



PROPOSED CURRENT

Classification Title Staff Services Manager I (Specialist)	Division Policy and Research
Working Title Policy Specialist	Office/Unit/Section/Geographic Location Office of Cannabis Policy
Position Number 592-130-4800-003	Name and Effective Date

General Statement: Under the direction of the Staff Services Manager (SSM) II, the SSM I (Specialist) will conduct complex policy analyses and research, and develop recommendations to support decision-making for the Department of Cannabis Control's (Department) Policy and Research Division (Division), Office of Cannabis Policy (Office). Duties include, but are not limited to, the following:

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

60% (E) Policy Development and Implementation

Act as lead and subject matter expert in policy development and evaluation. Research and analyze federal and state policies and guidelines. Advise on potential impacts to the Department's policies and programs. Develop policies, draft recommendations, and best practices, and discuss the benefits and disadvantages of alternative actions with management and Department staff. Provide guidance and consultation on sensitive and complex matters relating to departmental policies. Ensure all policies comply with state and federal laws and regulations. (30%)

Prepare and present policy memos, briefings, and recommendations for regulatory changes that advance the Department's mission. Review and evaluate existing departmental policies and identify opportunities to update and improve regulations to incorporate advancements in scientific research, industry best practices, and other improvements that support the protection of public health and the environment. Work closely with the Division, working groups, and Department task forces to further the Department's mission and vision related to policy. (30%)

25% (E) Stakeholder Management

Establish and maintain working relationships with internal and external subject matter experts, including Division and Department staff, counterparts at partner agencies, the Cannabis Advisory Committee, the Cannabis Regulators Association, and other policy entities. Manage and facilitate regular collaboration to identify new and emerging policy issues and compile updated information that will advance the Department's body of knowledge. Plan and lead policy input meetings with other subject matter experts within the Department. Research, evaluate, and monitor the ongoing implementation of current policies. Conduct and review policy analytical surveys and collaborate with the Public Affairs Division to gather information through outreach meetings for policy development and stakeholder engagement that informs rulemaking efforts.

10% (E) Legislative Bill Analysis

Analyze, research, track, and draft responses to proposed legislative bills and concepts, including proposed state and federal legislation, regulations, codes, and guidelines related to policy to determine Department impact. Advise management on the political feasibility, risks, and strategy of legislative proposals and bills related to Department impact.

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 Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

The incumbent will receive direction and assignments from the SSM II; however, direction and assignments may come from the Deputy Director.

D. Supervision Exercised

None.

E. Administrative Responsibility

The incumbent will exercise a high level of independence on a regular and frequent basis on duties that have a programmatic impact on policy. The incumbent will provide high-level expertise and is responsible for ensuring the effectiveness of a wide variety of Department policies.

F. Personal Contacts

The incumbent will have frequent contact with Division and Department leadership and staff, as well as with local jurisdictions, the public, and members of trade and industry groups.

G. Actions and Consequences

Failure to provide appropriate policy oversight may result in the Department losing credibility with industry, control agencies, and the public.

H. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week, 8:00 AM – 5:00 PM, Monday through Friday; however, may be required to work specified hours based on the business needs of the Division. Regular attendance and punctuality are essential. The incumbent will work in an office setting with artificial light and temperature control. Daily and frequent use of a personal computer and a variety of office software applications.

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 strong 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.

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.

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

New 8/2024