or Gaming Equipment Inspector.

This position reports to a Manager of Gaming Laboratory.

Each Trainee Will Be Expected To Learn the Following Examples of Work As Applicable:

Knowledge in the configuration, testing, numerical analysis and verification of slot machines and associated equipment.

Knowledge in the ability to access the necessary information from slot machines and associated equipment for audit and reconciliation purposes.

Knowledge in the manner of interfacing slot machines with casino monitoring systems and related equipment.

Procedural knowledge regarding investigations into alleged cheating incidents involving slot machines and associated equipment.

Knowledge of statutes and regulations with emphasis on creating the interpretation and implementation of same.

Sufficient job knowledge for making sound recommendations regarding work related challenges.

Working knowledge of network security and encryption systems.

Minimum Experience, Education and Training:

A Bachelor's degree in electrical engineering, computer engineering, software engineer, computer science. Statistician trainee must possess a BS in Statistics or Applied Mathematics or a Masters degree in these fields.

U CODE: U7071

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: C

Bureau of Licensing
DIRECTOR OF LICENSING

Class Summary:

The Director of Licensing is responsible for developing and managing the Pennsylvania Gaming Control Board (PGCB) licensing system consistent with Act 71 and the regulations promulgated thereunder. This is a supervisory professional position that encompasses the highest degree of professional and administrative responsibility related to the licensing, permitting, certification, and registration of applicants. This involves management of a large bureau staff, working closely with the other Bureau Directors, the Office of Chief Counsel, the Office of Chief Enforcement Counsel and their staffs and the Director of Information Technology.

This position is responsible for the supervision of the managers of the Bureau units and their staffs including developing forms, processes and procedures; assigning work; evaluating performance; resolving complaints and grievances; facilitating staff development; overseeing the preparation of suitability reports and other materials for Board review; briefing the Board on licensing related matters; interacting with applicants, licensees and their counsel to ensure compliance with the Act and regulations; and identifying and coordinating development of necessary licensing related technologies.

Work is performed with wide latitude for independent judgment and is subject to the general supervision of the Executive Director.

Examples of Work Include But Are Not Limited to:

Develop policies and procedures or make recommendations for necessary regulations to implement the Board's responsibilities under Act 71.

Assign work, schedule employees, approve overtime, handle grievances, and evaluate work performance.

Analyze, develop and organize licensing issues and clearly present these issues orally and in writing to brief Board members, guide applicants and licensees.

Developing and analyzing licensing processes.

Analyze applications and determine licensing requirements for applicants.

Communicate licensing requirements to applicants, licensees and staff.

Effectively present issues and matters to the Board, staff, other agencies and outside entities.

Plan and coordinate the development and promulgation of licensing policies and regulations.

Deal tactfully and effectively with Board staff, legislative staff, staff of other agencies, applicants and licensees, and members of the general public.

Supervision of professional and clerical employees.

Minimum Experience, Education and Training:

Eight years of progressively responsible executive level management experience; and

A graduate degree or a law degree from an accredited school of law;

Or an equivalent combination of experience and training.

U CODE: U7017

Unemployment Compensation Covered: No

Compensatory Time Eligibility: No

Pay Range: K

LICENSING MANAGER

Class Summary:

This is responsible managerial work directing a comprehensive program of gaming licensing evaluation, investigation, administration, and special services in support of the gaming program of the Pennsylvania Gaming Control Board (PGCB).

Supervision is received from the Director of Licensing.

Examples of Work May Include but Are Not Limited To:

Plans, assigns, and directs the work of the Licensing Analysts and Licensing Technicians.

Manages a licensing unit that includes monitoring and reviewing all licensed applications of facilities, manufacturers, suppliers, vendors, junket enterprises and gaming and non gaming employees.

Provides guidance and support to licensing analysts and others within the bureau.

Reviews all correspondence, charts and other documents in connection with the licensing and/or certification of all applicants.

Provides updates to the Director of Licensing on all issues involving their bureau.

Prepares various weekly, monthly and yearly reports.

Coordinates projects within the Licensing Bureau and other Bureaus as required or requested.

Interviews and recommends potential candidates for the Licensing Bureaus. Performs any other duties not listed above as required.

Performs other related duties.

Minimum Experience, Education and Training:

A bachelor's degree and two years of supervisory experience;

Or an equivalent combination of experience and training.

U CODE: U7027
 Unemployment Compensation Covered: No
 Compensatory Time Eligibility: No
 Pay Range: G

LICENSING ANALYST

Class Summary:

The Licensing Analyst ensures the appropriate licensure, permitting, registration, or certification of business entities and individuals as required under the Pennsylvania Race Horse Development and Gaming Act and related regulations.

