

**WAC 260-08-595 Role of the executive secretary.** The horse racing commission will appoint an executive secretary who will act as the chief operating officer for the agency. As chief operating officer, the executive secretary will supervise and administer the activities of the commission staff. In addition, the executive secretary will:

(1) Implement the policies and procedures, and enforce the rules of the commission.

(2) Oversee the administrative details and day-to-day operation of the agency, including the achievement of performance goals and objectives established by the commission and administer the agency's budget.

(3) Act as the appointing authority for agency staff, including the authority to hire, promote, assign work, determine duty stations, evaluate, take corrective action, and, where appropriate terminate staff.

(4) Make an initial agency determination of a violation of the rules in this title except during the live race meet where the rule provides that the board of stewards makes the initial agency determination. In the absence of the board of stewards, the executive secretary has the authority to make an initial agency determination.

(a) If an applicant or licensee disagrees with the decision of the executive secretary, he or she may challenge the decision by requesting a hearing before the commission as provided in WAC 260-08-675.

(b) The executive secretary may refer any matter directly to the commission for hearing on violations of chapters 67.16 and 67.17 RCW or of rules in this title or to enforce compliance with a penalty.

(5) Enter into contracts and agreements on behalf of the commission; and

(6) Exercise such other management oversight, decision-making and administrative action necessary to achieve agency mission and goals.

[Statutory Authority: RCW 67.16.020 and 67.16.040. WSR 08-07-039, § 260-08-595, filed 3/13/08, effective 4/13/08. Statutory Authority: RCW 67.16.020. WSR 03-03-041, § 260-08-595, filed 1/10/03, effective 2/10/03.]