



PROPOSED CURRENT

Classification Title Environmental Program Manager II	Division Laboratory Services
Working Title Environmental Program Manager II	Office/Unit/Section/Geographic Location Rancho Cordova
Position Number 592-710-0769-907	Name and Effective Date

General Statement: Under the general direction of the Deputy Director, the Environmental Program Manager II will lead the development, implementation, and evaluation of various branch programs. The incumbent will collaborate with other divisions within the Department of Cannabis Control (Department) to ensure alignment in policy and procedural development and execution. Additionally, the incumbent will coordinate with state and local agencies as necessary to streamline programmatic work. The incumbent will create and present strategic objectives and goals to the Deputy Director that align with the Department’s strategic plan and mission. Duties include, but are not limited to, the following:

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

40 % (E) Program Development, Implementation and Evaluation

Oversee the programmatic development, implementation, and evaluation of both the Regulatory Branch and the Cannabis Testing Laboratory Branch. Collaborate closely with branch chiefs to devise objectives that are effective, streamlined, and consistent with the Department’s mission and strategic goals. In conjunction with branch chiefs, establish specific, measurable, and actionable goals. Identify mechanisms to monitor and assess outcomes and identify areas for improvement. This encompasses creating outcomes for the Regulatory Branch to fulfill the Department’s lab licensing and compliance mandates, setting clear objectives with measurable outcomes for the development of testing standards and methods supporting the Department’s compliance, enforcement, and investigatory needs. Offer recommendations to the Deputy Director for new programs or modifications to existing programs and policies aligning with the Department’s strategic goals and objectives. Work closely with the Deputy Director to assess programs, identify risks, develop risk mitigation strategies, and efficiently implement modifications within the branches.

30% (E) Policy Development and Coordination

Collaborate with the Compliance, Licensing, and Legal divisions to formulate cross-divisional policies and processes for implementing the lab licensing and compliance program. Direct and facilitate the coordination of task teams to develop processes, procedures, or guidance for executing key programmatic functions. Address novel and emerging issues in licensing and compliance across divisions, including handling complex and precedent-setting cases. Resolve the most complex technical issues for the branches by engaging constructively with relevant parties within and outside of the Division. Review, analyze, and formulate policy recommendations for proposed legislation and regulation. Direct the development of bill analyses. Clearly articulate the

potential effects of legislative and regulatory policies on the branches' functions. Propose legislative and regulatory modifications based on program implementation, emerging issues in the licensed space, and scientific progress.

20% (E) Division Administration

Establish priorities and collaborate closely with branch chiefs to direct, organize, and coordinate the work of scientific and professional staff within the Division, as well as ensure resources are aligned with priorities and programmatic goals. Oversee the utilization of resources allocated to the branches, including budget, contracts, equipment, assets, and human resources. Conduct workload analysis to determine appropriate staffing and budget allocations and develop budget change proposals as needed. Provide guidance and direction to branch chiefs on contracts executed under their branches. Foster ongoing staff development and provide specialized training to enhance staff effectiveness in their roles. Evaluate performance through mentoring, performance reviews, and necessary corrective actions.

5% (E) Representation

Develop and foster a collaborative working relationship with Federal, State, and local governments to ensure alignment with the Department's goals and objectives as directed by the Deputy Director. Serve as the Department's representative with various stakeholders and provide testimony at legislative hearings, appeals, or panels as a subject matter expert on behalf of the Department as required. Assume the responsibilities of the Deputy Director in their absence.

5% (E) Professional Development

Participate in professional development training, 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 assignments and direction from the Deputy Director; however, may receive assignments and direction from the Chief Deputy Director and Director.

D. Supervision Exercised

The incumbent will provide direction and supervision to professional and support staff within the Division.

E. Administrative Responsibility

The incumbent will have full management responsibility for overseeing the functions of the Division, including the management of staff and fiscal resources. The incumbent will be responsible for developing, implementing, and evaluating Division policies and procedures to align with the Department's mission and goals. The incumbent will be

responsible for ensuring that all activities within the Division adhere to departmental, federal, and State policies.

F. Personal Contacts

The incumbent will have regular contact with all levels of Department staff, including Executive Management, various State agencies, local government, members of the public, and industry and trade groups. The incumbent will be expected to cultivate and sustain professional and collaborative working relationships and represent the Department as needed.

G. Actions and Consequences

Failure to provide appropriate leadership, administrative, and operational oversight will negatively impact the Department's administrative and operational functions, which may result in the Department losing delegated authority, adverse audit findings, penalties, and credibility with stakeholders, including industry, control agencies, and the Legislature.

H. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week and may be required to work specific hours based on the business needs of the Division. The incumbent may be required to work irregular shifts, nights, weekends, and holidays. Regular attendance and punctuality are an essential part of this job. No specific physical requirements are present. The incumbent may be required to work in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. The incumbent is required to travel occasionally, to attend hearings or provide consultation, and represent the Departments' interests including overnight travel by all available transportation methods.

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. Must maintain confidentiality of Department information in compliance with all applicable policies and laws. Must maintain current knowledge of Title VII of Federal Civil Rights Act, the Fair Employment and Housing Act, the Americans with Disabilities Act, Business and Professions Code Division 10 (26000-26325), and other employment related laws, rules, and regulations.

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.

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

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