

# **Pennsylvania Gaming Control Board**

# **VACANCY ANNOUNCEMENT**

“AN EQUAL OPPORTUNITY EMPLOYER”

**POSTING DATE:** 11/26/24

**CLOSING DATE:** 12/8/24

**CLASS TITLE:** Compliance Examiner,  
Bureau of Gaming Operations

**POSITION #:**

**LOCATION:** Commonwealth Tower 10<sup>th</sup> Floor  
Strawberry Square  
Harrisburg, PA 17106

**TYPE OF SERVICE:** Non-Civil Service

**UNION COVERAGE:** AFSCME

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

**PAY SCALE GROUP 6**  
**Salary begins at - \$50,836**  
(Non-Negotiable, Pay Rules Apply to Existing  
Commonwealth Employees)

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## **DEFINITION:**

This is entry level work reporting to a supervisor or manager within the Bureau of Gaming Operations (BGO) at the Pennsylvania Gaming Control Board (PGCB or Board).

## **CLASS SUMMARY:**

This is administrative and professional work in the review and evaluation of internal controls submitted by licensees from all verticals of gaming regulated by the PGCB.

An employee in this job is responsible for the review and evaluation of new or revised internal controls against regulations, rules, guidance and the Pennsylvania Race Horse Development and Gaming Act (Act) law applied to all verticals of gaming to ensure the integrity of gaming in the Commonwealth of Pennsylvania. Work involves communicating with assigned gaming licensees to resolve errors, discrepancies, and non-compliance with regulations, rules, guidance and the Act within submitted internal controls. Work includes interacting with other PGCB employees to obtain input and information related to specific gaming operations or activities when evaluating internal controls; making recommendations for approval, denial or revision of internal controls; interpreting and applying regulations, rules, guidance and the Act in the review of internal controls; maintaining comments in an internal control application; performing administrative duties such as file management; and preparing reports and approval documents. Work is performed under the general supervision and guidance of a supervisor, Compliance Manager or the Director of Gaming Operations. Work is reviewed for adherence to regulations, policies and procedures and to ensure reports, findings and approvals comply with regulations, rules, guidance and the Act.

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

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Reviews and evaluates internal control submissions from assigned licensees against regulations, rules, guidance and the Act.

Interprets, applies, and understands gaming regulations, rules, guidance and the Act.

Understands gaming operations and activities, including standard operating process, staffing requirements, payment and credit, job compendiums, tables games utilization of chips, cards, layout, rules and signage, slot tournaments, promotions, interactive gaming, sports wagering and/or fantasy contests.

Prepares detailed notes based on review and evaluation of internal controls against regulations, rules, guidance and the Act.

Prepares reports and recommendations for approval, denial or revision of submitted internal controls.

Determines when internal controls need additional review or input from other PGCB employees and arranges for review.

Communicates with gaming industry personnel, such as compliance managers and departmental personnel, via email, telephone or in person meeting to resolve issues involving the compliance of internal controls to regulations, rules, guidance and the Act.

Liaisons with other PGCB staff regarding internal controls, regulations, rules and guidance.

May testify at administrative hearings before the Office of Hearings and Appeals.

Escalates requests for waivers of regulations or gaming variation to others within the chain of command.

Prioritizes reviews and tracks results.

Operates a web-based (computer based) application through which internal controls are submitted and tracked in a review process.

Applies BGO's policies and procedures to the review of varying internal control submissions.

Adheres to established timelines prescribed by PGCB or BGO policy or procedures.

Performs related work as required.

**KNOWLEDGEKS, SKILLS, AND ABILITIES:**

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

Knowledge of gaming operations, play and rules.

Knowledge of basic audit practices.

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.

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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.

Ability to pay close attention to detail.

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 and one year of experience involving public contact and reviewing for compliance with regulations and rules;

OR

Three years of experience involving public contact and reviewing for compliance with regulations and rules and a high school diploma or its equivalency;

OR

An equivalent combination of experience and training.

Gaming industry experience is preferred.

**BASIC ESSENTIAL JOB FUNCTIONS:**

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

Communicates effectively verbally and in writing in the English language.

Follows verbal and written instructions.

Interprets and applies regulations, rules, guidance, policies and procedure.

Reviews and evaluates information.

Establishes and maintains effective working relationships.

The duties for this position will be mostly performed in a typical office environment with large amounts of time reviewing documents via personal computer. However, occasional travel may be required which could include work in a typical gaming environment which includes but is not limited to constant flashing lights, constant noise, crowded areas and smoke.

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**HOW TO APPLY:** Qualified applicants must submit a completed PGCB employment application along with a resume to the Office of Human Resources 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 [Pennsylvania](#)

[Gaming Control Board \(pa.gov\)](http://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, 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: Joseph Bott**

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

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

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