



☐ PROPOSED ☒ CURRENT

Classification Title Research Scientist Supervisor I	Division Compliance
Working Title Chemical Sciences Unit Supervisor	Office/Unit/Section/Geographic Location Laboratory Services Branch/Cannabis Testing Laboratory Office/ Chemical Sciences Unit
Position Number 592-361-5643-001	Name and Effective Date

General Statement: Under the direction of the Research Scientist (RS) Supervisor II of the Cannabis Testing Laboratory Office (Office), in the Laboratory Services Branch (Branch), part of the Compliance Division (Division), within the Department of Cannabis Control (Department), the RS Supervisor I of the Chemical Sciences Unit (Unit) will provide supervision of the RS staff within the Unit and will support the Department's mission and strategic plan by conducting laboratory work, proficiency test samples analysis in 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]

45% (E) Management and Leadership

Review timesheets, mileage logs, travel claims, overtime reports for accuracy and certify figures reported. Review absence requests and approve or deny based on business need. Complete documentation related to attendance and preventative, corrective, or adverse action when appropriate. Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and complete employee performance appraisals. Identify and address/resolve employee performance issues. Utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, Department policies and procedures, and other related personnel laws, rules, and/or regulations. Mentor, coach, and guide staff in the development of their knowledge of the Department and the systems and resources utilized to perform their work. Identify staff training needs and/or training opportunities for improved performance and job satisfaction. Recruit, train, evaluate performance, and prepare corrective actions for staff. (25%)

Serve as the Unit manager and supervisor of Unit staff within the Office. Direct strategic planning efforts and development of program goals and objectives. Prioritize, review, and assign workload to ensure that program mandates, goals, and objectives are met. Provide scientific expertise and guidance in the development of standards for health, safety, and testing of cannabis products. (20%)

20% (E) Laboratory Research Oversight

Independently conceive, plan, develop, organize, and conduct complex multidisciplinary original research studies with the most sophisticated state-of-the-art instrumentation in order to develop analytical methods for the determination of toxic contaminants or

adulterants present in cannabis and cannabis products. Independently make decisions on complex scientific problems using scientific theories and principles of association and risk, develop and test hypotheses on causes; conduct scientific difficult and complex research work in unexplored areas of public health. Prepare research reports and submit scientific papers for publication. Attend scientific conferences, meetings, and technical seminars to gain knowledge of the latest technology and methods for Cannabis testing to ensure that Department is capable of the required testing. Use research analysis to formulate new statewide safety policies on cannabis and cannabis products. Serve as the laboratory expert on research projects of highly developed scientific scope and complexity. Independently conceive, plan, and organize scientific studies on the identification of chemical contaminants in cannabis products. Develop new laboratory analytical methods for testing and interpret and analyze complex scientific data to identify and quantify the unknown constituents in cannabis samples that may be associated with human illness. Develop, validate, and implement analytic methods on the identification and quantification of cannabis active compounds and contaminants such as fungal toxins and other toxins that used during production in cannabis products.

15% (E) Procedures and Reporting

Write Standard Operating Procedures. Prepare scientific research reports for the validation of testing of contaminants in different matrices. Prepare scientific research findings to submit to scientific conferences and peer reviewed journals. Prepare research findings for administrative use, publication, and presentation to scientific and professional groups and the general public. Develop or recommend specific standards or guidelines for limiting exposure to contaminated cannabis and cannabis products.

10% (E) Records Results

Review and approve analytical records prior to the release of results to Division management and clients upon approval.

5% (E) Field Investigation Oversight

Oversee field investigations of firms and facilities implicated in cannabis outbreaks by collecting samples for analysis, completing and summarizing hazard analyses and sanitation standards operating procedures from implicated firms, reviewing chemical testing procedures used by cannabis manufacturers and providing recommendations for preventing chemical contamination. Supports development of procedures for field sampling, lab subsampling, and preparation of cannabis samples for chemical analysis.

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, Richmond, CA 94804

C. Supervision Received

The incumbent will receive assignments and direction from the RS Supervisor II; however, assignments and directions may come from the Environmental Program Manager II and/or Career Executive Assignment-B.

D. Supervision Exercised

The incumbent will supervise and manage the RS staff in the Unit.

E. Administrative Responsibility

None

F. Personal Contacts

The incumbent will have daily contact with all levels of Department 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. 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 the Bay Area; however, may involve travel outside the assigned area as needed statewide.

I. 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. Regular attendance and punctuality are an essential part of this job.

The incumbent works 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 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.

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