



☐ PROPOSED ☒ CURRENT

Classification Title Analyst II	Division Legal Affairs
Working Title Analyst II	Office/Unit/Section/Geographic Location Legal Support Office
Position Number 592-810-5393-805	Name and Effective Date

General Statement: Under the general direction of the Supervisor I of the Legal Support Office (Office), in the Legal Affairs Division (Division), within the Department of Cannabis Control (Department), the Analyst II will be responsible for independently performing the most complex and difficult analytical support at the full journey level, exercising a high degree of initiative and independence related to regulations, public responses, hearing and litigation support, and policy development for the Department . Duties include, but are not limited to, the following:

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

30% (E) Administrative Hearing Support

Assist Division attorneys with preparing materials for administrative processes, hearings, and filings. Respond to discovery requests. Coordinate service and filing of legal documents in multiple jurisdictions according to applicable legal requirements. Create and maintain hearing files. Monitor Office of Administrative Hearing calendars and schedule hearings as instructed by Division attorneys. Attend hearings with Division attorneys as assigned by the Supervisor I. Develop and maintain trackers and logs related to administrative hearings. Review, analyze, and research laws, regulations, and guidelines related to cannabis activity and other legal issues related to the Division's work. Prepare legal summaries and documents, related research, and other analytical work. Research, compose, draft, proofread, and distribute correspondence, memoranda, legal documents, and opinions, in compliance with legal requirements. Transmit Department records to the Office of the Attorney General (OAG) and serve as liaison for the Office on cases handled on behalf of the Department by the Office of the Attorney General.

30% (E) Requests for Records and Public Inquiries

Prepare responses to large volume inquiries, public record requests, reports, subpoenas, and discovery. Review and analyze requests, gather, and evaluate responsive documents, provide recommendations to Supervisor I, Division attorneys, Assistant Chief Counsels (ACCs), and the Deputy Director regarding response based on applicable laws, redact records, and draft responses to requests. Draft, compile, and edit public reports and communications. Research, analyze, and prepare thorough responses to complex and sensitive written correspondence received by, or referred to, the Department from the public and other governmental entities. Serve as liaison to the public and stakeholders as requested.

20% (E) Litigation Support

Review and analyze civil complaints, prepare transmittal requesting legal representation by the OAG, and draft document preservation plans based on analysis of complaint. Review and analyze proposed decisions, default decisions, and stipulations and provide recommendations. Coordinate, prepare, and assist in preparing responses to discovery and subpoenas. Identify legal issues, conduct legal research, and make recommendations regarding legal issues related to litigation. Assist Division attorneys with settlement issues and preparation of legal documents. Serve as liaison to other state agencies as requested.

10% (E) Policy and Regulation Development

Assist Division attorneys with drafting regulations and legislative proposals for approval by Division management. Review legislation and prepare analysis for management regarding its potential impact on both the Department's and Division's operations and regulations. Conduct research and prepare recommendations for regulatory packages. Monitor progress of regulations and analyze regulatory package documents for legal sufficiency and compliance with the Administrative Procedure Act. Review and organize comments received in the regulatory process and assist in the preparation of responses to comments. Prepare final regulation packages to submit to the Office of Administrative Law.

5% (E) Administration

Review and analyze requests for legal services. Review and collect timesheets, attend staff meetings, complete training and documents required of employees, and other duties as assigned. Provide recommendations and assist in formulating policies and procedures. Develop training programs and materials, legal publications, and public resources for Division management review and approval. Provide training as appropriate for Division staff. Create and maintain tracking systems for information, legal issues, legal opinions, and litigation. Provide recommendations for more efficient and thorough tracking systems and processes.

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 Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

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

D. Supervision Exercised

None. May provide lead direction on an as needed basis but does not have supervisory authority.

E. Administrative Responsibility

None

F. Personal Contacts

The incumbent will have regular and continuous contact with Department staff and other state agencies. The incumbent will have occasional to frequent contact with professional or industry associations, the Attorney General's Office, and the public.

G. Actions and Consequences

Failure to adequately perform the outlined functions and duties above may undermine the Department's ability to properly and efficiently respond to requests, proceed in administrative actions, and complete regulations, which will impact the Department's primary mission to protect the public.

H. Functional Requirements

The incumbent will be 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.

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. The 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.

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.

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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