



PROPOSED  CURRENT

<b>Classification Title</b> Supervising Special Investigator I (Non-peace Officer)	<b>Division</b> Compliance
<b>Working Title</b> Supervising Special Investigator I	<b>Office/Unit/Section/Geographic Location</b> Investigative Services Branch/Office 4/Special Projects Unit/Sacramento
<b>Position Number</b> 592-330-8549-005	<b>Name and Effective Date</b>

**General Statement:** Under the direction of the Supervising Special Investigator (SSI) II of Office 4 (Office) in the Investigative Services Branch (Branch) of the Compliance Division (Division) within the Department of Cannabis Control (Department), the SSI I of the Special Projects Unit (Unit) will serve as the field office supervisor and oversees quality control, training, inspections, investigations, administrative, civil actions, and other duties related to compliance and enforcement of California’s commercial cannabis laws and regulations for the Unit. Duties include, but are not limited to, the following:

**A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]**

**40% (E) Supervision Duties**

Supervise, direct, monitor, and assign the workload of Special Investigator (SI) staff and Associate Governmental Program Analyst. Review and evaluate inspection, investigation, and incident reports for completeness, accuracy, and organization. Assign follow up inspections and investigations when appropriate. Approve completed investigation reports which are submitted to the SSI II for final disposition which could include closures, citations, fines, and referrals to the Department’s Enforcement Division, or the Attorney General’s Office for possible disciplinary action. Review and provide initial approval for the preparation and service of subpoenas and filing of criminal complaints when warranted.

Review timesheets, mileage logs, travel claims for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Prepare Individual Development Plans and Annual Performance Appraisals for the Unit staff by developing goals, objectives, and performance measures. Coach and mentor staff in the development of a work plan and monitor their work progress. Track workload assignments to assure proper and timely handling. Provide technical assistance to staff as needed. Recruit, interview, hire, and provide orientation for new employees in adherence to Department policy. Create and revise duty statements when required. Oversee the entry of data, information, correspondence, documentation, and other-relevant inspection or investigative case artifacts into the designated Department case management system(s) to ensure timely data entry accuracy and completeness.

**20% (E) Investigation Duties**

Review, manage, and monitor all caseload activities with Branch staff. Provide input on case prioritization and efficient case management and completion time frames. Make suggestions regarding evidence gathering, suspect and witness interviews, and report writing. Provide constructive feedback to ensure cases include most relevant evidence and additional support if necessary.

Review citations prepared by staff for accuracy, completeness, and appropriate assessment of civil penalties. Review and prepare finalized Licensing Action Packages, briefing memos, and cases prepared by staff for administrative licensing actions and submit to the SSI II for review and approval. Testify in administrative hearings and court proceedings in support of administrative cases. Appear as an expert witness to assist state and local law enforcement, other state licensing agencies, and state permitting agencies.

Respond to inquiries from licensees, other state licensing agencies, local agencies, state and local law enforcement, and the public regarding the complaint and referral process established by the Department. Communicate with state and local law enforcement and other local entities to coordinate and implement enforcement activities associated with suspected unlicensed or illegal activities.

Plan, organize, lead and direct staff in statewide compliance inspections and investigations of recalled cannabis goods. Manage investigations recall data and oversee the organization of recall documentation. Gather and analyze data upon request and create periodic reports for the CEA-A.

Participate in the cross-division recall response team with coordination of recall events for the Department, including assigning roles and tasks, and attending strategy meetings. Provide regular updates to Department leadership on the progress of all Branch recall cases.

**15% (E) Training**

Collaborate with Division Training Team and create training plans. Provide direction, training and monitor SI training staff to ensure they prepare and conduct effective suspect and witness interviews and utilize evidence gathering techniques. Supervise, educate, train, and provide assistance to investigation staff which includes the preparation of case materials and presentations needed to have the ability to effectively testify at administrative and criminal hearings.

Assign and direct training staff to educate and train other investigation staff regarding applications and licensing, commercial cannabis practices, environmental impacts, functions of the California Cannabis Track and Trace system, administrative and civil procedures, politically sensitive issues, and how to appropriately respond to inquiries to ensure consistent messaging to industry and the public.

