

STATE OF CALIFORNIA  
**Budget Change Proposal - Cover Sheet**  
DF-46 (REV 07/23)

<b>Fiscal Year</b> 2025-26	<b>Business Unit Number</b> 1115	<b>Department</b> Department of Cannabis Control
<b>Hyperion Budget Request Name</b> 1115-026-BCP-2025-MR		<b>Relevant Program or Subprogram</b> 1460 – Department of Cannabis Control

**Budget Request Title**

Increased Program Workload and Organizational Restructure

**Budget Request Summary**

The Department of Cannabis Control is requesting an increase in expenditure authority of \$2.29 million from the Cannabis Control Fund and 3.5 positions in 2025-26: \$2.92 million and 13.0 positions in 2026-27, \$4.04 million and 20.0 positions in 2027-28, and \$3.98 million in 2028-29 and ongoing to address critical programmatic, administrative, and operational gaps. The Department is also requesting statutory changes to transfer existing expenditure authority associated with its illicit enforcement activities of \$56.62 million and 171.0 positions in 2025-26 and \$70.95 million in 2026-27 and ongoing from the Cannabis Control Fund to the Cannabis Tax Fund. In addition, the Department is requesting an increase in expenditure authority of \$4.83 million Cannabis Tax Fund and 5.5 positions in 2025-26, \$2.07 million and 7.0 positions in 2026-27, and \$2.06 million and 7.0 positions in 2027-28 and ongoing for increased enforcement support.

<b>Requires Legislation (submit required legislation with the BCP)</b> <input checked="" type="checkbox"/> Trailer Bill Language <input type="checkbox"/> Budget Bill Language <input type="checkbox"/> N/A	<b>Code Section(s) to be Added/Amended/Repealed</b> RTC 34019	
<b>Does this BCP contain information technology (IT) components?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer</i>	<b>Department CIO</b> N/A	<b>Date</b> N/A

**For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), the approval date, and the total project cost.**

**Project No.** N/A **Project Approval Document:** N/A

**Approval Date:** N/A **Total Project Cost:** N/A

**If proposal affects another department, does other department concur with proposal?** ☐ Yes ☐ No

*Attach comments of affected department, signed and dated by the department director or designee.*

<b>Prepared By</b> Tanya Silva, Finance Management Branch Chief	<b>Date</b> 5/14/2025	<b>Reviewed By</b> Melissa Eidson, Deputy Director of Administration	<b>Date</b> 5/14/2025
<b>Department Director</b> Nicole Elliott, Director	<b>Date</b> 5/14/2025	<b>Agency Secretary</b> Tomiquia Moss, BCSH Secretary	<b>Date</b> 5/14/2025

**Department of Finance Use Only**

**Additional Review:** ☐ Capital Outlay ☐ ITCU ☐ FSCU ☐ OSAE ☐ Dept. of Technology

**Principal Program Budget Analyst**

Charlene Manning

**Date submitted to the Legislature**

5/14/2025

## A. Problem Statement

The Department of Cannabis Control (Department), established in July 2021 through the enactment of Chapter 70, Statutes of 2021 (AB 141), unified the regulatory frameworks of three distinct cannabis programs, which includes the Bureau of Cannabis Control from the Department of Consumer Affairs, the CalCannabis Cultivation Licensing Division from the California Department of Food and Agriculture, and the Manufactured Cannabis Safety Branch from the California Department of Public Health. This consolidation aimed to centralize oversight, streamline licensing, and bolster program expertise to regulate California's commercial cannabis industry more effectively.

As the Department has evolved and the number of licensed operators has begun to stabilize, the Department has identified critical programmatic, operational, and administrative gaps. These gaps pose significant risks to state objectives, including operational oversight, licensee compliance, consumer safety, employee health and safety, and enforcement actions against the illegal cannabis market to support the legal market. Addressing these gaps is essential to enhancing the Department's capacity to meet its mandates and safeguard public health and safety.

This proposal focuses on strengthening key aspects of the Department's administrative and programmatic structures and addresses immediate workload gaps, while the Department continues to assess its resources needs in an evolving regulatory landscape.

**Resource History**  
(Dollars in thousands)

<b>Program Budget</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25*</b>
Authorized Expenditures	N/A	N/A	\$157,666	\$173,623	\$163,364	\$161,280
Actual Expenditures	N/A	N/A	\$118,508	\$134,578	\$142,319	\$161,280
Revenues	N/A	N/A	\$154,332	\$139,663	\$127,460	\$149,221
Authorized Positions	N/A	N/A	624	626	639	649
Filled Positions	N/A	N/A	423	472	532	592**
Vacancies	N/A	N/A	201	154	107	57**

\*Projected at Year End

\*\* Filled and vacant positions as of May 2025.

