

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 3/26/2026

CLOSING DATE: 4/5/2026

**CLASS TITLE: Director of
Hearings & Appeals**

POSITION #:

**LOCATION: Commonwealth Tower
303 Walnut Street
Harrisburg, PA 17101**

TYPE OF SERVICE: Non-Civil Service

WORK HOURS: 8:30 – 5:00
(Telework Options Available
Within the Commonwealth of PA Only)

PGCB SCALE GROUP GM09
Pay Range Begins At: \$ 122,327

DEFINITION:

This is supervisory and professional legal work of the highest degree of responsibility in Pennsylvania administrative law. The Director of Hearings and Appeals reports directly to the Executive Director.

CLASS SUMMARY:

The employee in this job directs, manages, and supervises OHA; develops and implements OHA policies and procedures; manages all legal, regulatory, and administrative processes and functions within and for OHA; and supervises and guides the work of Hearing Officers and the OHA Clerk (Board Clerk) to ensure compliance with applicable provisions of the Gaming Act, the Board's Regulations, relevant portions of 1 Pa. Code (the General Rules of Administrative Practice and Procedure), rules of evidence for administrative hearings, and the Board's Code of Ethics. Work involves performing or directing all legal functions for, and on behalf of, the OHA; reviewing all OHA work product for accuracy and compliance with PGCB regulations, legal precedent, and procedures; conducting or overseeing OHA administrative matters, resource allocation, and budget; and facilitating communications and actions between OHA staff, other Board staff, and outside parties for active or pending matters before the Board. Work also involves serving as a Hearing Officer and/or the Board Clerk as required. As the Board Clerk, work may include processing, docketing, and filing the daily filings with OHA. As a Hearing Officer, work may include conducting administrative hearings and preparing Reports and Recommendations for final decision by the Board, which may involve penalties such as suspension or revocation of licensure, loss of gaming privileges or denial of other requested relief. The Director also conducts public input hearings for the renewal of operator licenses. Supervision is exercised over OHA staff, which includes but is not limited to training staff, reviewing drafts of work product, assisting in hearings and facilitating processes and giving daily direction. Work also includes assigning work, determining workflow or priorities, reviewing and evaluating subordinates' work performance, preparing and signing performance evaluation reports, interviewing and recommending employee selection, reviewing and resolving employee complaints, evaluating training and development needs, and administering discipline. An important aspect of this work is the responsibility for the integration of the Office's work with other bureaus and offices, which includes

participating in meetings and/or conferences with employees, gaming industry personnel and their legal representation, Board members, and the public. Work may include travel to participate in meetings and public forums. Work is performed independently with wide latitude and independent judgment in problem-solving and decision making and is reviewed by the Executive Director through results of completed work, reports, and briefings.

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.):*

Directs all activities of the OHA.

Conducts or oversees all administrative and budgetary tasks that further the work of the OHA.

Evaluates effectiveness of Board regulations related to OHA and assists in drafting Board regulations for promulgation through the Independent Regulatory Review (IRR) Process.

Develops policies and procedures with input from OHA staff and implements policies/procedures that support OHA regulatory compliance and efficient workflow.

Provides overall direction, guidance and supervision to Hearing Officers and administrative staff.

Supervises Hearing Officers and reviews all Reports and Recommendations for hearings conducted to ensure consistency and adherence to all relevant sections of the Gaming Act, the Board's Regulations, other relevant statutes or regulations, case law and past Board precedent.

Serves as a Hearing Officer, acts as Executive Director's Designee regarding the hearing of specific appeals, conducts public input hearings for license renewals, and takes on routine hearings when the workload indicates the need to act as a Hearing Officer, while abiding by *ex parte* requirements.

Arranges and conducts all public input hearings for casino license applicants and public renewal hearings for current operators held in the municipality in which the casino will operate or currently operates, as required by the Gaming Act.

Drafts Staff Decisions on matters delegated by the Board to the Director of Hearings and Appeals for decision.

Serves as backup to Hearing Officers and the Board Clerk in their absence or when needed, while abiding by *ex parte* requirements.

Performs the full scope of Hearing Officer work involving ruling on all preliminary issues including discovery and continuance requests, conducting pre-hearing conferences, conducting hearings, reviewing all filings, researching issues, drafting Reports and Recommendations for the Board, and addressing post-hearing matters.

Participates in budget and fiscal activities and manages operations in a fiscally prudent manner including effectively managing personnel costs.

Evaluates employee performance and prepares and signs employee performance reviews.

Interviews prospective applicants and recommends employee selections.

Receives, reviews, and approves/disapproves leave requests and travel expenses from subordinates.

Investigates or aids in investigating complaints involving misconduct by employees and recommends corrective action when necessary.

Works collaboratively with other organizational units and coordinates the work of subordinate employees to ensure efficiency and consistency across the agency.

Evaluates training needs of staff and requests and/or recommends training courses for staff.

Applies and guides implementation of human resources' administrative rights and obligations for subordinate staff.

An employee in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the practice and procedures used in Pennsylvania administrative law.

Knowledge of the rules of evidence in Pennsylvania for administrative hearings.

Knowledge of the principles, methods, materials, and practices of legal research.

Knowledge of PGCB regulations, policies and legal procedures including but not limited to the Gaming Act and the Ethics Act.

Knowledge of the principles of employee supervision.

Knowledge of principles used in government budgeting and resource allocation.

Ability to interpret, explain, and apply statutes and regulations pertaining to activities of the gaming industry.

Ability to advise other professional legal staff on the appropriate conduct of administrative hearings.

Ability to interpret and summarize pleadings, hearing testimony and evidence, briefs and applicable statutes, regulations, case law and previous case precedent.

Ability to review and edit the presentation of facts, evidence, and precedents used in the drafting of orders and Reports and Recommendations.

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

Ability to present information clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to apply confidentiality and ethics requirements to OHA procedures and communications.

Ability to exhibit impartiality and fairness in the conduct of administrative hearings and related communications.

Ability to exercise tact and discretion in written and oral communications with Board Members, Board staff, representatives and hearing participants and members of the general public.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, current license to practice law in Pennsylvania, and at least eight years of professional legal experience which includes experience in the practice of Pennsylvania Administrative Law.

POST EMPLOYMENT REQUIREMENT:

Continued license to practice law in Pennsylvania, with membership continuously maintained during employment.

PREFERRED QUALIFICATIONS:

Experience as a hearing officer or practice experience participating as counsel in administrative law hearings in Pennsylvania.

Previous legal supervisory experience.

BASIC ESSENTIAL JOB FUNCTIONS:

Operate office equipment including Microsoft Office Suite and other technology as required.

Interact and clearly communicate with OHA staff, PGCB staff, hearing participants, counsel, and the general public.

Type or use a voice-to-text application to draft emails, Orders, Reports and/or Reports and Recommendations and other required correspondence.

Give and follow verbal and written instructions.

Interpret and apply law, regulations, policies, procedures, statutes, case law and PGCB precedent.

The duties of this position will primarily be performed in an office or meeting room environment, or remotely. 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/?p=30> 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.

CONTACT PERSON: PGCB Human Resource Office

ADDRESS: 303 Walnut Street

Harrisburg, PA 17101

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov

