

Effective Date: February 14, 1999

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**GAMING PROGRAM SPECIALIST  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of this Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a professional position located at the Department of Administration, Division of Gaming, which is responsible for a variety of operational duties for the racing program. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification, or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses a professional position at the Department of Administration, Division of Gaming, which is responsible for a variety of operational duties for the racing program.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which perform para-professional or complex clerical duties a majority of the time.
2. Positions which are not located at the Department of Administration, Division of Gaming.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression to the Senior level typically occurs through reclassification.

**II. DEFINITION**

GAMING PROGRAM SPECIALIST-ENTRY

This is the entry level for the position described at the Senior level. Duties are performed under close to limited supervision.

#### **GAMING PROGRAM SPECIALIST-SENIOR**

This is professional, senior-level work related to the operational duties of the Division of Gaming's racing program. Job duties include, but are not limited to, providing program support in the areas of license review for the ownership and operation of a track at which pari-mutuel wagering and racing is conducted, and for totalizator and concession applications; overseeing mutuel and totalizator operations, including preparing administrative rule and policy recommendations and revisions relating to audits, revenues, pari-mutuel taxes, investigations, and financial reporting of associations licensed and regulated by the Division; providing projections of expected revenues from pari-mutuel operations to divisional budget and management staff; serving as a liaison with outside agencies and individuals on assigned issues, with communications involving occupational licensees, totalizator companies and their operators, race track management, financial institutions, the Legislative Audit, the State Treasurer, the Department of Revenue, the Internal Revenue Services, and local law enforcement agencies; conducting both scheduled and unscheduled fiscal reviews of the accounting practices of licensees, including admission and purse audits; conducting internal reviews of racing program operations to ensure consistency with established policies and procedures; monitoring legislation related to the Division's responsibilities and operations; and coordinating training sessions and program panels related to the Division's affiliation with industry organizations. Work is performed under general supervision.

### **III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective February 14, 1999, and announced in Bulletin CLR/SC-96, in order to replace the previously existing Gaming Program Specialist classification series, which was abolished effective February 14, 1999 (also see Bulletin CLR/SC-96). The creation/abolishment of the classification series is a result of the abolishment of the Wisconsin Gaming Commission and the transfer of the program and positions to the Department of Administration, Division of Gaming. (For information related to the original creation of the classification series, see Bulletin CC/SC-65, dated April 13, 1997.)

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