



**THE BUREAU OF MEDICAL MARIJUANA REGULATION  
INVITES APPLICATIONS FOR THE POSITION OF  
CHIEF  
POSITION LOCATION: SACRAMENTO  
\$9,634.00 – 10,734.00 (per month)**

Under the direction and supervision of the Department of Consumer Affairs (Department) Director and Chief Deputy Director, and at the pleasure of the Governor, the Bureau of Medical Marijuana Regulation (Bureau) Chief is responsible for oversight, policy, operations and management of the Bureau. As a member of the Department's Executive Management Team, the Chief will formulate, implement and interpret Bureau policies and procedures; advise the Director and Executive Staff on all matters relating to the Bureau's operations and set and perpetuate the goals and objectives of the Department's strategic plan through subordinate staff.

**Position Description:**

- Oversee and maintain overall responsibility for all activities of the Bureau's Licensing, Enforcement and Administration programs, including the Bureau's legislation and regulation activities. Responsible for the creation, issuance, renewal, discipline, suspension and/or revocation of all licenses for the transportation, storage related to manufacturing activities, distribution, and sale of medical marijuana.
- Confer with and advise the Director on policies affecting the Bureau's operations. Formulate and implement policies and procedures relating to research and development of new standards to protect the public and consumers. Guide the Bureau into expanded areas of protection for consumers.
- Responsible for the development, implementation and adoption of regulations in order to carry out the mandates set forth in the Medical Marijuana Regulation and Safety Act and other legislative mandates. Recommend modification of legislation and regulations; identify the need for new legislation. Testify and represent the Bureau before the Legislature.
- Act as the Bureau's primary liaison with other state, local and federal agencies, news media, industry or professional associations and consumers. Conduct oversight of and participate in the formulation, implementation, and administration of a comprehensive communications and education program to educate and inform the consumer public about the Bureau's regulatory role and statutory responsibilities.
- Establish and oversee an advisory committee to advise the bureau and licensing authorities on the development of standards and regulations pursuant to the Medical Marijuana Regulation and Safety Act, including best practices and guidelines to ensure qualified patients have adequate access to medical cannabis and medical cannabis products.
- Responsible for the development of the Bureau's Strategic Plan by providing the vision and initiatives that advance the Bureau towards its mission and goals. Oversee the preparation of statistical reports, surveys, correspondence and special studies in response to the Department's Executive Office, Agency, the legislature and/or the Governor's Office.

**Knowledge and Abilities:**

Applicants must demonstrate the ability to perform high level administrative and policy functions effectively. Such overall ability includes the following:

- Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and

management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques.

- The ability to plan, develop, organize and direct the work of the multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

**Desirable Qualifications:**

- A baccalaureate degree from an accredited college or university.
- An advanced or professional degree in public policy, administration or political science.
- Legislative or lobbying experience and/or coordination, including appearing and testifying before legislative committees.
- Knowledge of current consumer issues facing the Bureau and the licensed professions.
- The ability to communicate effectively with all levels of individuals.
- Demonstrated ability to work within a large organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.

**Special Requirements:**

**CORI Clearance**

The Chief has access to 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, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

**Conflict of Interest Filing**

The Chief must file an annual Form 700 Statement of Economic Interests, disclosing certain personal economic interests as determined by the Conflict of Interest Code of the Department of Consumer Affairs. Pursuant to Government Code 81008, Statement of Economic Interests are public record and will be made available for public inspection.

**Filing Instructions:**

Interested candidates MUST submit the online Governor's Appointment Application located at, [https://www.gov.ca.gov/s\\_appointmentsapplication.php](https://www.gov.ca.gov/s_appointmentsapplication.php) directly to the Governor's Office. Select "Medical Marijuana Regulation Bureau, Chief" from the drop down list for item #3 of the online application, to be considered for this position.

**Applications will be accepted until the position is filled.**

**Additional Information:**

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Travel expenses associated with the interviews are the responsibility and at the expense of each candidate.

The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**Conditions of Employment:**

The Chief is an exempt position and the incumbent is appointed by the Governor and is an "at will" employee. Therefore, the appointment may be terminated at any time without notice, cause or right of appeal.