

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 1105100***

<b>Program Specialist 1 (Cannabis), Grade 18</b>	<b>1105100</b>
<b>Program Specialist 2 (Cannabis), Grade 23</b>	<b>1105200</b>
<b>Program Specialist 3 (Cannabis), Grade 27</b>	<b>1105300</b>

Brief Description of Class Series

Program Specialists (Cannabis) perform a broad range of professional, administrative, and technical tasks in the administration, supervision, and oversight of programs/units within the Office of Cannabis Management (OCM), providing for the licensure of persons authorized to cultivate, process, distribute, and sell cannabis and the use of cannabis by persons aged twenty-one and older.

Distinguishing Characteristics

*Program Specialist 1 (Cannabis)*: full performance level; under the general direction of a Program Specialist 2 (Cannabis), performs professional, administrative, and technical tasks to assist in the administration, operation, and regulatory compliance of individuals and entities licensed by OCM; may supervise paraprofessional and support staff.

*Program Specialist 2 (Cannabis)*: first supervisory level; under the general direction of higher-level program staff, supervises Program Specialists 1 (Cannabis) and support staff.

*Program Specialist 3 (Cannabis)*: second supervisory level; under the general direction of executive-level staff, directs a unit(s) having responsibility for a significant program or portion of a program; functions as second-in-command of a small bureau; or leads a cross-functional team and handles new or high-visibility initiatives. For any assignment, incumbents administratively supervise two or more Program Specialists 2 (Cannabis).

Illustrative Duties

*Program Specialist 1 (Cannabis)*

Provides guidance and technical assistance to practitioners, patients, cultivators, distributors, and all other applicable participants in the cannabis program.

Reviews applications, conducts inspections, processes renewals, and tracks and analyzes data from entities who wish to obtain or renew licensure or registration to engage in cannabis activity.

Reviews proposed contracts and grants for fiscal and programmatic correctness, adherence to State policy, compatibility with agency goals, and availability of funds.

Evaluates licensee standard operating procedures, including environmental impact of cannabis cultivation methods, manufacturing and extraction methods for cannabis processing, product labeling, packaging, and advertising for cannabis products and assisting with investigating changes in ownership or transfers of the license.

Reviews criminal justice history, including fingerprinting utilizing Division of Criminal Justice's e-Justice reports, for cannabis licensee employees or owners. Serves on a team conducting inspections of licensed entities to monitor compliance with all applicable laws, regulations, policies, and procedures.

Responds to inquiries from applicants, licensed entities and stakeholders reporting complaints or seeking agency assistance.

Develops educational presentations and outreach materials including materials pertaining to licensing, cultivation, processing, sale, and use of cannabis; works with program staff to develop educational materials, guidance, policies and procedures, and other documents needed for internal staff including other agencies impacted by the cannabis program.

Reviews incoming data, including adverse events, dispensing data, and inventory and sales data to assess compliance or respond to inquiries reported to the agency.

Present information on various topics at agency meetings.

May perform the full range of supervisory responsibilities.

#### *Program Specialist 2 (Cannabis)*

May perform all of the duties as a Program Specialist 1 (Cannabis).

Serves as subject matter expert. Reviews and approves standard operating procedures, checklists, and other documents pertaining to the cultivation, processing, manufacture, distribution, transport, dispensing, delivery, and sale of cannabis.

Reviews enacted legislation to determine the impact on unit operations and meets with management to determine needed changes and solutions for implementation.

Takes the lead in implementing new regulations, legislation, and work process improvement initiatives.

Maintains and updates policies and procedures and works with staff to disseminate communications in an accurate and timely manner.

Performs internal controls testing of unit functions to ensure that all procedures are being performed accurately and efficiently and recommends additional security and changes as needed.

Coordinates and supervises compliance checks of applicants, licensees, and permit holders.

Develops tools and resources that reflect the most current and innovative information on methods for reducing cannabis related harm including brochures, fact sheets, manuals, posters, training curricula, videos, bulletins, and podcasts that span all aspects of public health and harm reduction for medical, adult-use and cannabinoid hemp.

Works with staff to develop messages for at-risk and vulnerable populations.

Works with other State agencies, such as the Department of Environmental Conservation, Department of Agriculture and Markets, Department of Tax and Finance, Department of Health and Division of the Budget, on issues related to cultivation, manufacturing, distribution, transporting, dispensing, and selling of cannabis.

Performs the full range of supervisory responsibilities.

### *Program Specialist 3 (Cannabis)*

May perform all of the duties as a Program Specialist 2 (Cannabis).

Manages the activities of assigned units and work groups to optimize efforts, identify deficiencies, utilize fiscal resources effectively and meet program objectives.

Develops or approves written communications including guidance to organizations licensed or registered to manufacture, distribute, transport, wholesale, sell and dispense cannabis, and policies and procedures for facility inspections.

Coordinates and participates in the preparation of work plans for streamlining shared services, including identifying key deliverables and critical dates.

Directs the planning and development of internal methods and documents.

Works with leadership to develop training programs for new or revised processes.

Develops and implements training programs for customer agencies related to OCM processes and guidelines.

Reviews metric reports as they relate to unit functions and special projects.

Provides direction on legislative, regulatory, and monitoring activities affecting agency programs.

Guides, directs, and trains staff to serve as liaisons with regional hubs and connect individuals with resources to get them prepared to enter the cannabis industry.

Reviews metric reports created by the Research and Data Analytics team or other assigned units and identifies any issues or solutions to share with staff.

Addresses systemic issues raised by customers and stakeholders.

Reports out on key performance indicators to customer agencies, vendors, or other key stakeholders.

Performs the full range of administrative supervisory responsibilities.

### Minimum Qualifications

#### *Program Specialist 1 (Cannabis)*

Open Competitive: A bachelor's degree and completion of a two-year traineeship; or bachelor's degree AND two years of experience where your major job responsibilities included one of the following: accounting and auditing; investigating and/or inspecting regulated entities and facilities; interpreting and explaining policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals; policy analysis and research; surveillance; quality assurance that included evaluating whether projects met/are meeting requirements that included risk assessment; providing professional level economic development products or services; community outreach which included vulnerable populations; negotiating and/or approving contracts or agreements with suppliers, distributors, federal or state agencies, or other administrative control processes. A master's or higher degree may substitute for one year of experience.

#### *Program Specialist 2 (Cannabis)*

Open Competitive: bachelor's degree AND three years of experience\* as described for Program Specialist 1 (Cannabis).

#### *Program Specialist 3 (Cannabis)*

Open Competitive: bachelor's degree AND five years of experience\* as described for Program Specialist 1 (Cannabis). Two years of the experience must have been at a supervisory level.

\*Substitution: Four years of experience as described for Program Specialist 1 (Cannabis) may substitute for the bachelor's degree. A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might appropriately be performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 5/25

EJM