



PROPOSED CURRENT

Classification Title Analyst IV	Division Government Affairs
Working Title Senior Legislative Specialist	Office/Unit/Section/Geographic Location
Position Number 592-150-5403-001	Name and Effective Date

General Statement: Under the direction of the Supervisor II in the Government Affairs Division within the Department of Cannabis Control (Department), the Analyst IV serves as the lead federal policy analyst for the Department and is responsible for developing and advancing the Department’s federal legislative and intergovernmental affairs program. This position independently monitors, evaluates, and analyzes federal legislative, regulatory, and administrative proposals; conducts complex policy research; and formulates strategic recommendations for executive leadership within the Department, the Business, Consumer Services and Housing Agency, and the Governor’s Office. The incumbent serves as a primary staff contact for congressional offices and federal agencies and leads coordinated engagement efforts to advance the Department’s regulatory and policy priorities.

Through advanced research, analysis, communication, and project leadership, the incumbent provides high-level policy guidance that informs executive decision-making and supports the Department’s mission to promote a safe, sustainable, and equitable cannabis market.

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

Lead the development and implementation of the Department’s federal legislative and intergovernmental affairs program, establishing strategic priorities, engagement objectives and performance measures.

Monitor and analyze federal legislative and administrative activity related to cannabis, hemp, and controlled substances, and provide regular updates to management and the Department’s executive leadership.

Independently conduct the most complex and sensitive analyses of federal legislation, regulatory proposals and administrative actions, integrating legal, operational, fiscal and political considerations into comprehensive policy assessments.

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 strategic recommendations and options to management regarding potential positions, engagement approaches, and long-term implications for Departmental policies and programs.

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

Prepare executive-level memoranda and decision documents on federal policy issues relevant to the Department, exhibiting substantial independent judgement and discretion.

25% (E) Intergovernmental Engagement and Representation

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

Serve as the Department's lead staff contact for federal congressional offices and federal agencies, cultivating professional relationships to advance Department priorities and ensure informed policy coordination.

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.

Design and execute proactive federal engagement strategies, including outreach plans, policy briefings, and coordinated interagency efforts to align state and federal regulatory frameworks, as appropriate.

25% (E) Advanced 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.

Lead complex cross-divisional policy analyses requiring coordination with program and executive staff, and other state departments as needed, to assess statewide operational impacts and strategic implications.

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.

Develop policy frameworks and long-range recommendations that inform the Department's strategic positioning in response to evolving federal regulatory environments.

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

15% (E) Local Policy Monitoring and Strategic 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 management and the Executive Division leadership about proposed local changes and discussions of interest.

Advise executive leadership on intergovernmental coordination strategies related to local actions that may affect statewide policies, regulatory consistency, or compliance and enforcement priorities.

5% (E) Professional Development and Organizational Leadership

Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Contribute subject matter expertise to internal working groups and represent the Department in cross-governmental strategic initiatives, as assigned.

B. Headquarters Designation

Department Field Office, Sacramento, CA 95833

C. Supervision Received

This position is directly supervised by the Supervisor II, including day-to-day assignments, direction and performance oversight, and works closely with the Deputy Director on strategic and high-priority matters. This position may also receive direction from the Chief Deputy Director or Director related to specific assignments or initiatives.

D. Supervision Exercised

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

E. Administrative Responsibility

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

F. Personal Contacts

This position has regular contact with Department executive leadership and program staff to coordinate policy analysis and strategic initiatives. The position maintains frequent contact with congressional offices, federal agency representatives, the Governor's Office, the Business, Consumer Services and Housing Agency, legislative staff, and other state agencies regarding federal and intergovernmental matters. This role may also engage with local elected officials, regulatory partners, stakeholders, industry representatives, and professional associations as necessary to support the Department's policy objectives.

G. Actions and Consequences

Failure to adequately perform the duties of this position could materially affect the Department's federal engagement strategy, legislative positioning, and executive decision-making. Inaccurate, incomplete, or untimely analysis may result in misinformed policy recommendations, missed strategic opportunities, exposure to adverse federal actions, operational or fiscal risk, or reputational harm to the Department. Because this role leads complex and sensitive federal policy initiatives and advises executive leadership on matters affecting the Department's regulatory authority and statewide implementation, it requires a high degree of independent judgment and discretion. Failure to appropriately safeguard confidential information or to manage politically sensitive issues with care could compromise executive strategy, damage intergovernmental relationships, and undermine the integrity and credibility 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.)

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