



PROPOSED CURRENT

Classification Title Staff Services Analyst	Division Licensing
Working Title Licensing Modifications Analyst	Office/Unit/Section/Geographic Location Licensing Branch/Licensing Review Office/Licensing Modifications Unit/Rancho Cordova
Position Number 592-920-5157-010	Name and Effective Date

General Statement: Under the supervision of the Staff Services Manager (SSM) I, the Staff Services Analyst (SSA) provides analytical and technical support for the daily operations of the Licensing Modifications Unit (Unit). Duties include, but are not limited to, the following:

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

40% (E) Licensing Modifications

Review, evaluate, analyze, and process notifications and requests submitted via Licensee Notification and Request Form (DCC-LIC-027) which are applicable in regulation (i.e. change in contact information, bond, labor peace agreement, adding or removing a designation or activity, civil penalty or judgment, administrative order or civil judgment, or revocation of a local license, permit or other authorization). Apply license modification fees where applicable. Work with other units to facilitate business ownership changes and various changes which require environmental evaluation or re-verification of local authorization.

20% (E) Post Licensing Functions

Review, evaluate, and analyze information and documentation associated with pre-renewal reviews to ensure compliance with regulatory and statutory requirements following the transition from provisional to annual licensure. Perform post-renewal review of gross-revenue documentation provided as part of the auto-renewal application process (i.e. tax documents) to ensure the appropriate license fee was paid for the 12-month license period. Apply penalty or late fees where applicable. Review, evaluate, and analyze correspondence received from the local jurisdictions regarding notifications of noncompliance, or revocation of a local license, permit, or other authorization. Work in partnership with the local jurisdictions to obtain additional information or clarification as needed prior to recommendation as a licensing action.

20% (E) Licensing Actions

Review, evaluate, analyze, and make recommendations regarding licensing actions (i.e. denials, appeals, revocations, surrenders, withdrawals, suspensions, and conditions of licensure). Create licensing action request packages to include proper forms, memorandums, evidence, case material, and supporting documentation is complete. Receive, review, track, and route licensing action request packages to ensure the appropriate managers are included in the review process prior to legal review. Execute

licensing actions procedures in the licensing system under the appropriate user role permissions to ensure system records reflect the legal decisions made on applications or licenses.

15% (E) Notify and Collaborate

Notify applicant/licensee verbally, or in writing of additional documentation or clarification needed in order to process licensing modifications or post licensing related matters. Draft and send internal/external notifications pertaining to specific licensing actions taken on applications and licensees to ensure proper staff, local authorities, State agencies, and other stakeholders are notified of an action taken.

5% (M) Other Work-Related Duties

Perform other job-related duties as requested by management. Attend and participate in Licensing Division meetings and state mandated trainings.

B. Supervision Received

The incumbent is under the supervision of the SSM I. Directions and assignments can also come from the SSM II or SSM III.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The SSA will have daily contact with all levels of Department staff, licensees and applicants, consumers, and industry. Routinely, the SSA will have contact with other governmental agencies.

F. Actions and Consequences

Failure to perform timely reviews, make thorough and accurate assessments and judgments, or effectively administer the laws and regulations that govern the cannabis industry may result in harm to the general public, unapproved/inefficient operations of the cannabis industry, or unjustified determinations against cannabis applicants. Failure to exercise good judgment in responding to requests for public information, or in the handling of sensitive issues may result in incorrect information being released, which could jeopardize the confidence and integrity of the Department.

G. Functional Requirements

The incumbent works in an office setting and works 40 hours per week. Daily access to and use of a personal computer and telephone is essential. Use of a computer mouse and keyboarding (computer and phone keypad) is required. Sitting and standing requirements are consistent with work in an office setting. Occasional lifting from 10-15 pounds may be required. Occasional travel within the state may be required. The incumbent is required to work from 8:00 AM to 5:00 PM.

H. Other Information

Due to the confidential and sensitive nature of the assignments, the incumbent must consistently exercise a high degree of initiative, independence, sound judgment and creativity in performing assigned tasks. The incumbent must be self-motivated, conscientious and dependable. Professional courtesy and the ability to act independently must be demonstrated at all times. Adherence to an approved work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

The following competencies are important for successful job performance:

Analytical Thinking	Conflict Management	Communication
Planning & Organizing	Customer Focus	Interpersonal Skills
Personal Credibility	Ethics and Integrity	Ability to Adapt to Change

The following skills are important for successful job performance:

Writing skills	Effective communication skills	Organizational skills
Analytical skills	Interpersonal skills	Planning skills
Speaking skills	Prioritization skills	Comprehension skills

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 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.

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 Health & Safety analyst.)

Employee Signature Date

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.

Supervisor Signature Date

Supervisor's Printed Name – Classification