



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
LEESD	State Park Superintendent III	548-803-0974-400
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Cannabis Watershed Protection Program	Assistant Chief, (CWPP)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cannabis Watershed Protection Program	Headquarters, Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Superintendent IV
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the Deputy Chief, Law Enforcement and Emergency Services Division (LEESD), the Cannabis Watershed Protection Program (CWPP) Superintendent III (Assistant Chief) is responsible for the planning, control, monitoring and direction of the CWPP, including the Special Enforcement Team (SET), Information Officer, Safety Engineer, and Aviation Unit. Extensive travel is required for this position. The reporting location is 715 P Street, Sacramento CA (HQ). This position may be required to perform any duties within LEESD including but not limited to, managing the Serious Incident Notification program on a rotational basis, Telecommunications, Emergency Services, Law Enforcement, Backgrounds and Internal Affairs Investigations, and Peer Support.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Program Management Provide oversight and coordination of the CWPP. Act as program manager, subject matter expert and a direct resource for the Chief Rangers and District staff on cannabis issues. Work with the CWPP Core Team on issues associated with the CWPP, including but not limited to, training, budget, hiring staff, developing new policy, and program implementation. Prepare annual reports for LEES Division and the CWPP. Function as interagency liaison between state, federal and local agencies involved with cannabis enforcement programs.</p>	
15%	<p>Special Enforcement Team Provide direct supervision of the SET SPS II. Assist with hiring, training and policy development related to the SET. Function as incident commander on SET law enforcement operations statewide. Maintain and update the CWPP call-when-needed helicopter contracts.</p>	
15%	<p>Safety Program Provide direct supervision of the CWPP Associate Safety Engineer (ASE) on planning, guidance, and analysis in areas of employee safety. Develop policies and procedures for mitigating safety risk, including, but not limited to pesticide exposure scenarios and mitigation measures for Department employees, as well as medical surveillance for employees working in grow sites.</p>	

	Work with the ASE to provide guiding documents for protection against exposures and information sharing with the CWPP staff and the district staff.	
15%	Public Information Provide direct supervision of the Information Officer I. Work with the Deputy Director of the Communications and Marketing Division on messaging as it relates to LEES Division and the CWPP. Work on draft press releases and public information campaigns. Serve as lead with various team members regarding internal Department communication about CWPP activities. Provide direct oversight and leadership to the Information Officer position, assisting that position with maintaining various social media sites and producing media campaigns, education programs, and the CWPP annual report.	
15%	Aviation Provide direct supervision to the aviation unit, which includes supervision, procurement, training, maintenance records, and policy development for the fixed wing and UAS programs.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE