



An Exceptional Career Opportunity

San José Police Department

Deputy Director

Division of Gaming Control

The San José Police Department

The San José Police Department is a dynamic, progressive, and professional organization dedicated to maintaining community partnerships that promote a high quality of life for the City's diverse population. The Department is committed to treating all people with dignity, fairness, and respect, protecting their rights, and providing equal protection under the law. The San José Police Department has 1,109 sworn officers and 504 civilian staff in four Bureaus comprised of 11 divisions with more than 61 specialized units and assignments. The Department is responsible for policing a city of 178 square miles and over a million residents. There are currently two active cardrooms located within the city limits, each with 49 card tables authorized.





THE DIVISION OF GAMING CONTROL

The Division of Gaming Control works to maintain the integrity of gaming through oversight of the cardrooms, ensuring compliance with Title 16 of SJMC, California Gambling Control Act, and laws of the State of California.

The Division of Gaming Control has the responsibility to ensure comprehensive safeguards for control of legalized gambling within the City of San José. The safeguards are necessary and in place to protect the public interest in San José. This is accomplished through conducting extensive background investigations on cardroom owners and employees, analyzing statistical information concerning criminal activities in and around cardrooms, performing audits to ensure proper accounting treatment of taxable revenues, investigating instances of violation of Title 16 of the San José Municipal Code, the State Gambling Control Act, and the Penal Code, and making recommendations with respect to administrative action to be taken against cardroom permittees and licensees in cases of regulatory violations. The Division ensures the suitability of cardroom permittees, landowners, key and other gaming employees, funded players, and funding sources. The Division issues appropriate licenses and work permits and conducts financial suitability examinations on key employee applicants. The Division plans, coordinates, and conducts audits of the cardrooms, including table games, gaming equipment, cage operations, drop and count observations, equipment control, and prohibited credit transactions, and currency transaction reporting/anti-money laundering protocols.

THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco



Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay, as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country; and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive roadmap to guide the City’s anticipated growth through the year 2040. The plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas, and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign-born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



THE POSITION

The deputy director of the Division directs, supervises, and conducts all administrative and management activities in accordance with the provisions of Title 16 of the San José Municipal Code, any rules and regulations particular to the Division, and any other duties assigned by the chief of police. The administrator reports directly to the chief of police.

Key functions of this position include:

- Examine the suitability of cardroom license applicants, including cardroom permittees, landowners, key gaming employees, funding sources, funding source key employees, charitable organizations, and work permit applicants for a work permit.
- Maintain integrity of gambling through strict regulatory control and ensure the cardrooms' compliance with Title 16 of the San José Municipal Code, the rules and regulations promulgated thereunder, the California Gambling Control Act, the California Penal Code, and other state and federal laws pertaining to gambling.
- Prevent, detect, enforce, and document all violations of city, state, and federal laws pertaining to gambling and to initiate and otherwise take immediate and timely investigation whenever noted or reported.
- Ensure that cardrooms' gaming revenues are properly calculated and gaming taxes are properly reported to the City of San José.

THE IDEAL CANDIDATE

This individual ideally has the following: Expertise in gaming practices and applicable laws, including an understanding of Title 16, regulations, standards, and procedures relating to gaming operations and record-keeping practices;

The ability to establish and maintain productive working relationships with others;

Applicable experience unifying teams around departmental goals and adhering to predetermined policies, procedures, and programs;

A background in gaming checks and balances including conducting audits, administering subpoenas, vetting individuals and funding sources, and general compliance checks and reviews;

The resolve to interface with various stakeholder groups including casino management, community groups, and individual civilians, while reinforcing the laws and regulations within both state and local parameters; and

An outstanding sense of financial and ethical integrity.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree from an accredited college or university with major course work in accounting, financial administration, public or business administration or related field.

Six (6) years of increasingly responsible senior-level administrative, analytic, and leadership experience is required.

DESIRABLE QUALIFICATIONS

- Certified Public Accountant or Certified Internal Auditor, or similar areas of certification and/or continuing professional education are desirable.
- Experience managing a work unit equivalent to a major division within a city operating department is desirable.

EMPLOYMENT ELIGIBILITY

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

Successful candidates must have the ability to pass a thorough background investigation.





THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the 2017-2018 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

HOW TO APPLY

To apply for this opportunity, please visit Koff & Associates' website at www.koffassociates.com/jobs. Please submit a cover letter and resume. If you have any questions regarding this opportunity, please contact Richard O'Donnell at (510)658-5633.

The deadline to apply is Monday, August 27th.



COMPENSATION

The **salary range** for this position is \$116,893.40 to \$182,084.43 per year. The City provides an excellent array of benefits.

- *Retirement* – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- *Health Insurance* – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- *Dental Insurance* – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- *Personal Time* – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- *Holidays* – The City observes 14 paid holidays annually.
- *Deferred Compensation* – The City offers an optional 457 Plan.
- *Flexible Spending Accounts* – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- *Insurance* – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- *Employee Assistance Program* – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

