

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 5/27/2025

CLOSING DATE: 6/3/2025

JOB TITLE: Sports Wagering
Compliance Representative

POSITION #:

LOCATION: Commonwealth Tower 5th 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 or 7
Starting Salary - \$50,836

Non-Negotiable, Pay Rules Apply to Existing
Commonwealth Employees)

DEFINITION:

This position performs analytical and monitoring duties related to the regulation of retail and interactive sports wagering; liaison and monitoring duties related to Pennsylvania's horse racing industry; and the review of all types of gaming promotions offered by entities licensed by the Pennsylvania Gaming Control Board (PGCB) to ensure the integrity of gaming and ensure the public is not adversely impacted by inappropriate conduct or actions of the gaming industry.

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.):*

SPORTS WAGERING

Reviews, analyzes and evaluates information from the gaming industry received via electronic reporting systems or other means of communication detailing sports wagering events, sports wagers, sports wagering tax returns and sports wagering promotions to determine potential regulatory violations, and prepares reports of findings.

Assists in the review of sports wagering internal controls and provides recommendations to the Director of Sports Wagering Operations for revisions to be communicated to other entities within PGCB and/or the gaming industry.

Monitors and evaluates information from sports wagering certificate holders and operators, sports leagues or teams, and/or public for patterns of unusual betting, questionable transactions, match fixing or other suspicious activities and prepares correspondence, reports or recommendations for review by the Director of Sports Wagering Operations with possible subsequent referral to the Office

of Enforcement Counsel (OEC).

Monitors operators' reporting to ensure unusual or suspicious activity is reported and that integrity monitoring providers are complying with law and regulations.

Reviews and evaluates information received from integrity monitoring providers and provides recommendations to the Director of Sports Wagering Operations if the course of action proposed by the sports wagering operator is appropriate.

Monitors online sports wagering websites through back-office access to ensure compliance with PGCB regulations related to wagering transactions and types of wagers.

Reviews, evaluates and approves events and types of wagers (catalog of wagers) to be offered to general public submitted by sports wagering certificate holders and prepares response to certificate holders.

Reviews and evaluates contests, tournaments and pools submitted by sports wagering operators through PGCB's portal to ensure compliance with the regulations prior to offering to the public.

Reviews and evaluates errors and related circumstances submitted by risk and trading teams to determine if a recommended remedy to the error is appropriate.

Reviews and evaluates prohibited wagering reports by sports wagering certificate holders and operators to determine if wagering activity should be voided and refers incidents to the Office of Enforcement Counsel.

Reviews and evaluates sports wagering revenue reconciliation reports to ensure proper gross revenue is reported and utilized for tax purposes.

Reviews and analyzes retail sports wagering variance reports to identify errors and request a remediation plan for review.

Reviews, analyzes and evaluates bank statements and attestations received from sports wagering operators to ensure a correct balance is kept separate and apart from other sources.

Reviews release notes received from the Bureau of Gaming Operations to assess impact to sports wagering operations.

Reviews, evaluates and responds to patron complaints filed through PGCB's web-based complaint site or from other internal or external entities related to sports wagering operations, unusual betting or other suspicious activities.

Prepares reports, correspondence or recommendations related to incidents, irregularities and patron complaints regarding online sports wagering for review by the Director of Sports Wagering Operations with possible subsequent referral to OEC or the Bureau of Investigations and Enforcement (BIE) for investigation.

Provides guidance to other PGCB staff to assist in ensuring compliance within retail sports wagering establishments.

Works with staff of the Bureau of Casino Compliance to request information regarding retail sports wagering to address issues of compliance and/or patron complaints.

Recommends, as appropriate, revisions to guidelines and internal operating policies and procedures for review by the Director of Sports Wagering Operations to improve PGCB regulatory effectiveness

and efficiencies.

Aids the development or revision to electronic documentation and workflow management systems related to program planning to aid in regulating of or the administration of sports wagering.

Receives and reviews inquiries from PGCB staff, external attorneys and the regulated industry regarding sports wagering regulations for appropriate action by the Director of Sports Wagering Operations.

As assigned, participates in openings and soft launches of sports wagering gaming products.

HORSE RACING

At the direction of the Director of Sports Wagering Operations serves as a liaison for the PGCB to the State Horse Racing Commission.

Attends Commission meetings.

As assigned, monitors the management of the portion of gross profits from slot machine earnings designated for use by horsemen for purses, health and pension benefits, and breeding incentives.

As assigned, prepares reports related to horse racing activities and funds administration including but not limited to purses, health and pension benefits, breeding incentives, and backside improvements.

As assigned, reviews health and pension benefit plans received from horsemen's organizations and prepares reports detailing each plan.

Assists, reviews and maintains financial analysis reports detailing the impact of gaming on the racing and pari-mutuel wagering industry.

Monitors and maintains reports detailing racing schedules at each licensed racetrack casino.

Monitors and maintains live racing agreements between license racetrack casinos and horsemen's organizations.

As assigned, maintains with the Department of Revenue the process for the transfer of funds for horse racing purses.

PROMOTIONS

Reviews, evaluates or aids in the evaluation the terms and conditions of promotions received from gaming entities related to all forms of gaming to ensure promotions do not adversely impact the public or the integrity of gaming.

Maintains data regarding the submission of the terms and conditions of promotions received from casino, interactive gaming, and sports wagering operators.

Reviews and analyzes revenue reports for data on promotional expenses and prepares reports concerning issues for review by the Director of Sports Wagering Operations.

Monitors and analyzes outcomes of promotional activity to determine trends of unusual activity and expense amounts and as necessary perform comparative analysis and prepares reports concerning issues for review by the Director of Sports Wagering Operations.

Prepares correspondence related to promotional revisions or cancellations.

Maintains databases to ensure accurate information is being tracked regarding promotions.

OTHER

Performs special projects and other duties as required or assigned.

DECISION MAKING:

Work is performed under the direction, guidance and oversight of the Director of Sports Wagering Operations. Position is expected to work collaboratively with casino operators, sports wagering certificate holders, professional and amateur sports leagues, athletic teams, and other governing bodies and leagues of athletic teams. The position prepares reports, correspondence and recommendations related to regulatory and compliance actions based on analytical and evaluative reviews. Work is assigned by the Director of Sports Wagering Operations.

BASIC ESSENTIAL JOB FUNCTIONS:

Operates computer and office equipment.

Analyzes data and reports and recommends action or draws conclusions.

Interprets and applies policies, procedures and regulations.

Follows verbal and written instructions.

Writes Policies and Procedures.

Prepares correspondence and reports.

Reads, writes, speaks, understands and communicates in the English language sufficiently to perform the duties of the position.

Utilizes and understands software, applications and programs, e.g. revenue and data reporting systems.

Effectively relates to public and employees.

Work is generally performed in a typical office environment or teleworking environment. Work may be performed in a casino and gaming environment including exposure to loud noise, flashing lights, crowded areas and smoke.

MINIMUM EXPERIENCE AND TRAINING:

Associate's Degree in a criminal justice, accounting or gaming related field;

OR

Two years of experience performing gaming assignments related to slot machines, gaming software, surveillance or sports wagering;

OR

An equivalent combination of experience and training.

Two years of experience in incident report writing preferred.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at 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