



PROPOSED  CURRENT

<b>Classification Title</b> Analyst III	<b>Division</b> Government Affairs
<b>Working Title</b> Legislative Specialist	<b>Office/Unit/Section/Geographic Location</b>
<b>Position Number</b> 592-150-5402-001	<b>Name and Effective Date</b>

**General Statement:** Under the direction of the Deputy Director of the Government Affairs Division (Division), within the Department of Cannabis Control (Department), the Analyst III will be responsible for supporting the Department’s Federal policy work. The incumbent will be responsible for monitoring and evaluating Federal legislative and administrative proposals, research key policy issues, prepare recommendations for Executive leadership within the Department, the Business, Consumer Services and Housing Agency and the Governor’s Office, and will serve as a primary point of contact for congressional and other Federal offices. The incumbent will also monitor and analyze local government actions related to cannabis to identify issues of relevance to the Department. The incumbent will be required to perform complex research, analysis, communications, and project management to provide strategic recommendations that inform Departmental and Deputy Director decision-making in support of the Department’s vision of a safe, sustainable and equitable cannabis market that serves as an example for the world by identifying and supporting opportunities to advance and improve public policy. Duties include, but are not limited to, the following:

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

**30% (E) Federal Policy Monitoring and Reporting**

Monitor and analyze Federal legislative and administrative activity related to cannabis, hemp, and controlled substances, and provide regular updates to the Deputy Director and the Department’s Executive Division leadership.

Analyze the legal, policy, operational, and fiscal implications of proposed Federal legislation; both independently and in collaboration with programmatic and policy Subject Matter Experts (SME) within the Department.

Identify emerging issues, risks, and opportunities; provide recommendations to the Deputy Director regarding potential positions, engagement strategies, and impacts on Departmental programs.

Develop and edit briefing materials, talking points, and background documents to support testimony, meetings, and internal executive discussions.

Prepare and contribute to required reports on Federal policy issues relevant to the Department.

**25% (E) Federal Outreach and Education**

Coordinate and prepare written responses to Federal representatives and constituents, ensuring accuracy, timeliness, and alignment with approved positions.

Represent the Department's views and interests in meetings and stakeholder discussions, as appropriate, to ensure the Department's strategic priorities are effectively conveyed, understood, and incorporated into policy and program decisions.

Develop and analyze written materials, presentation scripts and slide decks to convey key information about cannabis and hemp regulatory oversight, policy considerations, challenges and successes.

Propose proactive engagement strategies and conduct outreach to congressional and other Federal offices to ensure state-level and Federal-level policies are aligned, as appropriate.

**25% (E) Issue Research and Analysis**

Conduct comprehensive research on existing laws, Federal policy issues, congressional history, stakeholder perspectives, and prior legislative efforts to support accurate bill analysis, develop the Department's legislative strategy, and advise the Department's Executive Division leadership on potential programmatic, fiscal, and operational impacts.

Draft and edit issue papers that present key policy issues, challenges, historical proposals, outcomes, and other relevant background information in order to help inform stakeholders, the cannabis industry, and legislative members.

Engage with Department staff and SMEs to assess policy effectiveness, programmatic impacts, and operational considerations.

**15% (E) Local Policy Monitoring and Engagement**

Monitor California City Council and County Board of Supervisors discussions related to cannabis issues, including proposed or updated local ordinances, through website updates, hearings and other public sources, to identify potential impacts on Department programs, compliance requirements, and enforcement activities.

Provide timely and informative reports to Deputy Director and the Executive Division leadership about proposed local changes and discussions of interest.

**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 Field Office, Sacramento, CA 95833

**C. Supervision Received**

The incumbent will receive assignments and directions from the Deputy Director; however, assignments and direction may come from the Chief Deputy Director and/or the Director.

**D. Supervision Exercised**

This position does not supervise other staff but may provide training, technical guidance, and consultation to Department staff on legislative processes.

**E. Administrative Responsibility**

The incumbent may be required to perform administrative duties to support the operational needs of the Division.

**F. Personal Contacts**

The incumbent will have daily contact with Department staff. The incumbent will have frequent contact with the public, licensees, industry and lobbying associations, legislative staff, other state agencies, and local authorities.

**G. Actions and Consequences**

Failure to adequately perform the outlined duties listed above may result in the Division not operating efficiently and effectively, create disruptions of the day-to-day operations that could negatively impact staff's ability to perform their respective duties and responsibilities, and cause a breakdown in the program functions throughout the Division and Department. Additionally, this position requires a high degree of confidentiality. Failure to use good judgement in responding and handling sensitive and confidential issues could result in information being released to unauthorized persons which can jeopardize the integrity of the Department.

**H. Functional Requirements**

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00 AM – 5:00 PM, with work hours subject to adjustment based on Division operational needs. 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 incumbent will 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 skill related to specific tasks, methodologies, materials, tools, and equipment, 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.

**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

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

Date

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Supervisor's Printed Name – Classification