



# Picayune Rancheria of the Chukchansi Indians Tribal Gaming Commission

## Job Description

<b>Job Title:</b>	Compliance Manager
<b>Department:</b>	Compliance Department
<b>Reports To:</b>	Executive Director
<b>Location:</b>	Gaming Commission Office
<b>Shift:</b>	Flexible Shift
<b>Position Status:</b>	Regular Full Time
<b>Salary Level:</b>	DOE

### **SUMMARY**

The Compliance Manager is responsible for leading and directing the activities of the compliance department to ensure maximum regulatory effectiveness. This position directly supervises three (3) shift supervisors and up to twelve compliance officers. This position reports to the Executive Director.

### **SUPERVISION RECEIVED**

Receives directions from the Executive Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Always maintains strict confidentiality, of all information within the Gaming Commission Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Commission and the gaming facility.
2. Supervises the supervisors and up to twelve (12) compliance officers, providing training, guidance, and conflict resolution on a regular basis and as required. Ensure that the officers have appropriate training and understand their job duties. Effectively communicate expectations as required.
3. Regularly completes performance appraisals, completes disciplinary action forms, and makes recommendations.
4. Prepares and maintains work schedules for all shifts biweekly and as required.
5. Regularly assign tasks and duties to compliance staff.
6. Monitor and coordinate the day-to-day activities of the department.
7. Developing, evaluating, and updating departmental training requirements on an ongoing basis.
8. Developing, evaluating, and updating departmental policy and procedures.
9. Review, complete, and submit gaming machine shipping permits to the state and local sheriff's department on a regular basis.
10. Reviews signs and distributes slot proposals and maintains a calendar of events.
11. Approves and tracks internal control exception reports issued and returned.
12. Maintains case management files, inspection files, and proposal files daily.
13. Assigns weekly inspection reports.
14. Trains, offers guidance to the Supervisors.
15. Attend meetings in the absence of the manager when needed and as required.

16. Review and approve departmental paperwork regularly prior to submitting to submitting to the Compliance Manager for review and approval.
17. Oversee all work to ensure that it is proceeding on schedule and meeting established standards and deadlines daily.
18. Interviews and hiring of prospective employees as needed and as required.
19. Any other duties and tasks as assigned by the Executive Director.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises three (3) shift supervisors and up to twelve compliance officers. In accordance with the organization's policies and applicable laws, carries out supervisory responsibilities. Responsibilities include interviewing and training employees, planning, assigning, and directing work, appraising, performance, rewarding employees, addressing complaints and resolving problems.

### **QUALIFICATIONS**

In order for a candidate to qualify for this position, the candidate must have a high school diploma or equivalent or above. Candidates must not currently be on or have received any disciplinary action within the last 6 months of the date of applying for the position and the candidate must have at least three (3) plus years' experience working as a Gaming Commission compliance officer, surveillance agent, auditor, or investigations. Must be knowledgeable and understand Tribal, Federal, State Gaming laws and regulations, including gaming facility internal controls and policies. Must be knowledgeable with the use of software verification procedures and devices, slot machine installation procedures and must have knowledge of basic arithmetic, knowledge of computers, including Word, Excel, and e-mail use. The candidate must also possess excellent written and oral communication skills. Candidates must submit and pass drug/alcohol screening, and a background investigation to determine suitability.

### **EDUCATION and/or EXPERIENCE**

A high school diploma or equivalent is required to fill this position. An Associates degree from a two-year college or university is preferred but not required. Candidates must have at least three (3) years' experience within a gaming commission.

### **ETHICAL BEHAVIOR**

Candidates must maintain a high degree of confidentiality. Because personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important, candidates are required to submit and pass a drug/alcohol screening, and background investigation to determine suitability.

### **LANGUAGE SKILLS**

Ability to read, analyze, comprehend, and interpret general business periodicals, professional journals, technical procedures, manuals, and governmental regulations. Must be able to write reports and communicate effectively. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Knowledge of basic arithmetic such as adding, subtracting, division, multiplication, fractions, and percentages is required.

### **REASONING ABILITY**

Ability to collect data, establish facts, and draw valid conclusions. Must have the ability to research and interpret gaming laws, regulations, internal controls, and policies.

### **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Assistant Manager must occasionally lift and/or move up to 50 pounds. It is common for the Assistant Manager to remain at one workstation or remain on their feet all day. At other times the Assistant Manager may sit during most of their shift and do little strenuous work. The Assistant Manager may do most of their work in front of a computer.

### **ENVIRONMENT WORK**

While performing the duties of this job, the employee is regularly exposed to cigarette smoke, fumes, and airborne particles. At other times they may work in a clean, air-conditioned, or heated environment. Work areas may also be extremely cold or hot. Supervisors occasionally work near moving mechanical parts and are occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually moderate to loud. Due to the location of the gaming facility and gaming commission, candidates may be subjected to inclement weather, causing travel delays.

**Chukchansi Tribal Member preference applies.**