

## **MANAGEMENT SPECIALIST: CANNABIS TECHNICAL ADVISOR**

### **DEFINITION:**

Under direction of the Cannabis Program Manager, provides technical expertise and support services for the Monterey County Cannabis Program by assisting to develop and coordinate the multi-department compliance inspection team. Provides opportunities for staff to continuously learn and build their knowledge of cannabis and hemp. Provides technical support and assistance in developing the hemp program in Monterey County.

### **DISTINGUISHING CHARACTERISTICS:**

The Management Specialist is distinguished from other County job classifications because the candidate has unique and special technical knowledge in cannabis, hemp, regulatory and compliance functions.

### **EXAMPLES OF DUTIES:**

1. Staff training
2. Work with Cannabis Program Management Analyst III to manage Cannabis inspection activities of various County departments by:
  - a. Develop Standard Operating Procedures for the inspection process that identifies state and local regulation requirements.
  - b. Work with Cannabis Program and Cannabis Compliance Departments to develop Standard Inspection Checklists.
  - c. Train and work with Management Analyst III on the coordination of on-site inspections including, but not limited to:
    - i. Research licensing and compliance issues prior to visit
    - ii. Verify tax compliance with field measurements prior to visit
    - iii. Follow-up to Correction Notices
3. Assist with the development of the research hemp regulatory program

### **KNOWLEDGE:**

Thorough knowledge of the principles and practices of program administration, business, government regulation and resources.

Working knowledge of laws pertaining to the Monterey County Cannabis Program; State and local policies, laws, rules, and regulations relating to cannabis; office procedures and practices, including preparation of correspondence, reports and filing; record keeping procedures and practices; Federal, State and local land-use regulatory agencies; California Environmental Quality Act (CEQA); land-use planning principles, practices, and trends at the local level; principles and practices of supervision, training, and performance evaluation; principles and practices of conflict resolution; and taxation.

**ABILITIES:**

Independently apply unbiased judgment; read, interpret and apply zoning, environmental and building ordinances and related regulations, laws and other ordinances governing land use in an objective, accurate way; interpret and apply complex cannabis state and local policies, laws, rules, and regulations; analyze problems and identify alternative solutions, project consequences of license actions and implement recommendations in support of goals; follow and identify legislation on cannabis; work effectively in time-sensitive situations to meet deadlines; understand and follow oral and written instructions; establish and maintain effective working relationships with cannabis businesses, the public, and personnel of other agencies; research regulations, procedures and/or technical reference materials relating to code enforcement; review, analyze and interpret data and metrics; gather and evaluate facts and evidence and draw logical conclusions; write clear, concise and comprehensive reports, correspondence, and program plans; make detailed presentations on complex issues to internal and community groups and decision making committees, commissions and boards; testify in administrative hearings and courts of law; synthesize complex case issues, ordinances and legal requirements relative to cannabis license cases and make recommendations for departmental actions; exercise sound independent judgment; evaluate and recommend changes to policies, practices, and procedures; communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.

**TERM:**

The term of the Management Specialist: Cannabis Technical Advisor is 24 hours per week beginning March 1, 2019 and ending June 30, 2019.