



☐ PROPOSED ☒ CURRENT

Classification Title Research Scientist Staff	Division Compliance
Working Title Research Scientist Staff	Office/Unit/Section/Geographic Location Laboratory Services Branch/Cannabis Testing Laboratory Office/Chemical Sciences Unit II
Position Number 592-361-5594-004	Name and Effective Date

General Statement: Under the general direction of the Research Scientist (RS) Supervisor I of the Chemical Sciences (CS) Unit II, in the Cannabis Testing Laboratory Office (Office), part of the Laboratory Services Branch, within the Compliance Division (Division), part of the Department of Cannabis Control (Department), the RS Staff will plan, organize, and direct complex scientific research studies. The RS Staff will make independent decisions, serve as an advisor to lower-level scientists, and adapt methods, techniques, and procedures to complete assignments. The RS Staff will manage the specialized phases of major scientific projects, coordinate with other agencies, present scientific research or investigations to public health experts and the community, publish research findings in scientific journals, and perform other related work in an assigned region; however, may be required to conduct business throughout the State of California. The RS Staff will be responsible for planning and conducting complex analytical studies on chemical contamination of cannabis and cannabis products, perform routine research and analysis of cannabis and cannabis products for quantitation, and conduct screening and identification of chemical contaminants for the Office. Duties include, but are not limited to, the following:

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

40% (E) Laboratory Analysis

Perform testing and report laboratory test results to Division staff and other authorized recipients according to standard procedures and act as a technical scientific consultant in operation of laboratory instrumentation and equipment to accurately generate test results. Complete appropriate logs, checklists, and other record keeping documentation for instrument maintenance and performance. Verify instrumentation and equipment are operating properly and initiate standard troubleshooting of errant laboratory instrumentation and equipment as needed. Ensure adherence to quality assurance/quality control (QA/QC) standards and validate test results accordingly. Prepare laboratory analysis reports in the Laboratory Information Management System (LIMS) and compile detailed quality control reports for assays conducted within the laboratory for management review. Coordinate with the Division Admin Office Staff for the purchase of assay specific chemicals, reagents, supplies, and services for the continuation of uninterrupted testing under ISO 17025 guidelines. Maintain sample inventories. Manage laboratory safety procedures, including chemical and cannabis waste disposal to ensure compliance with ISO 17025 accreditation and safety protocols.

30% (E) Laboratory Research

Develop and validate quantitative and qualitative chemical analytical methods to measure, screen, and identify cannabinoids and toxins, including distinguishing Phyto and synthetic/semi-synthetic cannabinoids, in various cannabis matrices in support of California Testing Regulations and Department standards. Plan, organize, and perform as the laboratory expert on research projects of high scientific scope and complexity using state-of-the-art instruments such as Gas Chromatography Mass Spectrometry (GC-MS), Liquid Chromatography Mass Spectrometry (LC-MS) and Inductively Coupled Plasma Mass Spectroscopy (ICP-MS) for quantitation, screening and identification of active compounds and chemical contaminants.

10% (E) Technical Reporting, Data Review, and Scientific Publications

Prepare laboratory analysis reports, including quality control sample reporting, and write Standard Operating Procedures (SOPs). Prepare and review data packages of completed cannabis and cannabis product testing within the Office. Prepare and transcribe scientific research reports for the validation of contaminant testing in different matrices. Prepare scientific research findings for submission to scientific conferences and peer-reviewed journals to ensure that the Office is utilizing the latest and most defensible methodology.

10% (E) Laboratory Maintenance and Responsibilities

Participate in budgetary planning, the Office's laboratory network and Laboratory Information Management Systems (LIMS) method setup, and training. Purchase laboratory equipment and supplies. Maintain equipment and sample inventories. Maintain required documentation and records for International Organization for Standardization accreditation and certification. Manage laboratory safety, including chemical and cannabis waste disposal.

5% (E) Collaboration and Training

Collaborate with internal scientific and administrative staff to coordinate complex laboratory activities alignment with program objectives. Independently develop, communicate, and deliver training on new analytical methods, testing protocols, and quality procedures to enhance technical competency and ensure consistent application of standardized laboratory practices.

5% (E) Professional Development

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

B. Headquarters Designation

Department Field Office, Richmond, CA 94804

C. Supervision Received

The incumbent will receive assignments and directions from the Research Scientist Supervisor I (CS) ; however, assignments and directions may come from the Research Scientist Supervisor II (FDS) ,and/ or Environmental Program Manager II.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have daily contact with all levels of Division staff and with external clients.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in harm to the general public, unapproved/inefficient operations of cannabis laboratories, or unjustified determinations against cannabis laboratories. Failure to exercise good judgment or in the handling of sensitive issues may result in incorrect information being released, which could jeopardize the confidence and integrity of the Department.

H. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the Division.

The incumbent is expected to work in an office and laboratory setting. Sitting and standing requirements are consistent with work in an office and laboratory setting. Work performed in laboratory setting has requirements for safety and personal protective equipment. 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 with 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.

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.

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

New 8/2026