Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☒ **PROPOSED** ☐ **CURRENT**

Classification Title Analyst II	**Division** Executive
Working Title Executive Analyst	**Office/Unit/Section/Geographic Location**
Position Number 592-110-5393-802	**Name and Effective Date**

General Statement: Under the direction of the Director, in the Executive Division (Division) within the Department of Cannabis Control (Department), the Analyst II will provide administrative support to the Director, the Chief Deputy Director, and a high level of analytical and executive support to the Division. The Analyst II will be responsible for a variety of the most complex, highly sensitive functions including research, policy analysis, office and administrative planning, and preparing or conducting correspondence on behalf of the Director and the Chief Deputy Director. Duties include, but are not limited to, the following:

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

40% (E) Executive Support

Schedule, prepare, coordinate, and analyze meeting agendas for teleconferences, face-to-face meetings, outside visits, and special projects. Transcribe and distribute meeting minutes to appropriate parties in a timely manner. Develop and track action item reports to ensure timely completion. Research and analyze data to complete special projects, drills, reports, procedural documents, and other critical and sensitive assignments.

Compile, track, develop, and analyze reports for the Director and Chief Deputy Director regarding meetings, commitments, assignments, and special projects. Research, analyze, and prioritize information for review sent by staff to the Director and Chief Deputy Director. Review complex reports for quality content. Identify issues requiring management attention. Provide recommendations for edits and additional information required.

Review, analyze, and prioritize the Director's and Chief Deputy Director's incoming workload and determine which matters to delegate to the appropriate Division for response and which matters to handle personally. Provide guidance and recommendations to Division staff on sensitive issues related to correspondence and administrative tasks.

30% (E) Administrative Liaison and Personnel Support

Develop and analyze policies and procedures for the Division administrative functions including correspondence, document reviews, contracts, budget, and timekeeping. Ensure consistency, and compliance with Department administrative policies.

Serve as the Division liaison in the Division with the Administration Division. Develop and interpret complex policy and procedures related to a variety of administrative tasks

per the Department's Administrative Manual. Act as a subject matter generalist, providing consultative services to Division staff, as needed.

Provide and process personnel-related forms for Division staff when requested. Review position control data to monitor vacancies, determine placement options, and provide recommendations. Prepare timekeeping and personnel documents with a high level of accuracy. Reconcile any leave discrepancies with the Human Resources Branch's (HRB) Transactions Unit. Communicate with HRB's Transactions Unit to resolve time and attendance issues, employment history, and/or payroll questions. Collect and review the Timesheets (STD 634) for completeness and accuracy. Ensure STD 634s are submitted timely to the HRB.

Coordinate travel arrangements and process travel reimbursement claims for Division staff.

25% (E) Project Management and Coordination

Assist with Department and/or Division level special assignments of the most sensitive, complex, and confidential nature. Participate in sensitive, complex, and critical special projects requested by the Director or Chief Deputy Director. Collaborate with all levels of the Department and external stakeholders including working groups, and/or task forces as needed.

Assign requests for information to appropriate Division or Department program staff and follow-up to ensure that action is taken in a timely fashion and deadlines are met. Meet with upper management to discuss responses and provide recommendations, when needed.

Create high-level memorandums, letters, and other forms of communication as directed by the Director and Chief Deputy Director. Develop template responses, fact sheets, and guides for recurring questions.

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 Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

The incumbent will receive assignments and directions from the Director; however, assignments and directions may come from the Chief Deputy Director.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with the Division staff, Department staff, applicants/licensees, and members of the public.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in the day-to-day operations of the Department being disrupted and the overall functions becoming ineffective or inefficient serving the public.

H. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00 AM – 5:00 PM; 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 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 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, effectively communicate effectively orally and in writing when dealing with the general public and/or other employees as well as develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment while adhering 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

Rev 10/2026

Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☒ **PROPOSED** ☐ **CURRENT**

Classification Title Analyst I	**Division** Executive
Working Title Executive Analyst	**Office/Unit/Section/Geographic Location**
Position Number 592-110-5157-802	**Name and Effective Date**

General Statement: Under the direct supervision of the Director, in the Executive Division (Division) within the Department of Cannabis Control (Department), the Analyst I will provide administrative support to the Director, the Chief Deputy Director, and analytical and executive support to the Division. The Analyst I will be responsible for a variety of highly sensitive functions including research, policy analysis, office and administrative planning, and preparing or conducting correspondence on behalf of the Director and the Chief Deputy Director. Duties include, but are not limited to, the following:

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

40% (E) Executive Support

Assist the Director and/or Division staff in scheduling, preparing, and coordinating meeting agendas for teleconferences, face-to-face meetings, outside visits, and special projects. Transcribe and distribute meeting minutes to appropriate parties in a timely manner. Assist in developing action item reports and track action items to ensure timely completion. Provide information to Director and/or Division staff. Assist in researching and analyzing data to assist in the completion of special projects, drills, reports, procedural documents, and other critical and sensitive assignments.

Compile, track, and develop reports for the Director and Chief Deputy Director regarding meetings, commitments, assignments, and special projects. Assist in researching, analyzing, and prioritizing information for review sent by Division staff to the Director and Chief Deputy Director. Assist in reviewing and analyzing reports for quality content. Provide information and elevate issues that may require management attention.

Assist in reviewing, analyzing, and prioritizing the Director's and Chief Deputy Director's incoming workload. Assist in determining which matters to delegate to the appropriate Division for response and which matters to handle personally. Assist Division staff on sensitive issues related to correspondence and administrative tasks.

30% (E) Administrative Liaison and Personnel Support

Assist in the development of policies and procedures for the Division administrative functions including correspondence, document reviews, contracts, budget, and timekeeping. Ensure consistency, and compliance with Department administrative policies.

Serve as the Division liaison in the Division with the Administration Division. Assist in the development and interpretation of policies and procedures related to a variety of administrative tasks per the Department's Administrative Manual. Provide assistance and consultative services to Division staff, as needed.

Provide and process personnel-related forms for Division staff when requested. Review position control data to monitor vacancies, determine placement options, and provide recommendations. Prepare timekeeping and personnel documents with a high level of accuracy. Assist in reconciling any leave discrepancies with the Human Resources Branch's (HRB) Transactions Unit. Communicate with HRB's Transactions Unit to resolve time and attendance issues, employment history, and/or payroll questions. Collect and review the Timesheets (STD 634) for completeness and accuracy. Ensures STD 634s are submitted timely to the HRB.

Coordinate travel arrangements and process travel reimbursement claims for Division staff.

25% (E) Project Coordination

Assist with Department and/or Division level special assignments that are sensitive, complex, and require confidentiality. Participate in sensitive, complex, and critical special projects requested by the Director or Chief Deputy Director. Collaborate with all levels of the Department and external stakeholders including working groups and/or task forces as needed.

Assist in assigning requests for information to appropriate Division or Department program staff and follow-up to ensure that action is taken in a timely fashion and deadlines are met. Meet with upper management to discuss responses when needed.

Create high-level memorandums, letters, and other forms of communication as directed by the Director and Chief Deputy Director. Develop template responses, fact sheets, and guides for recurring questions.

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 Headquarters Office, Rancho Cordova, CA 95670

C. Supervision Received

The incumbent will receive assignments and directions from the Director; however, assignments and directions may come from the Chief Deputy Director.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with the Division staff, Department staff, applicants/licensees, and members of the public.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in the day-to-day operations of the Department being disrupted and the overall functions becoming ineffective or inefficient serving the public.

H. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00 AM – 5:00 PM; 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 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 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, effectively communicate orally and in writing when dealing with the general public and/or other employees as well as develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment while adhering to departmental policies and procedures.

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.

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

Rev 10/2026