



## Position Description

<b>Job Title:</b>	Technical Compliance Manager
<b>Reports To:</b>	Executive Director
<b>Supervises:</b>	Compliance Department
<b>Classification:</b>	Salaried
<b>Anticipated Starting Salary:</b>	Salary DOE Full-time, benefit-eligible

The initial review date for this position will be September 25, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

## Position Summary

The Technical Compliance Manager (TCM) performs a variety of tasks to assure compliance with provisions of National Indian Gaming Commission Minimum Internal Control Standard, Tribal-State Compact, Gaming Ordinance and Regulations, and all Tribal Internal Control Standards. The TCM is responsible for reporting violations, writing reports, receiving complaints, and seeking voluntary resolutions of complaints. The TCM oversees the Compliance Department and assists in monitoring casino activities, transactions, and reporting requirements to ensure compliance with Tribal, Federal, and State Gaming laws and regulations as well as compliance with required Internal Controls. The TCM investigates and reports deficiencies and/or violations and conducts follow-ups to ensure implementation of appropriate corrective action. Lastly, the TCM certifies that gaming equipment complies with Regulatory Technical standards.

## Responsibilities may include, but are not limited to:

- Ensure confidentiality of all information in the Gaming Commission Office, including, but not limited to, applications, employees, information from Federal, Tribal, or State law enforcement and state gaming office
- Keep Executive Director informed and updated on all situations and activities within the Compliance Department
- Ensure that all departments provide for the physical safety and well-being of employees and guests of the casino operation
- Complete weekly reports for the Executive Director's approval
- Maintain control over access to sensitive areas of gaming devices
- Conduct testing of gaming devices computer control programmed storage media for verification of validity and authorized programming
- Monitor shipping, receiving, installation, relocation, removal, storage, etc. for gaming devices for security and compliance with applicable laws and regulations
- Ensures accurate records are maintained

- Inspect all gaming equipment and supplies for integrity and compliance technical standards
- Randomly audit any gaming related transaction document for compliance with regulations and internal controls.
- Monitor machines and drops for compliance
- Monitor other non-gaming departments and personnel activities and transactions for compliance
- Write reports and conduct necessary follow-up investigations on reported or observed violations or deficiencies
- May occasionally work with outside regulatory or law enforcement officials as approved and necessary
- Inspect and monitor facility compliance with all environmental, health and safety regulatory requirements
- Presents testimony on patron disputes to the Executive Director
- Investigate actual or suspected health and safety hazards and works with Casino Risk Management
- Any other duties as assigned by the Executive Director/Commissioners

### **Minimum Qualifications**

- Minimum ten (10) years' experience in casino compliance with special emphasis in completing annual MICS audit
- Demonstrated and certified knowledge of Title 31-Anti--Money Laundering law
- Demonstrated knowledge of gaming machine software verification methods including GLI and BMM
- Demonstrated knowledge on the use of a Kobetron GI-4000 Pro software verification tool
- Demonstrated knowledge of GLI Iris's software management and tracking system
- Demonstrated knowledge of California Department of Justice - Bureau of Gaming Control's notification process for gaming machines and associated software
- Extremely familiar with the Tribal Gaming Ordinance and Casino Internal Controls
- Ability and willingness to travel and attend seminars and training
- Working knowledge capable of operating testing equipment for all components of electronic devices
- Must be detail-orientated, accurate and possess the ability to work independently under minimal supervision is also required
- Must be able to guide and train Compliance team in the principle and fundamentals of compliance, including proper use of testing equipment, and all other compliance related activities

### **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 35 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.

- All offers of employment are contingent upon:
  - successful completion of background check with adjudication;
  - successful reference check.

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*