Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (12/2025)

☒ PROPOSED ☐ CURRENT

Classification Title	Division
Supervisor I	Law Enforcement
Working Title	**Office/Unit/Section/Geographic Location**
	Law Enforcement Support Branch/Intake & Intelligence Unit/Sacramento
Position Number	**Name and Effective Date**
592-410-4800-002	

General Statement: Under the direction of the Supervisor II of the Law Enforcement Support Branch (Branch), in the Intake & Intelligence Unit (Unit), in the Law Enforcement Division (Division) within the Department of Cannabis Control (Department), the Supervisor I serves as the first-level working supervisor responsible for planning, organizing, and directing the work of analytical staff in the Unit. The Supervisor I oversees the law enforcement support functions assigned to the Unit and performs the most difficult, complex and sensitive assignments. Duties include, but are not limited to, the following:

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

50% (E) IIU Supervision and Oversight

Plan, organize, and direct the work of unit staff. Assign statewide projects, establish priorities, and monitor work progress based on divisional directives and operational functions such as case intake, intelligence gathering, statistical reports, and program support activities. Plan and oversee the most difficult, complex, and sensitive operational assignments. Research, analyze, and evaluate operational information, reports, statistical data, and workload trends to support Division operations.

Provide guidance and technical assistance to unit staff regarding operational processes, procedures, systems, and requirements. Review current workload with each subordinate regularly, providing input, suggestions, feedback, and support.

Consult with Branch Supervisor II regarding operational issues, workload trends, and program priorities. Make recommendations related to process improvements, workflow efficiencies, and operational support functions. Draft and revise policies, procedures, desk manuals, and internal guidance documents to support Branch operations and ensure consistency in program activities and operational practices.

25% (E) IIU Administrative Management

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.

20% (E) Division Representation

Respond to requests for information from internal division and departmental staff. Prepare responses to control agencies. Provide recommendations on policies and procedures related to the Unit activities. Prepare reports and presentations for management throughout the state as requested.

Serve as a subject matter expert in operational functions assigned to the Unit and provide recommendations on complex operational issues. Coordinate with internal stakeholders and other state and law enforcement agencies to resolve issues and support Division operations.

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 Enforcement Office, Sacramento, CA 95827

C. Supervision Received

The Supervisor I receives assignments and directions from the Supervisor II; however, direction and assignments may also come from the Deputy Director and/or Deputy Chief.

D. Supervision Exercised

The Supervisor I directs the work of analytical staff located in the Unit for the Division.

E. Administrative Responsibility

The Supervisor I has broad and direct responsibility for the operation of the Unit under the incumbent's jurisdiction. The smooth and effective operation of the Unit is vital to the operations of the Division.

F. Personal Contacts

The Supervisor I has contact with personnel at all levels within the Division, departmental administrative units, other governmental agencies, various law enforcement agencies, and the private sector.

G. Actions and Consequences

Failure to adequately perform the outlined duties, exercise sound judgement and effective leadership could substantially damage or prevent the Division from carrying out its primary mission of handling criminal and unlicensed commercial cannabis investigations for 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 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 to frequent sitting, standing, walking, bending, and carrying up to 15 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.

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.)

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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

New 10/2026