Supervision is received from either a Licensing Manager or the Director of Licensing.

Examples of Work May Include but Are Not Limited To:

Initiates routine correspondence, performs data entry on applicants.

Provides recommendations in connection with the development and improvement of new and existing data processing systems to enhance the integrity of the licensing process or to improve the efficiency of related activities.

Accepts and processes applications for operators, manufacturers, suppliers, vendors, junket enterprises, key employees, permittee and registrants and related revenue.

Prepares correspondence, reports, charts, and other documents in connection with licensing, permitting, registration, and certification responsibilities.

Communicates with applicant to ensure timely receipt of required information.

Updates databases to ensure accurate information is being tracked regarding the applicant, licensee, and affiliates.

Upon receipt of Board authorization, prepares and issues initial and renewed licenses, permits, registrations, and certifications.

Provides regular updates to Bureau managers on the status of applications and licenses and any other outstanding issues requiring supervisory action.

Performs other related duties.

Minimum Experience, Education and Training:

A Bachelor's degree in a discipline appropriate to the position from an accredited college or university;

Or an Associate's degree in a closely related field from an accredited college and two years of additional experience from a government agency or a large business;

Or an equivalent combination of experience and training.

U CODE: U7014
 Unemployment Compensation Covered: Yes
 Compensatory Time Eligibility: Yes
 Pay Range: D

LICENSING TECHNICIAN

Class Summary:

Assists with the preparation of credentials, which involves the printing of identification badges for gaming and non-gaming employees working on the gaming floor in licensed slots facilities.

Licensing Technicians report to a Licensing Manager.

Examples of Work May Include But Are Not Limited To:

Prepares applications for scanning into an imaging system in an effort to reduce the number of paper applications currently being stored.

Organizes paper applications and researching storage solutions to house future applications.

Processes tax clearance forms with the Departments of Revenue and Labor & Industry, as part of the application process for all employees and entities seeking licensure.

Prepares correspondence, charts and other documents for the reporting of credentials issued for gaming and non-gaming employees of slots facilities.

Uses the Microsoft packages of Word, Excel, Access, Outlook, etc.

Assist and answer questions concerning the imaging and credentialing processes.

Maintains alphabetic and numerical files by inserting and/or retrieving documents, preparation of new files, and updating file contents.

Performs other related duties.

Minimum Experience, Education and Training:

A high school diploma is required and two years of relevant work experience.

U CODE: U7070
 Unemployment Compensation Covered: Yes
 Compensatory Time Eligibility: Yes
 Pay Range: B

Administrative Staff

EXECUTIVE SECRETARY

Class Summary:

An Executive Secretary is responsible for performing a variety of administrative staff assignments, which include analyzing administrative or staff operations and procedures, developing and recommending work standards and procedures, conducting research and studies, preparing reports of findings and recommendations, and liaison duties. Assignments usually require familiarity with the functions of the Pennsylvania Gaming Control Board (PGCB). Assignments are carried out under the supervision of the administrator, and work is reviewed through conferences, reports, and evaluation of results.

The incumbent reports to the Executive Director, Director of Administration, Chief Counsel, Chief Enforcement Counsel, Director of Licensing, Director of Corporate Compliance and Internal Controls, Director of Investigations and Enforcement, Director of Gaming Labs, the Chief Financial Officer, or a member of the Board.

Examples of Work May Include but Are Not Limited To:

Studies and analyzes operational procedures; prepares detailed and comprehensive reports of findings and recommendations.

Carries out various administrative research assignments; conducts research and studies in connection with the development and evaluation of agency programs.

Reviews and replies to routine correspondence; disposes of other administrative details as directed.

Assists administrative superiors in establishing and maintaining cooperative working relationships with other governmental agencies.

Assists in the preparation of budget estimates and other fiscal and statistical reports.

Supervises a staff of technical or clerical employees engaged primarily in a single activity.

Assists a high professional or administrative official in the management of agency programs.

Prepares recommendations and justifications for changes in policies and procedures, budget requests, personnel actions, and management and office services activities.

Performs related work as required.

Minimum Experience, Education and Training:

A high school diploma and five years of relevant work experience;

Or any equivalent combination of education and experience.

