

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 5/1/2024

CLOSING DATE: 5/12/2024

CLASS TITLE: Investigative Analyst
Bureau of Investigations
& Enforcement,

POSITION #:

LOCATION: Commonwealth Tower 10th Floor
303 Walnut Street
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

WORK HOURS: 8:30 – 5:00, (37.5 hrs. weekly)
(Telework Options Available
Within the Commonwealth of PA Only)

PAY SCALE GROUP 6:
Starting Salary - \$49,839
(Non-Negotiable, Pay Rules Apply to Existing
Commonwealth Employees)

DEFINITION:

This is entry level work reporting to an Investigative Analyst Supervisor (first level supervisor) or a Deputy Director within the Bureau of Investigations and Enforcement within the Pennsylvania Gaming Control Board.

CLASS SUMMARY:

This is technical investigative work in the Bureau of Investigations and Enforcement at the Pennsylvania Gaming Control Board (PGCB or Board).

An employee in this job is responsible for performing a broad range of technical work and investigative research relating to licensure for all gaming and non-gaming applications, gaming service provider registrations, nongaming gaming service provider notifications, publicly traded corporation notifications, interactive gaming notifications, VGT establishment licenses and tavern gaming licenses. Work involves conducting background checks which may include a review of credit reports, tax affidavits, records searches and criminal history reports. Work includes making recommendations for approval or denials or referral to the Office of Enforcement Counsel for further review; maintaining detailed investigative case notes; preparing written investigative reports in accordance with established policies and procedures; providing testimony; and performing administrative duties such as data entry, scanning and filing. Work is performed under the general supervision of the Investigative Analyst Supervisor (first level supervisor) or a Deputy Director.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classification to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):

Reviews and analyzes applications, criminal history records, tax records, financial records and/or

credit reports.

Prepares detailed case notes based on reviewed and analyzed information.

Prepares investigative reports and recommendations for approval, denial or further review.

Determines supplemental leads for further research and analysis.

Conducts telephone interviews, of applicants and employers, to resolve basic issues involving information accuracy.

Assists and supports investigators in the compilation and analysis of information in complex background investigations and provides suggestions or recommendations to the investigative process.

Develops and maintains relationships with federal and state agencies, gaming jurisdictions and law enforcement.

Liaisons with other PGCB staff regarding investigations and analytical information.

Testifies at administrative hearings before the Office of Hearings and Appeals.

Provides briefings or reports on analytic products and techniques.

Assists to prioritize investigative initiatives and projects and tracks results.

Uses and understands public source information obtained from commercial and proprietary database searches, i.e. Lexis Nexis, Accurint and Inquiries.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge of business and public source information systems.

Knowledge of PGCB's regulations, policies and procedures.

Knowledge of analytical methodologies.

Knowledge of basic interview techniques.

Ability to prepare written reports.

Ability to organize assigned work.

Ability to prepare findings and recommendations.

Ability to read, speak, write and communicate in English.

Ability to conduct interviews.

Ability to establish working relationships.

Ability to testify before the Pennsylvania Gaming Control Board's Office of Hearings and Appeals.

Ability to evaluate, analyze, and report information resulting analytical investigative activities.

Ability to learn to utilize diverse types of electronic and/or manual recording and information systems monitored or utilized by the Board.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited college or university;

OR

An associate's degree from an accredited college or university and two years of technical or professional experience in the field of law enforcement;

OR

Five years of technical or professional experience in a law enforcement agency;

OR

An equivalent combination of experience and training.

BASIC ESSENTIAL JOB FUNCTIONS:

Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.

Read, write, speak, understand and communicate in English language sufficiently to perform the duties of the position.

Follow verbal and written instructions.

Interpret and apply policies and procedures.

Work is mostly performed in a typical office environment. However, occasional travel may be required.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at RA-GBJOBAPPLICANT@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at <http://gamingcontrolboard.pa.gov/> Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

<p>CONTACT: PGCB Human Resource Office ADDRESS: 303 Walnut Street Harrisburg, PA 17101 TELEPHONE: (717) 346-8300 E-MAIL: jbott@pa.gov</p>
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