

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GAMING LICENSING ANALYST

POSITION CODE: 17171
Effective: 8-1-19

DISTINGUISHING FEATURES OF WORK:

Under direction, reviews, analyzes and interprets information on applications for licensure submitted by individuals and corporate entities to the Illinois Gaming Board to determine compliance with the provisions of the Illinois Riverboat Gambling Act, the Illinois Video Gaming Act and any other associated laws, rules and regulations; collects and interprets an applicant's fingerprint responses received from Illinois State Police Bureau of Identification (BOI) and the Federal Bureau of Investigation (FBI) to determine if additional information is required to complete an applicant's background check and consideration for licensure in compliance with all current laws, rules and regulatory standards; may analyze corporate organizational charts; prepares a written analysis and a recommended plan of action for each application and submits to supervisor; maintains databases and spreadsheets to monitor applicants; provides guidance and assistance to other agency divisions and staff to answer inquiries regarding the licensing process; travels in performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives, reviews and analyzes initial, supplemental, annual submission and renewal gaming applications to ensure the information submitted is complete and in compliance with the Riverboat Gambling Act, the Video Gaming Act and any associated administrative rules and not in violation of any criminal statutes; reviews and analyzes corporate structures and organizational charts and researches various websites to determine if business entities, institutional investors or individuals associated with an applicant or licensee must file forms or licensing applications with the Gaming Board; refers applications to senior staff for further investigation when requiring an increased level of discretion and knowledge, a coordination of multiple issues and/or an advanced level of judgment.
2. Interprets fingerprint background responses from the BOI and the FBI and compares these responses to the information submitted in the corresponding gaming application; reviews applications to identify misdemeanor or felony charges and determines if an applicant has a disqualifying conviction by assessing the certified BOI and FBI fingerprint responses, court dispositions and police reports or applicable laws; researches statutes and appropriate acts, rules and regulations to determine an applicant's suitability for licensure; travels in the performance of duties.
3. Prepares a written analysis that identifies areas of concern regarding an applicant's suitability and compiles information and prepares a plan of action for each case requiring investigation for suitability and illustrates areas where investigative follow-up is needed.
4. Maintains agency databases to monitor riverboat occupational and video license applicants and documents any background status changes that could affect the integrity of the license; provides guidance and follow-up to investigative staff when necessary.

GAMING LICENSING ANALYST (Continued)

5. Maintains and updates files for all riverboat casino, riverboat supplier, video gaming terminal operator, manufacturer, distributor and supplier licensees; researches and analyzes current company mergers, corporate structure changes and advances in gaming technology and includes this information in the corresponding files.
6. Communicates with the Enforcement, Investigation and Legal Divisions of the Illinois Gaming Board to maintain an accurate case management system; tracks outstanding issues regarding suitability.
7. Responds to inquiries related to the licensing process from other staff, the public, other government agencies and riverboat and video applicants and licensees.
8. Prepares reports and correspondence regarding agency licensing operations, policies and procedures, case management and plans of action and submits to supervisor.
9. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in criminal justice, pre-law, finance, public administration or a related field.

Requires one year of professional criminal investigative experience or licensing investigative experience.

Knowledge, Skills and Abilities

Requires working knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations and procedures.

Requires working knowledge of state, federal and local criminal laws that relate to the licensing process.

Requires working knowledge of agency computer software programs.

Requires ability to interpret, explain and apply statutory requirements, rules, regulations and procedures to the licensing process.

Requires ability to analyze applications and compare information, draw conclusions and apply sound judgment when interpreting the ~~the~~ significance of the information to the licensing process.

Requires ability to analyze corporate organizational charts.

Requires ability to communicate clearly and concisely, both orally and in writing.

Requires ability to establish and maintain working relationships with agency staff, law enforcement, legal personnel and other gaming jurisdictions.

Requires exceptional interpersonal skills when dealing with applicants, the public and/or staff on licensing issues.

Requires ability to be assertive when handling various circumstances that are encountered during the licensing process and to aggressively address any issues or concerns.

Requires a Law Enforcement Agencies Data System (LEADS) Operator certification.

Requires a valid appropriate driver's license and the ability to travel.