

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV35103</b>
<b>Job Class Code:</b>	<b>330</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>08/23/88</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Regulation of Racing Standards

**JOB CODE TITLE:** RACING STEWARD III

**HRIS TITLE:** RACING STEWARD III

**CHARACTERISTICS OF THE CLASS:** Works under general direction of the Deputy Director. Has the authority on behalf of the Director and the Racing Commissioner, to conduct and chair hearings; issue rulings; levy fines; issue, suspend and deny licenses; and supervise on-track State racing personnel. Serve as a voting member of the Board of Stewards at hearings; prepares notices of hearings, ruling and steward reports. Serves as an Administrative Steward at commercial and county horse or dog racing tracks in Arizona and assures that Arizona Racing Commission rules and regulations are enforced. As required, serves as Presiding or Associate Steward as directed by the Deputy Director. Performs related work as required. The Racing Steward III has the prerogative to issue final decisions in instances where the opinions of other track stewards are divided, and to bring issues or major infractions before the Department of Racing. Responsible for interpreting and enforcing Departmental and Arizona Racing Commission racing rules and regulations and all applicable statutes for the racing industry; approving work schedules for all horse racing stewards and State personnel as assigned. Work product consists of violation free racing within the Arizona racing industry; prompt investigations of racing infractions; and prompt hearings and case disposition. Maximum safety and welfare of the participating racing public and animals utilized within the racing industry.

**EXAMPLES OF DUTIES:** Confers with, and interviews, witnesses to obtain information in hearings/investigations held, regarding racing violations, protests, complaints, etc. monitors track operations, and reviews all rulings for consistency and fairness, ensuring proper interpretation and enforcement of the rules and regulations governing racing at assigned track. Observes the operation of all races and the equipment used on animals during races; approves/disapproves any requests for equipment changes. Oversees ticket sales, money room, and ensures correct posting of odds board. Inspects track and related facilities to ensure that all is properly maintained and in safe, sanitary, and operation condition. Conducts and serves as chairperson and as voting member of the Board of Stewards. Investigates, or causes to be investigated, complaints and breaches of rules and regulations. Prepares and submits the monthly steward's report to the director. Confers with director, answering inquiries, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, recommending changes in staff, and making recommendations, as appropriate. Approves official order of finish and time of race. Observes performance of new jockeys, exercise and pony people to determine them qualified before issuing licenses to work in these occupations. Assures that all track personnel are licensed, as required. Reviews racing programs for accuracy and compliance. Reviews animal identification documents and approves bill of sale to assure correct ownership and identity. Attends Commission meetings and hearings as required. Requires veterinarian examination of animals when necessary. Instructs, guides, assigns and counsels subordinate State employees in carrying out a variety of tasks; monitors work schedules; and examines travel vouchers. Confers with complainants or concerned persons and advises them regarding their complaints or concerns. Prepares and submits reports for the Director/Deputy Director on matters of interest to the Department, Commission or the State. Performs related work as required.

**WORK CONDITIONS:** Frequent travel; unconventional working hours; possible interactions with irate and hostile individuals.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** The rules and regulations governing horse racing and horse racing operations; anatomy of horses and horse handling; Department Veterinarian and Pari-Mutuel Supervisor duties; open meeting laws, hearings process, and requirements for recording hearings and open meetings; fingerprinting techniques and requirements of the various processing agencies; racing investigation techniques and licensing functions; controlled substances and laws regulating usage in the racing industry.

**Skill/Ability to:** applying and interpreting State and racing industry laws, rules and regulations; conducting hearings; impartially judging race results and issuing decisions; detecting violations of racing industry rules and regulations; oral and written communications; establishing and maintaining effective working relationships with those contacted and/or supervised.

**SPECIAL SELECTION FACTORS:** Must successfully pass a qualifying steward examination at time of appointment. One year of experience as a presiding steward for a legally mandated racing jurisdiction. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.