

DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 580-650-5393-706 & 909
Working Title: Licensing Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Environmental Health/Division of Food, Drug and Cannabis Safety	Branch/Section/Unit: Manufactured Cannabis Safety Branch/Licensing Section/ Licensing Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Job Summary

Under the direction of the Staff Services Manager I, in the Manufactured Cannabis Safety Branch (MCSB), Licensing Section, Licensing Unit, the Associate Governmental Program Analyst (AGPA) will perform the more responsible, varied and complex technical analytical assignments by performing a variety of licensing tasks. This includes the review of license applications (initial, renewal, and amended applications) based on licensing requirements and standards. The AGPA will be responsible for preparing the more complex reports and documents to support recommendations for approving or denying licenses. The AGPA is the point of contact for licensee questions and correspondence and is expected to maintain a high level of sensitive and confidential information. This position will frequently work with external stakeholders such as State and local licensing entities, other divisions within the Department, and the Office of Legal Services on regulations and legislation related to Manufacturing of Cannabis.

Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

Title 11, section 703 (d) California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record information (CORI).

- All MCSB licensing employees must submit to a live scan fingerprinting process to obtain state (and federal if required by the hiring authority) fingerprint clearance **prior** to employment.
- After hire into MCSB, licensing employees will be subject to the live scan fingerprinting process, in order to receive possible subsequent arrest and conviction notifications until MCSB submits a "No Longer

Interested” (NLI) form to DOJ. The NLI form is submitted when an employee terminates their employment with MCSB.

- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Review and analyze the more complex manufactured cannabis license applications (initial, renewal, and amendment applications). Ensure all the required declarations and documents are included with the application. Verify that applicants have followed all State and local laws, rules, regulations, and requirements for new applications, renewals, and operational/ownership changes when submitting their application in order to make a sound determination for license approval or denial. Review and analyze criminal records to determine if the applicant’s criminal records need additional review. Forward all applications needing additional review to the appropriate licensing unit or manager. Communicate with applicants regarding incomplete applications, prior to forwarding the application to the science, fiscal, legal, or management teams for further review. Follow up with licensees on pending documentation and licensing fees. Capture communications with the applicant and recommendations in the database. Catalog and file applications in the appropriate area. Develop expertise in a number of program areas in order to research, analyze and resolve complex licensing issues.
- 30% Research the more complex issues as they arise on a variety of topics related to licensing manufactured cannabis products. Provide technical assistance to guide licensees on how to meet the licensure requirements. Interact with licensees and management to resolve application issues and deadlines. Draft memos or letters to licensees including but not limited to corrective action letters, denial letters, or compliance letters. Advise licensees of program changes or implementation of new statutory and regulatory provisions. Respond to inquiries on current California Department of Public Health state licensing requirements or refer licensees to the appropriate California cannabis licensing resources. Provide consultation to other MCSB staff and the legal team.
- 20% Prepare the more complex technical and analytical reports on licensees using the Manufactured Cannabis Licensing System (MCLS) Database. Review and analyze MCLS data and make recommendations to the management team on needed database and process improvements. Work closely with the Information Technology Help Desk to make recommendations on the website, Frequently Asked Questions, guidance documents, and application webinars based on questions received from licensees, etc.
- 15% Participate in MCSB work groups or task teams on program and process improvement activities. This includes but is not limited to how to best serve licensees, provide technical assistance tools, guide enforcement activities, resolve compliance challenges licensees face, etc. Work on joint licensing or regulatory projects. Develop the more complex policy and procedures, consult with legal services, associations, and advocates in the development of recommendations for manufactured cannabis.

Marginal Functions (including percentage of time)

5% Act as a backup for other licensing analysts. Perform other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.	I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)
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Supervisor's Name	Date	Employee's Name	Date
Michael Cheng	2/25/19		
Supervisor's Signature	Date	Employee's Signature	Date

HRB Use Only:	Date
Approved By: Gretchen Tanguileg	05/06/19

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This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Job Summary

Under the supervision of the Staff Services Manager I (SSM I), in the Manufactured Cannabis Safety Branch (MCSB), Licensing Section, Licensing Unit, the Staff Services Analyst (SSA) will perform work of average difficulty and analyze the less complex license applications technical by performing a variety of licensing tasks. This includes the review of license applications (initial, renewal, and amended applications) based on licensing requirements and standards. The SSA will be responsible for preparing the less complex analytical reports and documents to support recommendations for approving or denying licenses. The incumbent is the point of contact for licensee questions and correspondence and is expected to maintain a high level of sensitive and confidential information. This position will frequently assist management in working with external stakeholders such as State and local licensing entities, other divisions within the Department, and the Office of Legal Services on regulations and legislation related to Manufacturing of Cannabis.

Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

Title 11, section 703 (d) California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record information (CORI).

1. All MCSB licensing employees must submit to a live scan fingerprinting process to obtain state (and federal if required by the hiring authority) fingerprint clearance **prior** to employment.
2. After hire into MCSB, licensing employees will be subject to the live scan fingerprinting process, in order to receive possible subsequent arrest and conviction notifications until MCSB submits a "No Longer

Interested” (NLI) form to Department Of Justice. The NLI form is submitted when an employee terminates their employment with MCSB.

- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Review and analyze the less complex manufactured cannabis license applications (initial, renewal, and amendment applications). Ensure all the required declarations and documents are included with the application. Verify that applicants have followed all State and local laws, rules, regulations, and requirements for new applications, renewals, and operational/ownership changes when submitting their application in order to make a sound determination for license approval or denial. Review and analyze criminal records to determine if the applicant’s criminal records need additional review. Forward all applications needing additional review to the appropriate licensing unit or manager. Communicate with applicants regarding incomplete applications, prior to forwarding the application to the science, fiscal, legal, or management teams for further review. Follow up with licensees on pending documentation and licensing fees. Capture communications with the applicant and recommendations in the database. Catalog and file applications in the appropriate area. Assist in developing knowledge in a number of program areas in order to research, analyze and resolve licensing issues.
- 30% Review and analyze less complex issues as they arise on a variety of topics related to licensing manufactured cannabis products. Provide technical assistance to guide licensees on how to meet the licensure requirements. Interact with licensees and management to resolve application issues and deadlines. Assist in drafting memos or letters to licensees including but not limited to corrective action letters, denial letters, or compliance letters. Advise licensees of program changes or implementation of new statutory and regulatory provisions. Respond to inquiries on current California Department of Public Health state licensing requirements or refer licensees to the appropriate California cannabis licensing resources. Assist in providing consultation to other MCSB staff and the legal team.
- 20% Prepare the less complex technical and analytical reports on licensees using the Manufactured Cannabis Licensing System (MCLS) Database. Review and analyze the less complex MCLS data and make under direction of SSM I, makes recommendations to the management team on needed database and process improvements. Work closely with the Information Technology Help Desk to make less complex recommendations on the website, Frequently Asked Questions, guidance documents, and application webinars based on questions received from licensees, etc.
- 15% Assist MCSB work groups or task teams on program and process improvement activities. This includes but is not limited to how to best serve licensees, provide the less complex technical assistance tools, guide enforcement activities, resolve compliance challenges licenses face, etc. Work on joint licensing or regulatory projects. Assist with the less complex development of policy and procedures, consult with legal services, associations, and advocates in the development of recommendations for manufactured cannabis.

Marginal Functions (including percentage of time)

5% Act as a backup for other licensing analysts. Perform other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name	Date	Employee's Name	Date
Michael Cheng	2/25/19		
Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only:	Date		
Approved By: Gretchen Tanguileg	05/06/2019		