

Department	Job Classification	FTE Count	Responsibilities Specifically Pertaining to the Cannabis Program
Agricultural Commissioner	Weights & Measures Inspector Inspector/Biologist	1.50 1.00 2.50	<ul style="list-style-type: none"> • Pesticide use enforcement • Issues Notice of Violation (NOV) or Notice of Proposed Action (NOPA) • Weights and Measures program • Responsible for field worker safety • Conduct random surveillance • Contract with Cal Cannabis Cultivation and Licensing (CDFA)
Auditor Controller		0.00	<ul style="list-style-type: none"> • Develop, implement, and maintain accounting system to ensure proper accounting of resource time tracking through CGI Advantage ESS • Provide ongoing support and education to County departments on importance of capturing all/full cannabis cost and proper use of accounting elements for County-wide cannabis cost tracking and allowing ACO to exclude from COWCAP
County Administrative Office (Monterey County Cannabis Program)	Program Manager II Management Analyst III Management Analyst II Permit Technician Senior Secretary	1.00 1.00 1.00 1.00 1.00 5.00	<ul style="list-style-type: none"> • Provide overall program management • Implement the Strategic Plan and Implementation Action Steps • Monitor and update Board of Supervisors on cannabis assignment balance and track Board approved allocations from the assignment, permit/license status, and cannabis tax revenue (approx. \$16M/annually) • Monitor and update the Board of Supervisors on the cannabis resource allocation assigned to nine departments including the CAO (\$4.7M) • Authorized Authority of Monterey County Code Chapter 7.90 and manage Cannabis Business Permit application, review, issuance, revocation process • Oversight and coordination of the cannabis compliance inspection process with EHB, RMA, and Fire inspection staff to ensure operator compliance • Ensure coordination between Board of Supervisors, departments, industry, and community • Coordinate the Permit Task Force to share information between departments related to permits, licenses and all other department requirements • Coordinate the Enforcement Task Force to share information and continuously improve strategies for enforcement/abatement • Collaborate with RMA to ensure accuracy of Accela data and associated reports • Custodian of Records for the criminal background check requirement while maintaining ORI data to meet requirements of Chapter 7.90 • Maintain awareness and understanding of industry and governmental trends and conveying implications to participating departments to proactively prepare • Serve as the CalCannabis Point of Contact for the Program • Coordinate development of information to be available on Cannabis Program website and keep up to date with meeting calendar, legislative activity, regulatory changes, etc. • Manage grants related to an equity component, enforcement, and public outreach • Program staff act as "Ombudsperson" to assist industry in navigating County processes and requirements



County Administrative Office (Monterey County Cannabis Program) cont.			<ul style="list-style-type: none"> • Respond to or coordinate responses to media requests • Quarterly participation in the Central Coast Cannabis Program Forum, a multi-jurisdiction partnership formed by Monterey County to share best practices, discuss challenges areas, and learn from each other
County Administrative Office	Accountant	<p>1.00</p> <p>1.00</p>	<ul style="list-style-type: none"> • Accounts Payable • Purchasing • Payroll • Budgeting, Forecasting, & Reporting • Countywide Reconciliation for Cannabis Hours Worked/ Cost • Cannabis Budget Modifications/ Release of Assignment at BOS Direction • Procurement Card Reconciliation • Cannabis Tax/ Fees Collected Revenue Reporting
County Counsel	Deputy County Counsel	<p>1.00</p> <p>1.00</p>	<ul style="list-style-type: none"> • Represents and provides legal assistance to the Cannabis Program and all involved County departments in their cannabis-related functions.
District Attorney	<p>Deputy District Attorney</p> <p>District Attorney Investigator III</p> <p>District Attorney Investigator III</p> <p>Accountant III</p>	<p>1.00</p> <p>1.00</p> <p>1.00</p> <p>0.50</p> <p>3.50</p>	<ul style="list-style-type: none"> • Independently determine which civil and criminal crimes to pursue investigations of based on reports from various departments and governing bodies • Conduct independent investigations • Prepare and prosecute civil or criminal case
Health Department		3.50	
Environmental Health Bureau	<p>Environmental Health Specialist IV, Supervisor</p> <p>Environmental Health Specialist III</p> <p>Environmental Health Specialist III</p>	<p>1.00</p> <p>1.00</p> <p>1.00</p> <p>3.00</p>	<p>Supervisor</p> <ul style="list-style-type: none"> • Conducts collaborative regulatory inspections with the Cannabis Compliance Inspection team of cannabis businesses in the unincorporated areas of Monterey County. • This class supervises Environmental Health Specialist staff or a geographic district of the Division. • Plans, schedules, assigns, and evaluates the work of an environmental health staff; reviews inspection and investigation reports prepared by staff. • Monitors and coordinates the inspection, investigation, and enforcement activities of the staff; accompanies staff in field investigations to insure consistency, completeness and conformity to laws and regulations. • Trains staff in all laws, ordinances and regulations, policies and procedures relating to environmental health programs. • May perform the most complex and sensitive investigations or studies involving potential violations of environmental health laws, rules and regulations; prepares reports of findings, recommends legal action and prepares materials for use in legal actions. • In a geographic district, represents the Division in all program areas to public bodies and private groups within the district; performs inspections and investigations as necessary, acts as a liaison to a variety of agencies on matters relating to the district.
Environmental Health Bureau cont.			



