

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GAMING LICENSING ANALYST

POSITION CODE: 17171

Effective: 10-1-10

DISTINGUISHING FEATURES OF WORK:

Under direction, reviews, analyzes and interprets information provided by individuals and corporate entities submitting applications for licensure by the Illinois Gaming Board as provided for conformance with the provisions in the Illinois Riverboat Gambling Act and the Illinois Video Gaming Act and associated administrative rules; collects and interprets fingerprint response information of applicants from Illinois State Police Bureau of Identification (BOI) and the Federal Bureau of Investigation (FBI) to determine if additional information is needed to complete applicant background check for conformance with regulatory standards; determines applicant suitability for licensure; may analyze corporate organizational charts; provides written analysis, plan of action and recommended course of action for each application to supervisor; maintains complex databases and spreadsheets to track applicants; maintains written and verbal communication with agency divisions providing guidance and answers inquiries related to licensing process.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, reviews and analyzes initial and renewal gaming applications; ensures information submitted is complete and in compliance with Riverboat Gambling Act, Video Gaming Act, associated administrative rules and not in violation of any criminal statutes; may review corporate organizational charts to determine if parent company, subsidiary companies or individuals associated with corporation must file forms or licensing applications with the Gaming Board.
2. Interprets fingerprint background responses from BOI and FBI and compares them to information submitted in gaming applications; distinguishing between misdemeanor and felony charges, discerns if subject has a disqualifying conviction by reviewing certified BOI and FBI fingerprint responses, court dispositions and police reports having differing formats and applicable laws; researches statutes, appropriate acts and rules and regulations in order to determine applicant suitability for licensure.
3. Prepares written analysis for the Investigative Supervisor, identifying possible areas of concern regarding an applicant's suitability. Compiles information and prepares a plan of action for each case to be investigated for suitability, illustrating where investigative follow-up is needed.
4. Maintains databases to track riverboat occupational and video license applicants, documenting background status changes that affect the license; provides direction and follow-up to investigative staff when necessary.
5. Maintains and updates renewal files for all riverboat owner, video gaming and supplier licensees. Keeps abreast of latest company mergers, corporate structure changes and advances in gaming technology, assuring information is included in files.

GAMING LICENSING ANALYST (Continued)

6. Communicates with Enforcement Division, Investigations Division and Legal Division of the Illinois Gaming Board to maintain accurate case management system; tracks outstanding issues regarding suitability.
7. Responds to inquiries from Enforcement and Investigative personnel, the public and riverboat, video and supplier licensees, related to the licensing process.
8. Prepares reports and authors correspondence relating to licensing operations, policies and procedures, case management and plans of action.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field.

Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory, compliance or law enforcement public organization or, related private organization.

Knowledges, Skills and Abilities

Requires elementary knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations and procedures.

Requires elementary knowledge of state, federal and local criminal laws as they relate to the licensing process.

Requires working knowledge of computers as utilized in maintaining complex databases, creating spreadsheets and word processing.

Requires ability to interpret, explain and apply statutory requirements, rules, regulations and procedures.

Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment and interpret its significance as related to the licensing process.

Requires ability to analyze corporate organizational charts.

Requires ability to communicate clearly and concisely, both orally and in writing, in order to convey needs and expectations regarding the licensing process.

Requires ability to establish and maintain cooperative working relationships with co-workers, other law enforcement and legal personnel, and other gaming jurisdictions.

Requires exceptional interpersonal skills when dealing with the public and staff on licensing issues.

Requires the ability to be assertive when handling unforeseen circumstances encountered during the licensing process.

Requires the ability to be pro-active in addressing issues and concerns with licensing as a situation develops.

Requires LEADS certification.

Requires valid driver's license and ability to travel.