

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**GAMING LICENSE PROGRAM ASSOCIATE**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future paraprofessional positions that provide the full range of license and /or permit support functions for a specialized gaming program area(s) in the Department of Administration, Division of Gaming. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification requires positions to have specialized program knowledge of Wisconsin Charitable Gaming law and encompasses paraprofessional positions that administer gaming license review and compliance. Duties include performing a variety of assistance on gaming license issuance, audit, tracking, reporting and program support.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of confidential, supervisor and/or management as defined in s. 111.81(7), (19) and (13), Wis. Stats., and as interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform professional duties as defined in s. 111.81(15), Wis. Stats., for the majority of time (more than 50%) that include the full scope and accountability of a complex program area.

3. Positions that perform more general paraprofessional support duties not related to a licensing program for a majority of time (more than 50%) and are more appropriately classified as Operations Program Associate.
4. Positions that perform routine or complex general office or program support functions for a majority of time (more than 50%) and are more appropriately classified as Office Associate or Office Operations Associate.
5. Positions that perform more general license or permit work that are not located at the Department of Administration, Division of Gaming and are more appropriately classified as License Permit/Program Associates.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

E. Terminology Used in This Classification Specification

Paraprofessional: See the “Glossary of HR Terms as used by OSER”.

## II. DEFINITIONS

### GAMING LICENSE PROGRAM ASSOCIATE

Positions perform the full range of paraprofessional gaming license support functions for a specialized program area(s) under general supervision in the Division of Gaming at the Department of Administration and positions are required to possess and maintain a detailed level of experience in the charitable gaming program with a comprehensive understanding of the applicable state statutes and administrative codes. Responsibilities are administrative license processing activities (e.g., review applications for accuracy, monitor and administer amendment/renewals, tax and fee processing, issuing refunds, denials, background checks, and tracking, etc.). Positions research statutory language, rules, or policies pertaining to the program area; approve, deny, renew, or revoke licenses; and develop program reports. Positions in this classification have extensive contact with patrons, industry representatives, the legislature and other government agencies (including state, local and/or county agencies) regarding gaming license program guidelines and function as primary communication and information liaison regarding their portion of the program area. Positions act as the subject matter expert regarding inquires for the assigned program area.

Positions are responsible for program area compliance (e.g., identification of policy violations, regulatory violations, issue investigation cases, inspections, etc.); and conduct periodic audits of applicant financial reports to ensure compliance and to determine whether appropriate tax receipts have been submitted by the requesting organization. Positions may be involved in the preparation or presentation of training sessions on gaming program topics or make recommendations regarding program administration.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective, and announced in Bulletin OSER-CC/SC-0392 as a result of the Financial Specialist Survey for some positions formerly classified in the Financial Specialist series within the Division of Gaming, Department of Administration.

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