			<ul style="list-style-type: none"> Develops, interprets, and implements policies, regulations, procedures and programs for the unit or district; identifies operational problems and recommends solutions. May act as liaison to other governmental agencies and represents the Division in responding to inquiries or providing information to the public, business, and other interested groups.
			Inspector <ul style="list-style-type: none"> Conducts collaborative regulatory inspections with the Cannabis Compliance Inspection team of cannabis businesses in the unincorporated areas of Monterey County. Conducts complex inspections, investigations, surveys and special studies to determine compliance with state and local health codes and regulations; processes permit applications and issues permits related to water systems, water wells, solid waste sites, garbage franchise districts, housing, septic systems, sewage treatment plants, special event food facilities and related activities. Participates in the development of policies, procedures, regulations, and ordinances related to an area of specialization; investigates complaints and evaluates effectiveness of program operations; determines problem areas, collects, and analyzes data and recommends systemic solutions. Serves as subject matter resource to other professional staff providing specialized knowledge and recommending solutions to complex problems that are consistent with program goals; may review and comment on impact of proposed ordinances, legislation, and regulations. Provides technical program information and policy interpretations for the public business and professional representative and other agency staff; represents the department on program matters at meetings, commissions, committees, boards, and public hearings. Coordinates inspections, special studies and permit reviews with pertinent staff and officials from separate jurisdictions, districts, state, and federal agencies. Prepares written reports, memoranda, and correspondence; as directed, drafts and finalizes specialty program manuals, grant applications, procedures, and forms. Prepares and presents in-service programs for business and civic staff and civic officials and public education groups, professional. As directed, may assign, review, and coordinate the work of Specialist level staff including monitoring timely completion of workload, answering technical and procedural questions, reviewing work methods and products, and training employees.
Public Health Bureau	Management Analyst II	0.50 0.50	<ul style="list-style-type: none"> Design and implement programs to educate adults and youth about negative effects of cannabis use; conduct community-based outreach and engagement efforts; address negative effects of cannabis use in the community Establish surveillance system to monitor impact of cannabis legalization
RMA (Code Compliance) RMA (Code Compliance) cont.	Code Compliance Inspector II Code Compliance Inspector II Code Compliance Inspector II	1.00 1.00 3.00	<ul style="list-style-type: none"> Receives complaints of Land use and Building Code violations. Works with the property/business owner to bring the property into conformance with the appropriate codes and ordinances. Assist other agency's such as the DA, CDFA and the Sheriff's Department on warrant searches and abatements. Reviews applications, permits and plans to verify conformance with the appropriate codes and ordinances. Inspects parcels to ensure compliance with relevant land use regulations, Business Permit regulations and State regulations.
Sheriff's Office	Sheriff's Deputy Detective Sheriff's Deputy Detective	1.00 1.00	<ul style="list-style-type: none"> Conduct surveillance required for issuance of search warrants; work with District Attorney to obtain search warrants; plan and carry out enforcement operations against illegal cannabis activities through Accela

		2.00	<ul style="list-style-type: none"> • Track cannabis complaints as part of reporting system for overall cannabis program monitoring • Investigates illegal cannabis grow operations
Treasurer Tax Collector	Management Analyst III Accountant III Accounting Technician	0.66 0.66 0.66 1.98	<ul style="list-style-type: none"> • Disseminate tax bills; collect and deposit cannabis tax payments • CSAC – California Cannabis Authority – County of Monterey designee • Manage Annual Business License application, review, issuance, revocation

All Authorized Positions

23.48

Department	FTE Count
Agricultural Commissioner	2.50
Auditor Controller	
County Administrative Office (Monterey County Cannabis Program)	5.00
County Administrative Office*	1.00
County Counsel	1.00
District Attorney	3.50
Health Department	3.50
RMA (Code Compliance)	3.00
Sheriff's Office	2.00
Treasurer Tax Collector*	1.98
All Authorized Positions	23.48

Outside Agencies	<ul style="list-style-type: none"> • Collaborate with County departments and Program Manager to support compliance and enforcement activities*
Local	
Fire Agencies	<ul style="list-style-type: none"> • Fire code compliance inspection and plan review for commercial cannabis cultivation, processing, manufacturing activities
MBARD	
State	



Bureau of Cannabis Control (BCC)	
CalCannabis division of California Department of Food and Agriculture (CDFA)	
California Department of Fish and Wildlife (CDFW)	
California State Water Resources Control Board	
Manufactured Cannabis Safety Branch division of California Department of Public Health (CDPH)	