



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 592-920-5157-001	Name and Effective Date

General Statement: Under the supervision of the Staff Services Manager (SSM) I, the Staff Services Analyst will perform consultative and analytical staff services for the daily operations of the Department of Cannabis Control’s (Department) Licensing Modifications Unit (Unit). The incumbent will review, evaluate, and process miscellaneous licensing action requests, post-licensing functions, and correspondence. 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), ensuring compliance with regulations. This includes handling changes in contact information, bond status, labor peace agreements, additions or removals of designations and activities, civil penalties or judgments, administrative orders or civil judgments, or revocations of local licenses, permits, or other authorizations. Apply license modification fees when applicable. Work with other units to facilitate business ownership changes and various modifications requiring environmental evaluations or re-verifications 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 after the transition from provisional to annual licensure. Conduct post-renewal reviews of gross-revenue documentation provided as part of the auto-renewal application process (i.e. tax documents) to verify the appropriate license fee payment for the 12-month license period. Apply penalties or late fees where applicable. Assess correspondence received from local jurisdictions regarding notifications of noncompliance or revocation of a local license, permit, or other authorization. Work with local jurisdictions to obtain additional information or clarification as needed before recommending actions.

20% (E) Licensing Actions

Review, evaluate, analyze, and provide recommendations regarding licensing actions, including denials, appeals, revocations, surrenders, withdrawals, suspensions, and conditions of licensure. Create licensing action request packages containing proper forms, memorandums, evidence, case material, and complete supporting documentation. Receive, review, track, and route licensing action request packages to

ensure appropriate managers are included in the review process before legal review. Execute licensing action procedures in the licensing system under the appropriate user role permissions to ensure system records accurately reflect the legal decisions made on applications or licenses.

15% (E) Notify and Collaborate

Notify applicants and licensees verbally or in writing of additional documentation or clarification needed to process licensing modifications or post licensing matters. Draft and send internal and external notifications regarding specific licensing actions taken on applications and licenses to ensure proper staff, local authorities, state agencies, and other stakeholders are informed of the action taken.

5% (M) 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 Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

The incumbent will receive directions and assignments from the SSM I; however, directions and assignments may come from the SSM II or SSM III.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. 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.

G. 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.

H. Functional Requirements

The incumbent will work 40 hours per week, Monday through Friday, 8 AM-5 PM; however, may be required to work specified hours based on the business needs of the Division. The incumbent will work in an office setting with artificial light and temperature

control. Regular attendance and punctuality are an essential part of this job. Daily access to and use of a personal computer and telephone is essential. Use of a computer mouse and intermittent 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.

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 must maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.

Incumbents in this classification will progress through ranges A, B, and C based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

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.)

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