

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

Classification Standard

Occ. Code 1771110

Program Analyst 1 (Cannabis), Grade 18	1771110
Program Analyst 2 (Cannabis), Grade 23	1771210
Program Analyst 3 (Cannabis), Grade 27	1771310

Brief Description of Class Series

Program Analysts (Cannabis) perform research, program planning, policy development, analysis and audits of cannabis industry metrics, applicants, and licensees relative to managing price volatility, market structure, and economic and public safety impacts of policy decisions. These positions are classified only at the Office of Cannabis Management (OCM).

Distinguishing Characteristics

Program Analyst 1 (Cannabis): non-competitive; full performance level; under the general direction of a Program Analyst 2 (Cannabis), performs research and analysis, program development and implementation, technical assistance, and policy support activities for assigned programs/units.

Program Analyst 2 (Cannabis): non-competitive; first supervisory level; under the general direction of higher-level program staff, supervises Program Analysts 1 (Cannabis) and support staff.

Program Analyst 3 (Cannabis): non-competitive; second supervisory level; under the general direction of executive-level staff, independently oversees professional teams conducting research and policy analysis on a variety of programs, initiatives, and issues related to the cannabis industry; administratively supervises two or more Program Analysts 2 (Cannabis).

Related Classes

Agency Services Analysts monitor agency compliance with the rules and regulations concerning the utilization of M/WBEs and promote the participation of minority and women trade persons on State contracts and procurement. These positions are found in the Department of Economic Development and are in the non-competitive jurisdictional class.

Horticultural Inspectors (Industrial Hemp) are responsible for all registration, inspection, sampling, and response and compliance activities related to industrial hemp production in New York State. These positions are found in the Department of Agriculture & Markets and are in the non-competitive jurisdictional class.

Criminal Justice Policy Analysts analyze, evaluate, monitor, present, and convey criminal justice and program performance data and trends; analyze criminal justice policy, programs, legislation, and research studies; develop reports and other research materials and documents on criminal or juvenile justice programs; and conduct relevant research for, prepare correspondence to, and provide technical assistance to other governmental agencies. These positions are classified at the Division of Criminal Justice Services

Commerce Policy Analysts research, analyze, and develop policy recommendations for economic development projects. The positions are classified at the Department of Economic Development and in the non-competitive jurisdictional class.

Illustrative Duties

Program Analyst 1 (Cannabis)

Identifies and analyzes stakeholders, and assesses their level, interest, or influence.

Provides research, analysis, and input on legislative and regulation development and industry guidance.

Analyzes and interprets statistical data to identify significant differences in relationships among sources of information.

Compiles economic/business development information needed for program management; identifies trends and common roadblocks for cannabis businesses to be successful.

Evaluates quality control and quality assurance procedures for deviations or deficiencies in policy and regulatory compliance.

Compiles and makes recommendations on metrics and Key Performance Indicators for the management of risk and compliance.

Monitors compliance of licensed or registered organizations with all applicable laws, regulations, policies, and procedures; conducts inspections; audits books and records for discrepancies in inventory, pricing, or other aspects of regulatory compliance; prepares written correspondence summarizing audit findings.

Collaborates with section staff to develop guidelines, policies, and procedures and develop alternatives/strategies for programs, both internally and externally on a statewide level.

Maintains up-to-date spreadsheets and analytic systems to ensure accurate and timely information is readily available.

Serves as liaison with industry, associations, and governmental entities.

Collaborates with section staff to develop program goals and plans for implementation and prepare special studies and reports.

Presents information on various topics at OCM meetings.

Collaborates with section staff to develop and conduct training in targeted areas and best practices.

Program Analyst 2 (Cannabis)

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

Oversees data gathering, analysis, and evaluation; conducts more in-depth analyses where needed.

Assesses the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy.

Conducts research and makes recommendations on statewide cannabis policy on a legislative level, as well as across entity types; collaborates with OCM management to implement legislative and regulatory amendments and process improvement initiatives.

Serves as team lead in internal audits and internal control procedures.

Collaborates with staff on the review of documentation related to inventory and supply chain management for discrepancies.

Compiles data from multiple sources and prepares reports for presentation to the unit director, OCM management, and the executive team.

Performs the full range of supervisory responsibilities.

Program Analyst 3 (Cannabis)

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

Manages unit workflow; reviews metric reports and identifies issues or solutions to share with staff.

Recommends policy changes and revisions to improve programs and launch new initiatives.

Develops or approves written communications to support the program 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.

Reviews reports developed by staff conducting inspections of the licensed entities or registered organizations to monitor compliance with all applicable laws, regulations, policies, and procedures.

Represents OCM and presents summarized data and analysis to senior staff and external stakeholders; presents data and analytical information at cannabis-related conferences.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Program Analyst 1 (Cannabis)

Non-competitive: six years of experience* in a cannabis, industrial hemp, medical marijuana, agricultural, environmental, public health, public safety, or economic development analyst position where primary responsibilities were policy or programmatic quality assurance, regulatory compliance, and/or communications.

Program Analyst 2 (Cannabis)

Non-competitive: seven years of experience* in a cannabis, industrial hemp, medical marijuana, agricultural, environmental, public health, public safety, or economic development analyst position where primary responsibilities were policy or programmatic quality assurance, regulatory compliance, and/or communications.

Program Analyst 3 (Cannabis)

Non-competitive: nine years of experience* in a cannabis, industrial hemp, medical marijuana, agricultural, environmental, public health, public safety, or economic development analyst position where primary responsibilities were policy or

programmatic quality assurance, regulatory compliance, and/or communications. Two years of the experience must have been at a supervisory level.

*Substitution: Bachelor's degree in economics, finance, agriculture science, horticulture, plant sciences, data analytics, urban studies, communications, public health, public safety, or a related field may substitute for four years of the non-supervisory experience. Master's degree in the same fields as Bachelor's may substitute for an additional year of the non-supervisory 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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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