☐ **PROPOSED** ☒ **CURRENT**

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| **Classification Title**<br>Analyst II | **Division**<br>Licensing |
| **Working Title**<br>Licensing Analyst | **Office/Unit/Section/Geographic Location**<br>Licensing Branch / Licensing Services Office B / Licensing Services Unit D |
| **Position Number**<br>592-920-5393-824 | **Name and Effective Date** |

**General Statement:** Under the direction of the Supervisor I of the Licensing Services D Unit (Unit), of the Licensing Services B Office (Office), in the Licensing Branch (Branch), within the Licensing Division (Division), part of the Department of Cannabis Control (Department), the Analyst II will provide complex analytical and technical support at the full journey level. The incumbent will be responsible for approval of cannabis licenses, license modifications and license review for the Department. Duties include, but are not limited to, the following:

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

**40% (E) Analysis and Compilation:**
Review, evaluate, analyze, and make determinations for complex applications, modifications and license reviews requiring in-depth analysis and determination. Verify that the applicant or licensee meets the requirements as set forth by statute and regulations which include, but is not limited to, verification and review of the premise, ownership structure of licensed entity, permits issued by other government agencies, evidence of legal right to occupy, contacts, bond, labor peace agreement and other licensing requirements. Apply license, modification, and penalty fees where applicable. Review and determine eligibility for equity fee relief.

Review and make determinations regarding high-level sensitive and confidential information related to criminal background investigations.

Review complex business documents submitted for amendments to ownership structures by adding or removing various persons or entities. Verify changes submitted meet the requirements set forth by the Department's applicable statutes and regulations. Complete in-depth report detailing changes made to licensee's reported ownership structure.

Review, evaluate, and analyze correspondence from local jurisdictions concerning notifications of noncompliance or the revocation of a local license, permit, or other authorization. Work in partnership with the local jurisdictions to obtain additional information or clarification as needed prior to recommendation as a licensing action.

**25% (E) Notify and Collaborate**
Notify applicants and/or licensees verbally, and/or in writing, of additional documentation and/or clarification needed in order to process applications,

modifications and/or license reviews. Collaborate with Department management staff to ensure complex applications, modifications and/or license reviews are completed in accordance with Department statutes and regulations. Review Analyst I's staff determinations of less complex applications and modifications to ensure compliance with Department statute and regulations prior to management review.

**15% (E) Documentation and Preparation of Reports**
Collect, organize, and analyze documentation for each application, modification and/or license review. Prepare well-organized reports which assess the degree to which the applicant meets statutory and regulatory requirements, outlines deficiencies in compliance, and delineates issues which require higher-level review. Present well-supported recommendations for application and/or license disposition to management based on compliance criteria or recommend the need for further review and/or site inspection.

Prepare the more complex and comprehensive criminal background reports based on the analysis conducted and describe the findings and evidence collected during the criminal background review. Provide recommendations to the Supervisor I regarding criminal record clearance or appropriate disciplinary action when rehabilitation is insufficient.

**5% (E) Research and Data Collection: Special Studies and Statistics**
Research topics, compile and interpret information, analyze alternative solutions, and prepare reports assigned for Department management. Collect, tabulate, and analyze data, conduct trend analyses, anticipate future program needs, and provide interpretation. Provide recommendations to management on special assignments that may include section staffing analyses, workload reports, or time management studies. Design spreadsheet tables and forms for collection of data to support analyses or augment reports. Perform comprehensive updates in the Department's database system.

**5% (E) Division Support**
Testify during administrative hearings regarding application and/or license issues including but not limited to the denial of applications, ownership determinations and licensing actions resulting from license reviews.

**5% (E) Legislation and Program Evaluation**
Participate in program evaluation, planning, policy analysis, and formulation. Analyze proposed legislation to determine impact on the Department's approval to operate program. Identify the need for modifying statutes or regulations and prepare reports for management.

**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 Supervisor I; however, assignments and directions may also come from the Supervisor II, and/or Manager II.

**D. Supervision Exercised**

None

**E. Administrative Responsibility**

None

**F. Personal Contacts**

The incumbent will have daily contact with all levels of Department staff, licensees, applicants, consumers and industry. Routinely, the incumbent may have contact with other governmental agencies.

**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 the cannabis industry, or unjustified determinations against cannabis applicants or licensees. Failure to exercise good judgment in responding to requests for public information, 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. 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 from 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.

**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 Criminal Offender Record Information (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 Department 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.)

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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.**

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

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