



☐ PROPOSED ☒ CURRENT

Classification Title Senior Environmental Scientist (Supervisory)	Division Compliance
Working Title Senior Environmental Scientist (Supervisory)	Office/Unit/Section/Geographic Location Compliance Inspection Branch/NorCal Office/ Bay Area Unit
Position Number 592-320-0764-002	Name and Effective Date

General Statement: Under the general direction of the Environmental Program Manager (EPM) I in the NorCal Office (Office), part of the Compliance Inspection Branch (Branch), in the Compliance Division (Division), within the Department of Cannabis Control (Department), the Senior Environmental Scientist (SES) (Supervisory) of the Bay Area Unit (Unit) will supervise staff within the Unit conducting inspections, compliance evaluations, and administrative enforcement activities related to all commercial cannabis operations within an assigned geographical area. The geographical location for this position is located within the Bay Area; 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]

40% (E) Leadership and Supervision

Plan, assign, supervise, and evaluate the work of Unit staff responsible for conducting inspections, compliance evaluations, scientific reviews, and administrative enforcement activities across all commercial cannabis operations within the assigned geographic area. Provide day-to-day leadership and direction to ensure consistent application of laws, regulations, and Department policies. Establish work priorities and performance expectations aligned with the Branch and Department objectives. Monitor Unit staff workload, assignment distribution, and performance metrics to maintain efficiency, timeliness, and quality of compliance oversight. Address Unit staff complaints and grievances in coordination with Division management and Human Resources Branch, ensuring fair and timely resolution.

Provide ongoing guidance, training, and technical support to Unit staff to ensure consistent, accurate, and defensible inspections and compliance evaluations. Coach and mentor Unit staff on operational protocols, regulatory interpretation, documentation standards, and risk assessment in order to promote high-quality performance and adherence to Department policies. Deliver or coordinate formal and on-the-job training on inspection procedures, reporting, and effective communication with licensees and stakeholders. Foster a professional work environment that emphasizes accountability, integrity, collaboration, and continuous improvement while maintaining high standards of service delivery.

Provide technical and regulatory guidance to Unit staff and partner agencies on environmental compliance, operational standards, and cannabis-specific regulations.

Serve as a subject matter resource for complex compliance questions and emerging regulatory or environmental issues. Develop recommendations for program improvements, procedural enhancements, and training needs to support Branch-wide goals and effective statewide oversight.

Promote a professional, collaborative, and equitable work environment that reflects Department values, scientific integrity, and regulatory fairness.

Review timesheets, mileage logs, travel claims, and 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 or 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. Effectively promote equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

35% (E) Oversight of Inspections

Oversee the planning, coordination, and execution of routine inspections, compliance evaluations, and administrative enforcement activities conducted by Unit staff at licensed commercial cannabis facilities. Ensure Unit staff accurately assess operational compliance with applicable State statutes, regulations, and environmental standards. Provide direction to Unit staff conducting scientific evaluations, including water usage assessments, pesticide and chemical application, waste management practices, cultivation protocols, and product handling. Ensure Unit staff apply best practices in environmental science, public health, and operational safety when conducting inspections.

Review and provide guidance to Unit staff on field data collection methods, documentation, and report preparation, including photographs, maps, diagrams, and site observations. Confirm that Unit staff properly evaluate licensee adherence to regulatory requirements using available tools such as Geographic Information System overlays, California Cannabis Tracking System data, and environmental monitoring techniques. Provide recommendations to Unit staff and Branch leadership regarding corrective actions and/or administrative measures when non-compliance or operational risks are identified.

Coordinate with Division branches and external regulatory agency partners when operational issues intersect with broader compliance matters. Participate in complex and/or sensitive inspections as necessary to provide supervisory oversight, ensure

adherence to Departmental policies, and address high-priority compliance concerns. Represent the Department and the Division in multi-agency inspections or emergency response situations to ensure accurate and consistent application of compliance standards.

Provide technical guidance to Department licensees and stakeholders regarding operational compliance expectations, referencing current environmental and public health standards. Support Unit staff in identifying trends, recurring violations, and/or emerging risks, and use these insights to inform program improvements, policy updates, and targeted outreach initiatives.

15% (E) Program Administration

Direct and conduct analytical and workload studies to identify Unit staffing needs, operational deficiencies, and process inefficiencies within the Office. Evaluate findings and provide recommendations to the EPM I for policy, regulatory and/or procedural changes impacting the Office operations as a whole. Collaborate with other Office SES, EPM I, and Branch staff to develop Branch policies and procedures governing inspection, investigation, compliance, and enforcement activities. Ensure all guidance aligns with applicable State law, regulations, and Department mandates. Coordinate and collaborate with the Licensing Division to establish and refine processes supporting initial licensing and licensing renewal, documentation standards, and case submission procedures for licensing holds and denials.

Monitor Unit operations and expenditures to ensure activities remain within the approved budget allocations. Prepare and review budget projections, expenditure adjustments, supply requests, and reporting as necessary to maintain accountability and resource balance.

Prepare communication, memoranda, and policy updates for licensees, other State, Federal, and local departments and agencies, and the public for approval and signature by the EPM I and/or EPM II. Ensure external messaging accurately reflects current program direction, regulatory changes, and enforcement priorities. Prepare reports, confidential correspondence, bill analyses, and policy documents for review and approval by the EPM I. Support the EPM I in responding to administrative budget-related inquiries or audits. Prepare and submit accident reports and vehicle safety surveys in accordance with established policies and procedures. Represent the Department and Division at industry meetings, conferences, and public seminars to provide education, promote compliance, and remain informed of developing issues affecting commercial and illicit cannabis activities.

5% (E) Public Outreach and Engagement

Establish and maintain cooperative relationships of mutual interest with other programs within the Department, State, and local stakeholders to ensure standardized processes regarding inspection policies. 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) 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 designated location.

C. Supervision Received

The incumbent will receive assignments and directions from the EPM I; however, assignments and directions may come from the EPM II.

D. Supervision Exercised

The incumbent supervises a team of Environmental Scientist staff.

E. Administrative Responsibility

The incumbent is responsible for developing and maintaining Unit goals and objectives for the Office; ensuring compliance with Equal Employment Opportunity Office, Department, and Division policies; and providing guidance, support, and training to Unit staff on laws, rules, regulations, policies, procedures, and practices to ensure compliance with State and federal civil rights laws, rules, and regulations.

F. Personal Contacts

The incumbent will have daily contact with the Department staff. The incumbent will have occasional to frequent contact with Department licensees and the general public as subjects, complainants, or witnesses and occasional to frequent contact with the other law enforcement agencies at the county, city, and State 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. An inadequate inspection may result in allowing a violation of the law (administrative or criminal) to go undetected. Cases being investigated may affect the health and safety of the general public.

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 40 hours per week, Monday through Friday, 08:00AM – 05:00PM; however, may be expected to work specified hours based on business needs of the Department and/or the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent is required to work both indoors and outdoors, depending on the situation that 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 incumbent 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.

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. 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.

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