

# **Pennsylvania Gaming Control Board**

# **VACANCY ANNOUNCEMENT**

**“AN EQUAL OPPORTUNITY EMPLOYER”**

**POSTING DATE:** 4/28/2025

**CLOSING DATE:** 5/6/2025

**CLASS TITLE:** Specialized Investigator,  
Bureau of Investigations  
& Enforcement,  
Central Region

**POSITION #:**

**LOCATION:** Commonwealth Tower 10<sup>th</sup> 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 8:**  
**Starting Salary \$66,250**  
(Non-Negotiable, Pay Rules Apply to Existing  
Commonwealth Employees)

---

---

## **DEFINITION:**

This is technical work of an investigative, specialized and analytical nature in the Specialized Section within the Bureau of Investigations and Enforcement (BIE).

An employee in this job performs specialized and complex technology investigations into gaming operations, gaming systems or platforms and gaming personnel. Work involves application of policies and the Pennsylvania Gaming Control Board's (PGCB or Board) regulations. Work involves investigating intricate information technology operations, systems and/or platforms and performs financial and analytical work to ensure the integrity of gaming and compliance with laws, regulations and approved internal control procedures within gaming industries operating in Pennsylvania. Work involves recommending corrective action and drafting reports.

Work is performed in connection with applications for licensing, applications for license renewals, or from referral from internal or external sources to investigate compliance with applicable Pennsylvania gaming laws and regulations.

Work is performed with considerable independence under the direction of the supervisor.

**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.):

Conducts specialized technical investigations involving information technology and/or accounting to detect misconduct and abuse in the programs, networks, operations, and contracting activities by any

---

applicant or licensee under the jurisdiction of the PGCB.

Plans and leads, with guidance from the section's supervisor, all phases of assigned investigations, including the coordination of the activities of investigators and personnel within the agency or from other agencies.

Applies policies, regulations and investigative techniques and evidence for the area of information technology systems including but not limited to security and internal controls, gaming systems and gaming platforms for gaming licensees and operators.

Conducts complex or specialized investigations of the operations, testing, and /or documentation of various types of gaming related products, systems and associated gaming equipment to ensure such operations, testing and/or documentation are consistent and compatible with those approved by the PGCB pursuant to the Act. This shall include but not be limited to the operational compatibility with Central Control System ("CCS"), the accuracy of payout percentages, compliance with meter requirements, cage and count room protocols, financial documentation, accounting and procedural protocols, testing, compliance, data reproduction, data testing, access testing and any other types of operational and testing protocols. Examines private and public records involving services rendered, equipment and supplies usage, contracts, ledgers, and financial records to determine legality of operations and possible involvement in activities in violation of the Act, PGCB regulations or approved internal controls and accounting procedures.

Prepares comprehensive written analytical reports discussing the nature of investigation, investigative findings, the determination of cause and liability and imposition of assessment, and the basis on which the determination is established.

Analyzes electronic records and applies statistical sampling methods to assess cause and liability.

Works with other technical investigators within the specialized unit in the completion of team investigations.

Evaluates sources of information to determine reliability.

Reviews complaints and activities involving applicants and licensees, conducts specialized technical investigations and develops findings and corrective action recommendations.

Performs unannounced investigations which may include interviews, and review of relevant documents or gaming related products and systems.

Provides support and assistance to OEC attorneys and/or BIE investigators as needed, in areas involving specialized investigations.

Testifies before the Board and/or other legal venues regarding the work performed and the conclusions prepared/presented.

Travels statewide and occasionally nationally or internationally to various sites to perform technical investigations of entities licensed by the PGCB or applying for licensure by the PGCB.

Performs related work as required.

### **ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:**

Knowledge of the basic rules of evidence.

Knowledge of the principles, methods, materials and practices of complex investigations.

---

Knowledge of the laws and regulations governing information technology audits, financial audits, operational audits, background investigations, financial fitness investigations, and highly sophisticated complex investigations.

Skill in analyzing, appraising, and organizing facts, evidence and precedents concerned in complex cases brought before the Board.

Skill in ascertaining facts by personal contact and observation and examining of records.

Ability to analyze and interpret information technology data and reports.

Ability to determine violations and non-compliance, to detect and explain significant accounting and internal control irregularities, and to recommend effective corrective measures.

Ability to interact tactfully and effectively with government officials, employees, applicants, licensees, and the Board.

Ability to gather, assemble, correlate, and analyze investigative facts and devise solutions to financial and technical investigative problems.

Ability to express ideas clearly and concisely, verbally and in writing and arrive at sound logical conclusions.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES:**

All of the entry level knowledges, skills and abilities listed above as well as:

Knowledge of accounting and auditing principles and methods and their application to governmental accounting systems.

Knowledge of the Act, the PGCB's regulations, policies and procedures.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Three years of progressively responsible accounting, tax, and/or information technology work with exposure to a wide variety of entities and situations involving technical investigations or audits, and a bachelor's degree (or higher) in Accounting, Information Technology, Computer Science or Pre-Law from an accredited college or university;

OR

An equivalent combination of experience and training.

Preferred Experience Includes:

A master's degree in Economics, Finance, Accounting, or Computer Science.

#### **BASIC ESSENTIAL JOB FUNCTIONS:**

Analyzes data and information and develops findings.

Communicates verbally and in writing in the English language;

Interprets and applies policies and procedures.

Works in an office setting.

---

Works on occasion in a smoking and non-smoking casino environment which includes but is not limited to constant flashing lights, constant noise, and crowded areas.

Travels and operates a motor vehicle.

Types.

Operates a personal computer, telephone, and other office equipment.

---

**HOW TO APPLY:** Qualified applicants must submit a completed PGCB employment application, questionnaire along with a resume to Joseph Bott at [pgcbjobapplicant@pa.gov](mailto:pgcbjobapplicant@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: PGCB Human Resource Office**

**ADDRESS:** 303 Walnut Street  
Harrisburg, PA 17101

**TELEPHONE:** (717) 346-8300

**E-MAIL:** [jbott@pa.gov](mailto:jbott@pa.gov)