

DUTY STATEMENT

CALIFORNIA HORSE RACING BOARD

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| DIVISION Executive | | EFFECTIVE DATE | | | | | | | | | | |
| BRANCH/SECTION | | CLASS TITLE Executive Director (Exempt) | | | | | | | | | | |
| WORKING DAYS AND WORKING HOURS | | PHYSICAL WORK LOCATION | | | | | | | | | | |
| INCUMBENT (if known) | | CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) 395-100-8582-001 | | | | | | | | | | |
| REQUIREMENTS OF POSITION | | | | | | | | | | | | |
| <p>Check all that apply:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td><input checked="" type="checkbox"/> Public Contact Position</td> </tr> <tr> <td><input type="checkbox"/> Requires Driver's License/Drives on State Business</td> <td><input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below</td> </tr> <tr> <td><input type="checkbox"/> Physical Requirements (Attach)</td> <td><input type="checkbox"/> Requires DMV Pull Notice</td> </tr> <tr> <td><input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</td> <td><input checked="" type="checkbox"/> Travel Requirements – Specify Below</td> </tr> <tr> <td><input type="checkbox"/> Other – Specify Below</td> <td></td> </tr> </table> | | | <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input checked="" type="checkbox"/> Public Contact Position | <input type="checkbox"/> Requires Driver's License/Drives on State Business | <input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below | <input type="checkbox"/> Physical Requirements (Attach) | <input type="checkbox"/> Requires DMV Pull Notice | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check | <input checked="" type="checkbox"/> Travel Requirements – Specify Below | <input type="checkbox"/> Other – Specify Below | |
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input checked="" type="checkbox"/> Public Contact Position | | | | | | | | | | | |
| <input type="checkbox"/> Requires Driver's License/Drives on State Business | <input type="checkbox"/> Bilingual Fluency (Non-English Language) – Specify Below | | | | | | | | | | | |
| <input type="checkbox"/> Physical Requirements (Attach) | <input type="checkbox"/> Requires DMV Pull Notice | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check | <input checked="" type="checkbox"/> Travel Requirements – Specify Below | | | | | | | | | | | |
| <input type="checkbox"/> Other – Specify Below | | | | | | | | | | | | |
| <p>DESCRIPTION OF Position Requirements: (e.g., Class C driver's license, bilingual, frequent travel, etc.)</p> | | | | | | | | | | | | |
| <p>The California Horse Racing Board ensures the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.</p> | | | | | | | | | | | | |
| <p>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</p> <p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.</p> <p>Under the general direction of the seven-member Board, the Executive Director plans, organizes and directs the operations of the department; advises, consults, and implements the policies of the Board; oversees the enforcement and licensing activities of the department; oversees and assigns stewards; directs and implements the equine drug testing program; and provides general supervision of the regulation of racing activities throughout California.</p> <p>The Executive Director is appointed by the Board; the position is exempt from state civil service and reports to and is supervised and evaluated by the Board.</p> | | | | | | | | | | | | |
| % time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) | | | | | | | | | | | |
| 40% | <p>ESSENTIAL FUNCTIONS:</p> <p>Plans, organizes and directs the work of professional and administrative staff; develops cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; solves complex problems and recommends effective course of action to the Board. Informs the Board of internal and external factors that could influence decisions and policy development. Provides guidance regarding the development, implementation and ongoing review and revision of CHRB' policies. Interprets and executes the intent of CHRB' policies. Consults with legal and secures advice to the Board on complex legal, policy, regulatory and program issues related to horse racing. Coordinates and develops timely and accurate information for informed decision-making, complying with the Bagley-Keene Open Meeting Act and the Administrative Procedures Act, documents outcomes and necessary future actions or decisions.</p> | | | | | | | | | | | |
| 40% | <p>Directs the enforcement and licensing activities of the Department, supervises and assigns Stewards and veterinarians, directs and implements the drug testing program and provides general supervision of the regulation of racing activities throughout the State. Directs the enforcement and licensing activities of the CHRB, including the equine and human drug testing programs. Provides general supervision of the regulation of racing activities throughout the State to the Stewards, racing license and the department. Develops and maintains cooperative relations with representatives of racing associations, public and private agencies, and the media.</p> | | | | | | | | | | | |

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| 15% | As the board representative, attends meeting and conferences related to racing. The incumbent also provides testimony before committee and sub-committees of the Legislature and represents the CHRB before national, State and local organizations and government entities. |
| 5% | <p>MARGINAL FUNCTIONS: Provides monthly briefings to the Business, Consumer Services and Housing Agency. Attends career development and training as appropriate to contribute professional development and methods for achieving the CHRB' mission, goals and objectives. Represents the CHRB on various CHRB committee meetings and other required meetings and/or events. Performs other duties as required.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods and techniques of effective leadership, including inspiring and empowering people, building a shared vision, leading change, and strategic planning and implementation; principles and practices of policy formulation and development; principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; principles and practices of supervision, including promoting equal opportunity employment and maintaining a safe work environment that is free of discrimination and harassment; local, state, and federal government functions and organization; and national trends in the horse racing industry.</p> <p>Ability to: Think strategically and proactively, taking into consideration trends, future needs, challenges and opportunities; inspire confidence and establish credibility with commissioners, staff, legislators, other government agencies and stakeholders throughout the horse racing industry; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; gather and analyze data and present a broad range of ideas and alternatives in concise and coherent evaluations, conclusions and recommendations, both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain confidence and cooperation of those contacted during the course of work; promote cross-functional collaboration efforts, coordinate the work of others, and act as a leader for multi-disciplinary teams; communicate effectively with individuals across a broad spectrum of disciplines and at various levels, including commissioners and staff.</p> <p>GENERAL QUALIFICATION: All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgement, initiative, resourcefulness, and the ability to work cooperatively with others.</p> |
| | <p>WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> • The incumbent works in a typical office environment, using one or more personal computers. • The incumbent works on the second floor of a two-story building. • Travels one to three days per month. |
| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE | |
| SUPERVISOR'S NAME (PRINT) | SUPERVISOR'S SIGNATURE |
| | DATE |
| EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT | |
| The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or to balance the workload. | |
| EMPLOYEE'S NAME (PRINT) | EMPLOYEE'S SIGNATURE |
| | DATE |