



☐ PROPOSED ☒ CURRENT

Classification Title Special Investigator (Non-Peace Officer)	Division Compliance
Working Title Special Investigator	Office/Unit/Section/Geographic Location Investigative Services Branch/Office 4/Field Support Unit/Southern California
Position Number 592-330-8612-020	Name and Effective Date VACANT

General Statement: Under the supervision of the Supervising Special Investigator (SSI) I of the Field Support Unit (Unit), in Office 4, within the Investigative Services Branch, part of the Compliance Division (Division) within the Department of Cannabis Control (Department), the Special Investigator will be responsible for conducting inspections, investigations, and administrative and civil enforcement actions related to all commercial cannabis activity within an assigned geographical location. The geographical location for this position is located within Central California. The incumbent may also be required to perform coordinated inspections and investigations with other governmental agencies regarding licensed and unlicensed cannabis activities throughout the State of California (State) to ensure compliance of California's commercial cannabis laws and regulations. Duties include, but are not limited to, the following:

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

40% (E) Inspections and Investigations

Conduct routine and essential inspections and investigations of licensed cannabis premises, operations, and records to evaluate regulatory compliance with State statute and regulations and identify areas of non-compliance. Receive, process, triage, and investigate inquiries, complaints, and incident reports related to both licensed and unlicensed cannabis activity; including theft/loss, cannabis diversion, security breaches, or suspected fraudulent activity. Review and analyze reporting activity and inventory tracking in the California Cannabis Track and Trace system to identify anomalies, irregularities, and/or indicators of illegal activity or fraud.

Identify, gather, assemble, evaluate, and preserve investigative evidence, including, statements, affidavits, interviews, physical observations, documentary records, and digital data for use in administrative, civil, and/or criminal proceedings. Prepare clear and comprehensive investigative reports which include the documentation of findings, evidence, and provide recommended enforcement actions to Division management, Executive management and/or the Legal Affairs Division. Execute regulatory enforcement procedures, such as, administrative holds, embargoes, subpoenas, cease-and-desist orders, and other notices to prevent destruction of evidence, diversion of cannabis or cannabis products, illegal activity, and/or threats to public health, safety, and the environment.

Travel throughout the State to conduct inspections, investigations, participate in search warrants and joint investigations with Federal, State and local stakeholders, collect

evidence, conduct interviews with witnesses and subjects. Communicate the provisions of laws and regulations to licensees, stakeholders, and the public in applying such laws/regulations to specific circumstances to determine compliance.

Meet with Division management, and/or licensees to review findings and provide recommendations for resolution, administrative or civil action, or referral for potential criminal prosecution. Collaborate with Federal, State, and local stakeholders to ensure compliance with commercial cannabis laws and regulations. Ensure the completion of investigations and enforcement actions through to resolution, including, the completion and review of documentation and communication with Division management and regulatory partner departments and agencies.

35% (E) Compliance and Enforcement

Assess and recommend administrative penalties for violations of commercial cannabis laws and regulations, and prepare reports, forms, and documentation to support corrective and/or enforcement action plans. Review, evaluate, and provide written recommendations to corrective action plans submitted by licensees, and provide approval and/or denial based on the adequacy of the proposed measures to address noncompliance. Prepare and draft Accusations and Statements of Issues, Notices to Comply, and notices of administrative holds and embargoes for review and approval by the Unit SSI I. Apply law and regulations by ensuring that enforcement actions are conducted consistently, objectively, and with professionalism.

Develop, review, and maintain complete case files and input documentation, correspondence, and evidence into the Department's case management system to ensure accuracy and accountability. Schedule and prepare evidence for case presentations at administrative hearings to support administrative actions, conferences, and/or prosecutions. Testify as needed in support of administrative hearings in support of Department administrative actions and/or as an expert witness in civil or criminal proceedings on behalf of the Department. In all compliance and enforcement activities, safeguard sensitive and confidential material; including, personal, medical, tax, financial, and/or law enforcement records.

Participate in the eradication, removal, and/or seizure of cannabis products associated with licensed and unlicensed operations, regulatory violations, and/or threats to public health and safety.

15% (E) Communication and Coordination

Coordinate and cooperate with Federal, State, and local stakeholders in planning and carrying out enforcement activities for legal and suspected unlicensed/illicit commercial cannabis activity. Apply enforcement measures in a consistent and professional manner to resolve violations while maintaining an appropriate rapport with licensees and industry stakeholders.

Participate in educational and outreach programs, including seminars and workshops for applicants, licensees, and cannabis industry representatives to promote voluntary compliance under the commercial cannabis laws and regulations.

5% (E) Administration

Coordinate, plan, schedule logistics, and complete operational plans, as needed, for inspections and investigation site visits to make effective use of time.

Update daily, weekly, and monthly logs to account for proper use of time, work products and data reporting on outcomes.

Ensure the reliability of transportation for completing investigative and enforcement activities by adhering to vehicle maintenance schedules. Notify the supervisor immediately of vehicle maintenance/mechanical issues and/or accidents involving assigned vehicles.

Prepare end of month reports for Division leadership, travel mileage logs, and weekly activity reports. Respond to emails and phone calls in a timely manner.

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 designation location.

C. Supervision Received

The incumbent will receive assignments and directions from the SSI I; however, assignments and direction may be received from the SSI II and/or the Career Executive Assignment - A.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with the SSI I or lead person and Department staff. Frequent contact with Department licensees and/or their legal representatives, the general public, complainants, witnesses, and Deputy Attorney Generals who will be prosecuting cases. Occasional to frequent contact with other administrative justice agencies at the county, city, state, and federal levels.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in significant harm, a decrease in consumer safety and a disruption of the cannabis supply chain. Inadequate performance may result in allowing a violation of the law (administrative or criminal) to go undetected or acknowledged and may affect the health and safety of consumers.

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 Southern California; however, may involve travel outside the assigned area as needed statewide.

I. Functional Requirements

The incumbent is expected to work 40 hours a week, Monday through Friday 8:00AM – 5:00PM; however, may be expected to work specified hours based on business needs of the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent will be required to work both indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, the temperature and humidity may not be controlled. While outdoors, the incumbent is exposed to climatic conditions. The employee may be exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials, pesticides, fertilizers and solvents. Occasional to frequent sitting, standing, walking, driving, and carrying up to 50 pounds is required. The incumbent is expected to spend a minimum of two days per week in the field or conducting investigations. Shift start and finish time may vary based on operational needs.

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 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.

The incumbent will be required to travel by various methods of transportation throughout the State to conduct official state business. The incumbent may be required to utilize a motor vehicle, as such, the incumbent must have a valid California Driver's License, a good driving record, and be able to operate a motor vehicle safely. The position requires frequent and substantial field work which may include traveling for extended lengths of time and overnight stays.

Incumbents in this classification will progress through ranges A, B and C based upon the requirements of the alternate range criteria relating to the classification specifications. As

the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Criminal Offender Record Information (CORI): Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

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.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program: The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Medical Surveillance and Respiratory Protection Program – Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

Medical Clearance: In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed and approved prior to extending an offer of employment.

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.)

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

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