Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title	**Division**
Manager II	Administration
Working Title	**Office/Unit/Section/Geographic Location**
Branch Chief	Financial Management Branch/ Rancho Cordova
Position Number	**Name and Effective Date**
592-220-4802-001	

General Statement: Under the administrative direction of the Deputy Director of the Administration Division (Division) within the Department of Cannabis Control (Department), the Manager II is responsible for the overall management, direction, and oversight of the Financial Management Branch (FMB). The incumbent directs the Department's financial management functions, including budget development and administration, accounting, fiscal monitoring, and the development and implementation of financial policies, procedures, and internal controls. The incumbent provides strategic guidance and expert advice to executive management regarding the Department's financial operations, resource allocation, fiscal risks, and compliance with applicable state requirements. The Manager II exercises independent judgment in resolving complex financial and administrative issues and ensures the effective, accurate, and timely delivery of FMB services. Duties include, but are not limited to, the following:

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

40% (E) Policy and Procedure Development
Provide leadership and direction in establishing goals, standards, and objectives for the FMB. Direct the development, review, and implementation of policies, procedures, instructions, and other guidance documents related to the financial functions of the Department. Ensure policies have sufficient internal controls in accordance with the State Leadership Accountability Act. Work in conjunction with the Deputy Director of Administration to plan, organize, and direct the FMB. Develop and implement strategic priorities, goals, and objectives. Coordinate the administrative activities assuring resources and expertise are available to implement financial programs.

20% (E) Governor Budget Development and Monitoring
Oversee the development of the Governor's Budget, including overseeing the development of the Budget Change Proposals (BCPs). Monitor the Department's budget, revenues, and expenditures to assess its fiscal condition and ensure the effective management of financial resources. Ensure all accounting records are properly maintained and the Department's overall financial plan is effectively executed and monitored.

20% (E) Supervision and Personnel Administration
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. Effectively promote equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

15% (E) Consultation and Representation

Provide consultation to executive management, Director, Chief Deputy Director, Department of Finance, and Legislative consultants regarding the financial status of the department budget. Represent the Department at meetings and budget hearings prior to budget adoption.

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 direction from the Deputy Director; however, assignments and direction may also come from the Department Director, Chief Deputy Director, and other Department executive management, as appropriate.

D. Supervision Exercised

The Manager II supervises subordinate staff responsible for the financial management functions of the FMB, including budget administration, accounting, fiscal monitoring, and related administrative activities. The incumbent provides direction through subordinate supervisors, as applicable, to ensure effective program operations and achievement of branch objectives.

E. Administrative Responsibility

The Manager II has overall management responsibility for the administrative and financial management functions of the FMB. The incumbent is responsible for establishing and maintaining effective operational procedures, monitoring program performance, ensuring compliance with applicable departmental and state fiscal requirements, and maintaining appropriate internal controls. The incumbent is accountable for the effective use of branch resources and the timely and accurate delivery of financial management services.

F. Personal Contacts

The Manager II has frequent contact with administrative, executive, and departmental staff. The Manager II has frequent contact with the Department of General Services (DGS), Department of Finance (DOF), the State Controller's Office (SCO), Financial Information System for California (FI$Cal) and the State Treasurer's Office (STO) management and staff. The Manager II has occasional contact with other departments' management and executive staff, and private entities.

G. Actions and Consequences

Failure to adequately perform the duties of this position could result in inaccurate financial reporting, ineffective fiscal controls, budgetary discrepancies, delays in financial transactions, or noncompliance with applicable state requirements. Errors or deficiencies could adversely affect the Department's financial planning, resource allocation, and ability to meet operational priorities, and could diminish the Department's credibility with oversight agencies and other stakeholders. Inadequate management of staff and workload could disrupt branch operations, delay critical financial activities, and negatively affect the Department's ability to deliver its programs and services.

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 Department and/or the Division.

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. 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.

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.)

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Employee Signature Date

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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.

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

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