Department of Cannabis Control
CALIFORNIA

Position Duty Statement

DCC-2409 (03/2024)

☐ **PROPOSED** ☒ **CURRENT**

Classification Title	**Division**
Supervisor I	Public Affairs
Working Title	**Office/Unit/Section/Geographic Location**
Community Relations Manager	Community Relations Office
Position Number	**Name and Effective Date**
592-510-4800-003	

General Statement: Under the direction of the direction of the Supervisor II of the Public Affairs Division (Division) within the Department of Cannabis Control (Department), the Supervisor I of the Community Relations Office (Office) will be responsible for the direction and supervision of staff within the Office. The incumbent will provide administrative oversight, develop policies and procedures to improve program effectiveness, and collaborate with other Division offices to identify opportunities for the development of educational materials. Duties include, but are not limited to, the following:

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

35% (E) Administrative Oversight
Supervise, direct, monitor, and assign the workload of professional and technical Office staff. Monitor and track workload assignments to ensure proper and timely handling. 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. Audit work to ensure it is processed in adherence to the Payroll Procedures Manual, Bargaining Unit contracts, Personnel Action Manual, State Administrative Manual, California Department of Human Resources (CalHR) Manual, and California Code of Regulations.

35% (E) Policies, Procedures, and Education
Develop new policies and procedures to improve program effectiveness, reduce backlogs, streamline operations, and comply with new and existing laws. Ensure all policies and procedures are implemented and followed by Office staff. Collaborate with

the Digital Communications Office, and the Supervisor II to identify opportunities for the development of educational materials and website updates. Assist with surface issues that may require proactive media relations, and the development and dissemination of key messages.

25% (E) Statistical Data and Reports
Develop, prepare, and present workload statistics to analyze and monitor processes and make recommendations to Division management for process improvements. Complete special projects, conduct research, and provide information for budget, personnel, and business services' needs.

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 Field Office, Sacramento, CA 95833

C. Supervision Received
The incumbent will receive assignments and directions from the Supervisor II; however, assignments and directions may come from the Career Executive Assignment-A, and/or the Deputy Director.

D. Supervision Exercised
The incumbent will supervise the analytical and office staff supporting the Office.

E. Administrative Responsibility
The incumbent will be responsible for all operations of the Division's correspondence process and oversee the initial and continuous training of all staff. In addition, the incumbent will be responsible for the daily activities of the Office.

F. Personal Contacts
The incumbent will have frequent contact with consumers, Department staff, and the public.

G. Actions and Consequences
Failure to adequately conduct the functions and duties outlined above and properly monitor and supervise the Office could directly harm or injure California consumers. If incorrect information is disseminated from the Office regarding licensing and enforcement, it may jeopardize businesses and consumers.

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 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 position requires the incumbent to communicate effectively (both orally and in writing) when dealing with the public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and adhere to Department 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.

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.

Travel - The incumbent is required to travel throughout the state of California 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.)

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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

Rev 04/2026