



PROPOSED  CURRENT

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Division</b> Licensing
<b>Working Title</b> Licensing Actions Analyst	<b>Office/Unit/Section/Geographic Location</b> Licensing Branch/Licensing Review Office/Licensing Action Unit/Rancho Cordova
<b>Position Number</b> 592-920-5393-859	<b>Name and Effective Date</b>

**General Statement:** Under the direction of the Staff Services Manager (SSM) I, the Associate Governmental Program Analyst provides complex analytical and technical support for the daily operations of the Licensing Action Unit (Unit). Duties include, but are not limited to, the following:

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

**40% (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, and case material, and to ensure 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) 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.

**15% (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.

**15% (E) Notify and Collaborate**

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

**10% (E) Program Liaison**

Review Staff Services Analyst staff determinations of less complex applications to ensure compliance with Department of Cannabis Control (Department) statute and regulations prior to management review. Act as subject matter expert in review of current and proposed regulations and statutes to identify changes, impacts, report findings, and make recommendations for solutions to the SSM I.

**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 direction 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 incumbent will have daily contact with all levels of Department staff, licensees and applicants, consumers, and industry. Routinely, the incumbent 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 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 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