



☐ PROPOSED ☒ CURRENT

<b>Classification Title</b> Staff Services Manager I	<b>Division</b> Policy and Research
<b>Working Title</b> Research Grant Manager	<b>Office/Unit/Section/Geographic Location</b> Office of Cannabis Research
<b>Position Number</b> 592-130-4800-004	<b>Name and Effective Date</b>

**General Statement:** Under the general direction of the Career Executive Assignment-B (CEA-B), in the Office of Cannabis Research (Office), in the Policy and Research Division (Division), within the Department of Cannabis Control (Department), the Staff Services Manager (SSM) I will be responsible for managing, supervising, and overseeing the Office. The Office is tasked with oversight of the Department's Cannabis Academic Research Grant Program which includes but is not limited to, program development and refinement, analytical review of the research completed, project management and oversight of grant contract deliverables, and performance management and evaluation of grant awardees. Duties include, but are not limited to, the following:

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

**30% (E) Research Grant Program Administration**

Oversee and enhance all aspects of the research grant lifecycle, including developing solicitations, establishing terms and budgets, and monitoring awardee compliance with grant terms and research progress. Serve as the primary point of contact for awardees, providing consistent and responsive support on grant administration, and strategies to analyze and disseminate policy insights and recommendations. Facilitate research translation by guiding awardees on how to convey actionable findings throughout the research lifecycle and in final publications to inform California policy, protect public health, and educate policymakers and the public.

Develop and implement a standardized process for awardees to submit required progress reports, including early findings, to the Department. Coordinate the delivery of final research findings through briefings to relevant state agencies and entities to ensure findings reach those best positioned to apply them. Review and assess research findings generated through the Department's grant programs, evaluate their relevance and implications, and assist the Office of Cannabis Policy SSM II with integrating appropriate, evidence-supported modifications into state regulatory or statutory frameworks as necessary.

**25% (E) Office Oversight**

Review timesheets for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and complete staff Individual Development Plans and Annual Performance Appraisals. Identify and address/resolve employee performance issues.

Utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, Department policies and procedures, and other related personnel laws, rules, and/or regulations. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Mentor, coach, and guide staff in the development of their knowledge of the Department and the systems and resources utilized to perform their work. Identify staff training needs and/or training opportunities for improved performance and job satisfaction. Recruit, train, evaluate performance, and prepare corrective actions for staff.

**20% (E) Strategic Collaboration and Research Leadership**

Collaborate with State agencies and departments, and partners across states to strengthen California's position as a national leader in cannabis policy research. Develop and implement strategies for uniform data collection and surveillance that advance understanding of legalization impacts as well as cannabis risks and harms across populations. Gather and evaluate relevant recommendations for implementation from other state and national research partners. Identify and pursue opportunities for Department participation in national research efforts and emerging research needs.

**10% (E) Process Improvement and Reporting**

Develop policies, procedures, and performance measurement tools to improve the efficiency, effectiveness, and transparency of the Department's research grant management operations. Develop and implement standardized practices to ensure compliance with applicable laws, regulations, and policies. Monitor and report on grant program performance, identifying trends, risks, and opportunities for improvement.

**10% (E) Policies and Procedures**

Develop policies and procedures to be utilized by Division staff and to ensure compliance with Department practices, control agencies' policies, and California regulations and statutes. Update policies or procedures that are deficient or outdated.

**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**

Home-As-Headquarters or Department designated location

**C. Supervision Received**

The incumbent will receive assignments and directions from the CEA-B; however, assignment and directions may come from the Chief Deputy Director.

**D. Supervision Exercised**

The incumbent will direct the work of analytical staff located in the Office.

**E. Administrative Responsibility**

The incumbent will be responsible for managing the staff and fiscal resources of the Office. The incumbent effectively utilizes staff and resources to carry out the Department's objectives.

**F. Personal Contacts**

The incumbent will have frequent contact with Department staff. The incumbent will have occasional to frequent contact with other agencies, departments and external stakeholders.

**G. Actions and Consequences**

Failure to adequately perform the outlined duties listed above may result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of the Department to meet goals or objectives. In addition, failure to exercise good judgment in the handling of sensitive issues may jeopardize the confidence and integrity of the Department with control agencies.

**H. Functional Requirements**

The incumbent is a Work Week Group E and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the Division and/or Department. Regular attendance and punctuality are an essential part of this job.

The incumbent is expected to work in an office setting with artificial light and temperature control. Sitting and standing requirements are consistent with work in an office setting. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 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 shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, 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 (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures.

**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.

**Travel** - The incumbent is required to travel throughout the State by various methods of transportation.

**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

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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

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Date

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Supervisor's Printed Name – Classification

New 7/2025