**10% (E) Quality Control**

Oversee quality control reviews on Unit staff's sensitive reports to ensure clarity, conciseness, accuracy, relevancy, and completeness in accordance with the

Department's established policies and procedures. Ensure a person without knowledge of the program or the specific situation will understand what the author is communicating and can arrive at the same conclusions independently. Ensure that reports and documents are logically organized, easy to follow, and references and cross-references are included and accurate. Verify all documents are prepared using the Department's standardized templates and formatting practice, validate law/regulation citing, and appropriately footed, supported by evidence. Ensure that all documents contain language that is free from needless word repetition, unnecessary verbiage, free of grammar and spelling errors. Ensure all documents are within the scope, answer the objectives of the review, include the required elements of the review, and procedures were followed. Validate the findings identified in the report are violations of the Act and/or California Code of Regulations Title 4, Division 19, (Regulations).

**5% (E) Program Administration**

Direct and conduct analytical and workload studies to identify staffing problems, needs, and deficiencies. Recommend changes to statute, regulations, and Department policies and procedures which impact the Branch. Make recommendations to the SSI II regarding any issues identified.

Develop policies and procedures for Branch inspection and investigation activities to effectively guide compliance and enforcement efforts in accordance with state law and regulations.

Monitor Unit operations and expenditures to stay within allotted budget and resources, adjust, and project as needed. Oversee Unit field office administrative activities including the authorization of travel, training, and expenditure requests to facilitate timely processing and avoid work delays. Support the SSI II in responding to administrative budget drills and activities. Process accident reports completed by Branch staff and vehicle safety surveys for Department management in accordance with policies and procedures. Prepare annual reports for Division management.

Participate in industry and local agency seminars and conferences to educate, provide insight, and to gain further knowledge regarding commercial cannabis site compliance and enforcement requirements.

**5% (E) Public Outreach**

Establish and maintain cooperative relationships of mutual interest with other programs within the Department, state, county, and law enforcement agencies to ensure standardized processes regarding compliance and investigation policies. Represent the Branch at internal and external meeting and conferences on issues with industry and public representatives, advisory board and committees, and other governmental agencies.

**5% (E) Professional Development**

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

**B. Headquarters Designation**

Department Field Office, Sacramento, CA 95833

**C. Supervision Received**

The incumbent will receive assignments and directions from the SSI II; however, assignments and directions may come from the Career Executive Assignment-A.

**D. Supervision Exercised**

The incumbent will exercise supervision and directing the work of staff within the Unit.

**E. Administrative Responsibility**

The incumbent will be responsible for managing the staff and fiscal resources within the Unit, and is responsible for providing guidance, support, and training to Department staff on laws, rules, regulations, policies, procedures, and practices to ensure compliance with state and federal civil rights laws, rules, and regulations.

**F. Personal Contacts**

The incumbent will have contact with the SSI II, lead staff, and other departmental staff. Frequent contact with Department licensees and the general public as subjects, complainants, or witnesses. Occasional frequent contact with Enforcement Division and other law enforcement agencies at the county, city, and state levels.

**G. Actions and Consequences**

Failure to adequately perform the outlined duties listed above may result in significant harm, a decrease in consumer safety, and a disruption of the cannabis supply chain. An inadequate investigation may result in allowing a violation of the law (administrative or criminal) to go undetected. Subjects and/or business entities being investigated may affect the health and safety of consumers.

**H. Functional Requirements**

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be required to work specified hours based on the business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent is required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While outdoors, the incumbent is exposed to climatic conditions. The incumbent may be exposed to dust, fumes, dirt, odors, noise, uneven surfaces, extreme weather conditions, and fast-moving equipment. The incumbent may occasionally be exposed to toxic materials, pesticides, fertilizers, and solvents. The incumbent may have contact with persons believed to have a contagious disease. Occasional to frequent sitting, standing, walking, driving; repetitive lifting or carrying 25 pounds or more of gear necessary to complete job tasks; and operation of 4-wheel drive vehicles in rough terrain is required. The incumbent may be required to work irregular shifts, nights, weekends and holidays, and travel.

The incumbent will be assigned to the Sacramento region. Travel by state vehicle within this region is required on a routine basis. Travel by state vehicle or other public transportation systems to various locations throughout the state will be required on an occasional basis on short notice to assist with enforcement actions.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

**I. Other Information**

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

**Criminal Offender Record Information (CORI):** Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with the Department's CORI procedures, clearance shall be maintained while employed in a CORI designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**Conflict of Interest (COI):** This position is subject to COI Regulations.

The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program:** The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

**Medical Clearance:** In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

**Travel:** The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Office.)

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Employee Signature

Date

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Employee's Printed Name – Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Supervisor's Printed Name – Classification