### Workload History

<b>Enforcement Division</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25*</b>
Cases carried over from prior year	1,187	1,416	1,892	2,441
New Cases	424	862	933	1,000
<b>Total cases</b>	<b>1,611</b>	<b>2,278</b>	<b>2,825</b>	<b>3,441</b>
Cases closed	195	386	384	384
<b>Remaining cases to be investigated</b>	<b>1, 416</b>	<b>1,892</b>	<b>2,441</b>	<b>3,057</b>

\*Projected at Year End

<b>Compliance Division</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25*</b>
Desk Work	-	-	-	-
Letter of Warning	7	47	134	150
Notice to Comply	982	1992	1,078	2,500
Administrative Citation	1	5	51	100
Mandatory Recall	1	0	16	40
Voluntary Recall	0	4	4	10
Provisional License Reviews	1	0	25	40
Revocations	5	9	57	57
Denials	0	0	10	10
Recall Inspections	0	0	22	66
Field Work	-	-	-	-
Investigations	228	491	1159	2000
Complaints Received	1,904	5,587	14,133	16,350
Embargo	18	45	298	500
Voluntary Condemnations & Destructions	15	106	99	600
Total Licenses	13,104	10,615	9,068	8,923

\*Projected at Year End

## **B. Justification**

To fulfill its regulatory oversight mandates and to continue to protect the public's health and safety, the Department is seeking an increase in expenditure authority from the Cannabis Control Fund and the transfer of existing enforcement resources to the Cannabis Tax Fund. The revenue from the Cannabis Control Fund and the Cannabis Tax Fund are generated from the legal cannabis market. Existing revenues from these fund sources should be utilized to support a well-regulated market prior to the consideration of fee increases placed on the licensed legal industry. Without the appropriate revenue support, long-term sustainability and safety of the market could be jeopardized.

### **Cannabis Control Fund Requests**

#### **Compliance Division (18.0 Positions)**

The Compliance Division is tasked with ensuring regulatory compliance for licensed commercial cannabis activity, a rapidly evolving and dynamic industry. This responsibility spans a broad range of activities, including conducting routine inspections, managing the intake and triage of public and consumer complaints, performing detailed investigations related to non-compliance, and overseeing product recall and remediation efforts. In addition to these core functions, the Compliance Division works collaboratively with other entities including the Department of Fish and Wildlife, State Water Resources Control Board, local law enforcement, and local regulators to address compliance matters comprehensively.

In addition to their primary responsibilities, the Compliance Division is tasked with a variety of crucial regulatory activities that are vital for maintaining public health and safety. These activities include administrative reviews, desk audits, compliance assessments, and disaster response during emergencies such as fires or thefts. These efforts ensure that operators adhere to legal and regulatory standards. However, these required office-based priorities can often disrupt the routine flow of inspections and investigations, emphasizing the need for flexibility and responsiveness in this newly regulated and expanding industry. The extensive and complex nature of these responsibilities, coupled with the swift growth of available legal cannabis products, places significant demands on existing resources. This highlights the necessity for dedicated staffing to sustain compliance and public safety initiatives.

The current structure of the Compliance Division creates unclear roles and responsibilities and confusion between routine inspections and investigations, resulting in inefficiencies, delays, and inconsistencies that hinder effective regulatory compliance enforcement. The inspection staff visit licensees to assess and evaluate regulatory commercial cannabis compliance with statutes and regulations for that licensee's operations, inventory, and records. While the investigations branch continues to support inspection activities, the majority of the new positions are needed within the inspections branch to address the volume of licenses and facilitate timely compliance checks. The requested resources and positions will enhance the Department's capacity to conduct thorough inspections, thereby upholding public health and safety standards.

Challenges include, but are not limited to the following:

- Routine compliance inspections are essential to ensure ongoing adherence to regulatory requirements. However, the substantial number of licenses exceeds current staff capacity. Even with assistance from investigations staff whose primary focus remains on investigative duties, the Compliance Division lacks sufficient personnel to conduct these inspections at the necessary frequency. This shortfall increases the risk of non-compliance and potential

threats to health and safety. Investigators are routinely pulled away from their core responsibilities, including addressing complaints, conducting in-depth investigations, and handling egregious non-compliance cases, to perform routine inspections. While these inspections are critical, they detract from the investigator's ability to focus their expertise on time-sensitive, non-routine issues that often impact the public's health and safety. This dual responsibility stretches resources thin and results in delays or reduced quality in both inspections and investigations, diminishing the Compliance Division's overall effectiveness.