U CODE: U7003

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: No

Pay Range: E

ADMINISTRATIVE ASSISTANT

Class Summary:

An Administrative Assistant is responsible for the processing of a variety of documents which include the verification of information, performing arithmetic calculations, coding, and assisting the public in completing governmental forms. Work involves the skilled typing of a variety of letters, reports, contracts, transmittals, vouchers, and agenda in draft and final form and includes responsibility for the format and grammatical accuracy of the material typed. Work may involve providing secretarial services to one or more individuals. Work includes all clerical aspects of a complicated work process or activity made up of unpredictable and random input, making choices between different procedures to be followed, and the appropriateness of the information presented for further processing. Work normally involves making independent decisions concerning the process to be followed, the appropriateness of the information to be processed, and the actions taken. Work may involve providing training and guidance to new employees and fulfilling a lead worker role for routine clerical operations. Work is performed with considerable independence and little review, however, changes in operational standards, procedures, and work policies are discussed in detail with the supervisor prior to implementation.

This position reports to various management staff throughout the agency.

Examples of Work May Include but Are Not Limited To:

Types letters, reports, contracts, transmittals, vouchers, itinerary, and agenda on a typewriter console from handwritten draft, dictated sources, or original source documents into draft or final form.

Reads correspondence in order to become familiarized with contents and determines what procedures to pursue in providing the correct information which is in accordance with any applicable administrative and legal constraints; and types or directs the typing of responding correspondence.

Proofreads varying types of materials to insure that information is grammatically correct, complete, consistent, and adheres to agency rules and regulations.

Prepares and types documents to purchase books, supplies, equipment, services, etc. by referring to catalogues, state contracts, and other sources to obtain prices, specifications, and related information.

Prepares monthly accomplishment such as reports, bid awards, costs, anticipated completion dates, and stages of completion.

Answers written inquiries relating to the status of certain aspects of an organization's functions.

Gathers information by reading publications and extracting applicable material.

Determines supply needs for the mail room and prepares the supply requisitions.

Insures that mail delivery schedules are punctual and mail is processed in the most efficient and expeditious manner.

Initiates tracers through the U.S. Postal Service on lost mail or parcel post.

Performs related work as required.

Minimum Experience, Education and Training:

A high school diploma and four years of relevant work experience;

Or graduation from an accredited four year college or university;

Or an equivalent combination of experience and training.

U CODE: U7005

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: B

CLERICAL SUPPORT SPECIALIST

Class Summary:

A Clerical Support Specialist is responsible for performing clerical and typing duties within a structured work setting which is characterized by standardized duties that follow well established methods and procedures. Work is initially reviewed closely, and close supervision is received when new work processes or procedures are introduced, however, employees are expected to perform with limited guidance after the work process is learned and on regular assignments.

Clerical Support Specialists report to various management staff throughout the agency.

Examples of Work May Include but Are Not Limited To:

Answering phones and taking messages or transferring calls.

Types information from handwritten copy onto forms, form letters, card, envelopes, label, charts, and transmittals.

Performs data entry to update human resource, fiscal, accounting, and similar systems.

Proofreads typed documents to insure typographical accuracy.

Performs receptionist duties by greeting visitors, directing individuals to proper office locations, taking information, and screening and routing telephone calls.

Files and retrieves materials by systematically sorting and storing documents alphabetically, numerically, chronologically, or using similar filing methods.

Logs or records the amount, type, disposition, and number of incoming or outgoing mail, forms, documents, phone calls, etc.

Opens and sorts mail into designated categories placing it into labeled boxes or receptacles for the organizational segment or address.

Prepares labels to identify the contents of packages, file folders, mail, booklets, etc.

Receive applications, documents, forms and fees directly from the public and screens sorts and assembles for further processing.

Folds letters, documents or circulars and stuffs into envelopes.

Performs related work as required.

Minimum Experience, Education and Training:

A high school diploma and one year of relevant work experience;

Or an equivalent combination of experience and training.

U CODE: U7006

Unemployment Compensation Covered: Yes

Compensatory Time Eligibility: Yes

Pay Range: A

Pay Ranges

**PENNSYLVANIA GAMING CONTROL BOARD
OFFICE OF HUMAN RESOURCES
CLASSIFICATION/COMPENSATION PLAN
PAY RANGES**

A	\$21,000-35,000
B	\$30,000-\$48,000
C	\$35,000-\$55,000
D	\$37,000-\$66,000
E	\$43,000-\$70,000
F	\$54,000-\$80,000
G	\$58,000-\$90,000
H	\$65,000-\$99,000
I	\$74,000-\$113,000
J	\$84,000-\$130,000
K	\$99,000-\$147,000
L	\$140,000-\$160,000

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