



☒ **PROPOSED** ☐ **CURRENT**

Classification Title Analyst II	Division Compliance
Working Title Personnel Liaison	Office/Unit/Section/Geographic Location Admin Office/Operations Unit
Position Number 592-310-5393-813	Name and Effective Date

General Statement: Under the direction of the Supervisor I of the Operations Unit (Unit), in the Admin Office (Office) part of the Compliance Division (Division) within the Department of Cannabis Control (Department), the Analyst II will act as the personnel liaison for the Division. The incumbent will perform a variety of the most complex, highly sensitive administrative functions including personnel and policy analysis within an assigned region; however, may be required to conduct business throughout the State of California (State). Duties include, but are not limited to, the following:

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

55% (E) Personnel Liaison

Serve as the lead Division personnel liaison with the Department's Human Resources Branch (HRB) relating to all Human Resources (HR) issues pertinent to the Division. Review and research HRB related information and requests including salary adjustments, organization charts, and personnel documentation. Summarize and provide responses to Division management and/or HRB upon request regarding HR issues. (20%)

Prepare Request for Personnel Action (RPA) packages for the Division including duty statements, justification memos, organizational charts, and other documents as required. Act as a subject matter generalist and provide consultative services to management related to program alignment. Identify positions for reassignment, reclassification, or abolishment. Assist management with scheduling interviews upon request. (15%)

Collaborate with management to identify appropriate onboarding Information Technology (IT) equipment and access requests. Submit and track requests to ensure IT equipment and accesses are promptly provided to new employees. (10%)

Track and manage records for RPA packages and upload recruitment documents to the Exam and Cert Online (ECOS) System and personnel folder for proper record retention. (5%)

Review position control data to monitor vacancies and determine placement options. Provide salary information and updates for the Division to the Department Program Budget Liaison for budgetary reconciliation. (5%)

25% (E) Policies and Procedures

Review and analyze policies and procedures to identify gaps and provide recommendations to the Division Information Notices (DIN) and/or Standard Operating Procedures (SOP) workgroup regarding improvements to policies, processes, and procedures of administrative tasks. Coordinate working sessions with subject matter experts and participate in DIN and SOP drills and meetings for the Division. Research, analyze, and draft recommended updates and new policies for implementation.

Develop template responses, fact sheets, and guides for recurring questions. Coordinate with trainers and other Department staff to ensure guidelines, procedures and policies are accurate, consistent, and do not conflict with existing directives or Department policies.

15% (E) Office Support

Assist the Unit staff that is responsible for the Division's training with training requests. Collaborate with Division staff or trainers to coordinate mandatory trainings for the Division and track training certificates and/or request forms. Respond to requests and provide updates to the Staff Training Unit and Accounting Office on training related matters.

Assist with the Division timesheet auditing, analysis, and submittals. Assist Division staff with onboarding and offboarding by tracking and monitoring requests and ensuring proper documentation is submitted.

Assist in researching and analyzing pertinent data to complete special projects, drills, reports, procedural documents, and other critical and sensitive assignments for the Division

Assist with monitoring the Division Admin inbox and records management.

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 Supervisor I; however, assignments and directions may come from the Supervisor II and/or the Career Executive Assignment-B.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with members of the public and Department staff.

G. Actions and Consequences

Failure to adequately conduct the functions and duties outlined above could result in the day-to-day operations of the Department being disrupted and the overall functions not being effective or efficiently serving the public and maintaining consumer protection.

H. Division Operational Requirements

This position may require working nights, weekends, and holidays to meet operational demands. It requires excellent communication and organizational skills, timeliness in completing assignments, and the ability to prioritize in a fast-paced environment. The position is regionally based in Northern California; however, may involve travel outside the assigned area as needed statewide.

I. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00AM - 5:00PM; however, may be expected to work specified hours based on the business needs of the Division. 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.

J. 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 communicate effectively (both orally and in writing) when dealing with the public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and adhere to Department policies and procedures.

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