

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Agency  
Number

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name <b>Kansas Lottery</b>		9. Position No. <b>K0222250</b>	10. Budget Program Number <b>450</b>	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Lottery Gaming Facility Financial Analyst/Auditor	
3. Division <b>Expanded Lottery</b>			12. Proposed Class Title	
4. Section <b>Gaming Facilities</b>	For  Use  By  Personnel  Office	13. Allocation <b>Non FTE Unclassified with Benefits</b> <b>Working Title: Lottery Gaming Facility Analyst</b> <b>Title Code: 030702 FLSA: Non-Exempt</b>		
5. Unit		14. Effective Date		
6. Location (address where employee works) City <b>Kansas City</b> County <b>Wyandotte</b>		15. By	Approved	
7. (circle appropriate time) <u>Full time</u> Perm. 100% -- Non FTE Unclassified Inter. Part time Temp.		16. Audit Date: By: Date: By:		Position Number <b>K0222250</b>
8. Regular hours of work: (circle appropriate time) FROM: <b>**</b> AM/PM To: <b>**</b> AM/PM <b>** 40 Hour Workweek. Varying work hours.</b> <b>Positive Time Reporting. Includes Weekends,</b> <b>Holidays.</b>		17. Audit Date: By: Date: By:		

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
<b>Dianna Polkinghorn</b>	<b>Manager Casino Audits &amp; Customer Relations</b>	<b>K0222245</b>

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
<b>Dianna Polkinghorn</b>	<b>Manager Casino Audits &amp; Customer Relations</b>	<b>K0222245</b>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

**Employee performs work independently. Work is completed with a great deal of latitude. Employee follows industry accepted guidelines in proper investigation and auditing methods. Supervisor and other administrative staff are located offsite. Communications are primarily via email and/or phone. Desired outcomes are communicated and employee has considerable latitude in determining course of action. Some assignments may be given verbally or may be self generated based on circumstances and need. Work is reviewed for results achieved.**

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties: **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	E = designates essential duties of the position M = designates marginal duties of the position
	<p>This position is responsible for the auditing and oversight of gaming facility operations that relate primarily to the certification of transferred revenues and compliance with the negotiated contract between the Lottery and the gaming facility as specified by the Kansas Expanded Lottery Act (KELA). Incumbent performs highly specialized work analyzing, auditing, and/or investigating gaming facility financial transactions and related activities. Employee reviews and analyzes gaming facility activities to ensure accurate financial transfers and compliance with the KELA and related gaming facility contracts. Serves as on-site Lottery representative, first point of contact, and liaison. Investigates and analyzes inconsistencies and potential KELA violation.</p>
1. 30%	<p><b><u>Inspection and Verification of Slot Machine Revenue:</u></b> Inspects and verifies Electronic Gaming Device (slot machine) financial receipts utilizing audit and investigative knowledge and skills and a variety of tools. Ensures casino computer system interface with lottery central computer system is operating in accordance with defined standards and requirements, and ensures accuracy and correctness of reporting. Works independently or with others to reconcile inconsistencies between two systems and determine cause of discrepancies. Takes action as necessary to ensure short-term and long-term fix.</p>
2. 20%	<p><b><u>Verification and Reconciliation of Table Game Revenue:</u></b> Verifies and reconciles reported table game revenue. Assist lottery and venue staff with satisfactory resolution of reported discrepancies. Investigates and reports any discovered or reported shortages.</p>
3. 20%	<p><b><u>Monitors, Inspects and Audits Electronic Gaming Device and Reporting Records:</u></b> Monitors, inspects, audits, and verifies Electronic Gaming Device (slot machine) activities and reporting records, including shipments, machine installations, machine testing, and software installation and set-up configurations to ensure correct payouts and reporting. Document and report all malfunctions and configuration errors. Documents actions, controls and issues slot machine software. Inspects and receives other controlled devices, such as table games, cards, dice, hard drives, chips, thumb drives, etc.</p>
4. 10%	<p><b><u>Monitors and Audits Players Club Activity:</u></b> Monitors and audits player club activity utilizing audit and investigative knowledge and skills and a variety of reports and tools. Reviews representative samples of free play activity and player ratings for accuracy.</p>
5. 10%	<p><b><u>Investigative Compliance and Oversight:</u></b> Maintains daily lottery presence in the gaming facility. Assists gaming agents with criminal investigations. Documents and reports all illegal or suspicious activities to relevant authorities. Monitors gaming facility activities for compliance with Lottery contract and KELA. Assists with the resolution of misunderstandings and other disputes or operational discrepancies.</p>
6. 5%	<p><b><u>Documentation and Collaboration:</u></b> Documents, communicates, and/or writes reports related to investigative and audit activities and findings. Appear and testify as a witness in court on behalf of the Kansas Lottery, if needed. Establish effective working relationships with the Kansas Lottery Gaming Facility Agents, as well as the Kansas Racing and Gaming Commission (KRG) enforcement agents, local law enforcement, gaming facility security staff, and other gaming facility and lottery employees. Collaborates with KRG and lottery enforcement agents, local law enforcement, and gaming facility security, and others on investigations and prosecution, as necessary.</p>
7. 5%	<p><b><u>Other Duties:</u></b> Participates in lottery meetings, training, and other related activities. Performs other related enforcement, auditing, analyzing, and other lottery duties as assigned.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

NA

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

- **Inadequate work performance could result in inaccurate transfer of monies to the state and could result in major disruption of operations.**
- **Inaccurate oversight, investigations, and audit activities could cause adverse impact on the operation of the lottery and have severe legal consequences. Failure to follow and enforce contract and KELA provisions and requirements, and related statutes, regulations, policies and procedures could compromise lottery and gaming facility activities, and adversely impact state revenue collections.**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

**Daily contact with agency management and employees, gaming facility employees, Kansas Racing and Gaming Commission employees, and central system (GTECH) employees to give and receive information, advise, recommendations, and consult on various agency requirements and contract issues, provide training and disclose actions. Contacts are in person, via e-mail, telephone or written.**

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25. What hazards, risks or discomforts exist on the job or in the work environment?

- **Gaming facility environment.**
- **Employee is assigned to a social entertainment and gambling environment where large sums of money are exchanged.**
- **Exposure to tobacco smoke, liquor consumption, and patrons with varying temperaments.**
- **Long periods of standing or sitting.**
- **The possibility exists for serious injury to the employee or others.**
- **Professional attire must be worn while performing majority of duties.**
- **Varying work schedule, including evenings, weekends, and holidays, and intermittent hours.**

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

- **Daily use of Computers, printers, telephone, cellular phone, various Electronic Gaming Devices, and hardware and/or software verification devices.**
- **Standard office equipment.**
- **State or other motor vehicle, as needed to carryout assigned duties.**

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### **PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

- **High School Diploma or equivalent.**
- **Bachelor's Degree in accounting/auditing, business administration, or economics preferred.**
- **Education in accounting/auditing, business administration, or economics may be substituted for experience as determined relevant by the agency.**

- Experience in examining internal work processes, financial and operational records and controls to assess effectiveness, accuracy of records and compliance with statutes, regulations, and professional/legal standards may be combined with and/or substituted for degree and/or educational coursework as determined relevant by the agency.

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Education or Training - Special or professional

- Education or training on electronic gaming devices and/or auditing in a casino environment preferred.
  - Coursework or training in, computerized accounting and auditing, and/or forensic auditing preferred.
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License, certificates and registrations

**Valid current Class C Kansas Driver's License at time of hire and throughout employment.**

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Special knowledge, skills and abilities

- Knowledge of generally accepted accounting principles and auditing standards, practices, and procedures and demonstrated ability to apply same.
  - Knowledge of state and federal laws and regulations relating to job responsibilities and demonstrated ability to apply same.
  - Knowledge of accounting and auditing principals and demonstrated ability to apply same.
  - Demonstrated proficiency in Microsoft Suite, especially in Excel.
  - Demonstrated ability to detect and reconcile discrepancies in financial and business records.
  - Demonstrated ability identify and implement alternative solutions to meet needs.
  - Demonstrated ability to develop audit findings and recommendations for improvement or compliance with laws and regulations and to present findings in clear and concise written reports and verbal presentations.
  - Demonstrated ability to interact and establish effective working relationships with diverse government and casino employees and the public.
  - Demonstrated ability to work independently and carry-out job responsibilities.
  - Demonstrated ability to effectively communicate verbally and in writing in English.
  - Knowledge of electronic gaming devices and/or auditing in a casino environment preferred.
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Experience - Length in years and kind

- Three years of experience in examining internal work processes, financial and operational records and controls to assess effectiveness, accuracy of records and compliance with statutes, regulations, and professional/legal standards preferred.
  - Three years experience in accounting, auditing, advanced computer skills, or business financial management preferred.
  - Experience with electronic gaming devices and/or auditing in a casino environment preferred.
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## 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

- Must pass extensive background and drug screening prior to hire and subject to periodic updates.
  - Subject to tax clearance upon hire and periodic updates.
  - Employees of the Kansas Lottery and designated family members and other persons who reside in the same residence are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq, and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.
  - Must be at least 21 years of age and work-authorized.
  - Must complete Form I-9 upon hire and update and/or reverify as required.
  - By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.
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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date