

**CLASS TITLE: CHIEF LICENSING EXAMINER  
RACING & ATHLETICS**

**Class Code: 02260300  
Pay Grade: 33A  
EO Code: A**

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To be responsible for licensing operations and perform responsible administrative and supervisory work assisting a superior in coordinating and implementing statutory functions related to dog racing, simulcasting, boxing, wrestling, kick boxing, and other activities within the jurisdiction of racing and athletics; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received with wide latitude for the exercise of independent judgment and initiative; work is reviewed through submitted reports and meetings for compliance with law, rules, regulations, policies and instructions.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of a subordinate staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for licensing operations and perform responsible administrative and supervisory work assisting a superior in coordinating and implementing statutory functions related to dog racing, simulcasting, boxing, wrestling, kick boxing, and other activities within the jurisdiction of racing and athletics.

To supervise routine licensing functions related to the division.

To oversee the inspections of racing and athletics activities and other related events for the purpose of determining compliance with state laws, rules and regulations.

To review reports of violations of laws, rules and regulations relating to denials, suspensions or revocations of licenses and to implement appropriate action.

To advise a superior about existing laws related to racing and athletics and recommend legislation, rules and regulations.

To represent management in personnel matters and grievance hearings pertaining to racing and athletics.

To conduct staff meetings in the development, clarification and enforcement of racing and athletic policies and procedures.

To perform special studies, projects and assignments for a superior on matters affecting racing and athletics.

As required, to conduct or participate in public hearings relative to racing and athletics.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILL, AND CAPACITIES:** A thorough knowledge of state laws, rules and regulations relating to all regulated racing and athletics activities; a working knowledge of accounting, collection procedures, and disbursement of commissions, financial practices and procedures; the ability to interpret and enforce such laws, rules and regulations; the ability to instruct, supervise and review the work of an assigned staff; the ability to conduct racing and athletics investigations; the ability effectively resolve public complaints; the ability to establish and maintain effective working relationships with staff and pari-mutuel betting officials, their personnel and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by completion of courses in business administration and/or law enforcement; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity involving the interpretation and enforcement of laws, rules and regulations including the investigative process in civil and criminal matters and the resolution of complaints.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 12, 2005