- Many licensees operate under vertically integrated models or hold multiple adjacent licenses. Inspections of these businesses often require coordination between the inspections and investigation branches, due to the different types of licenses, leading to inefficiencies. Scheduling conflicts and misaligned priorities frequently delay compliance activities, leaving gaps in regulatory oversight.
- As the legal cannabis industry continues to expand, so too does the volume and complexity of regulatory oversight. Routine inspections alone require significant allocation of resources to cover the growing number of licensees. Routine inspections play a critical role in verifying that businesses comply with safety, operational, and environmental requirements, safeguarding public health and supporting the integrity of the legal cannabis market. The longer the time between inspections, the greater likelihood of compliance issues going undetected, and the sheer volume of licenses makes it increasingly difficult for staff to conduct timely visits.

The Compliance Division proposes establishing 18.0 positions over three fiscal years to address current structural problems and increase capacity to adequately support the volume of licensees, which will result in improved compliance enforcement. Current staffing levels are insufficient to ensure that licensees receive inspections with the necessary frequency. Routine inspections are essential for identifying and addressing compliance issues before they escalate, ensuring that licensees adhere to safety, operational, and environmental standards. However, with the current number of staff, the Department cannot conduct inspections at the optimal frequency to provide comprehensive oversight. This creates potential gaps that could compromise public health and safety, putting consumers, licensees, and the environment at risk. These requested 18 positions will allow the Department to conduct inspections more frequently, provide timely compliance guidance, and address potential violations proactively without long intervals between routine inspections. These added resources will help ensure the integrity of the regulatory framework and the safety of the public.

### **Routine Inspections Branch**

1.0 Environmental Program Manager I  
2.0 Senior Environmental Scientists (Supervisory)  
13.0 Environmental Scientists  
(Workload Justification Attachments 1-3)

To address the issues identified, this proposal requests the addition of 1.0 Environmental Program Manager I, 2.0 Senior Environmental Scientists (Supervisory), and 13.0 Environmental Scientists to support the efforts of the Routine Inspections Branch. These positions will be phased in to allow supervisory positions to take part in building their teams. The Senior Environmental scientist and the Environmental Program Manager are proposed to start January 2026, 7.0 Environmental Scientists are proposed to start July 2026, and the remaining 6.0 Environmental Scientists are proposed to start January 2027. This branch is responsible for conducting routine licensee inspections throughout the state. The proposed positions will help facilitate these inspections, improve staffing capacity, optimize the staff-to-licensee ratio for more proactive measures, and increase the total number of inspections conducted annually.

The Routine Inspections Branch within the Compliance Division oversees routine inspections for 5,500 cultivation licenses and 680 manufacturing licenses. Currently, the Branch can only inspect approximately 1,300 cultivation licenses and 450 manufacturing licenses each year. While most manufacturing licenses are inspected every 12 to 18 months, some cultivation licenses have gone without an inspection for up to 4 to 5 years. If additional staff are not added, this backlog will continue to grow, leading to further delayed inspections and increased compliance risks.

The inability to perform routine inspections at the ideal level impacts the Compliance Division's capacity to issue Notices to Comply, which are essential to encourage operators to self-correct and prevent non-compliant products from entering the market.

Routine inspections serve as the primary mechanism for supporting compliance through education and prevention. During inspections, staff evaluate whether licensees comply with various product safety standards, such as good manufacturing practices, cultivation and sanitation protocols, product handling and safety, and inventory management. They also verify accuracy and inventory tracking within the California Cannabis Track-and-Trace System (Metrc), assess security measures, and confirm compliance with Cal/OSHA standards and other license-specific regulations.

Routine inspections mitigate risk to public health, safety and the environment, such as degradation of protected watersheds. By providing operators with clear guidance and educational support during inspections, the Compliance Division can help operators prevent violations before they occur, reducing the need for costly and resource-intensive enforcement actions.

Since consolidation of the legacy programs three years ago, compliance activities have grown significantly. With the implementation of policies, procedures, and protocols, the number of inspections, investigations, and enforcement actions, such as embargos, citations, suspensions and revocations, has grown. Each of these actions requires substantial follow-up, including post-inspection case management, which strains staff resources. Many of these enforcement actions could have been mitigated or avoided altogether through routine inspections and proactive education.

The proposed addition of 1.0 Environmental Program Manager I, 2.0 Senior Environmental Scientists (Supervisory), and 13.0 Environmental Scientists to the inspections branch is critical to addressing the current backlog of routine inspections and meeting the growing demands of the industry. Without these positions, the Compliance Division will not be able to conduct enough inspections to ensure compliance amongst licensees, protect public health and safety, and uphold the integrity of the cannabis regulatory framework.

The chart below reflects the estimated number of inspections that can be performed with the Department's current structure versus the proposed increase in resources.

**Table 1 – Routine Inspections**

<b>Inspections</b>	<b># of Licenses as of 5/9/2025</b>	<b>Inspections Conducted 2022-23</b>	<b>Inspections Conducted 2023-24</b>	<b>With proposed staffing*</b>
Retailers	1,542	826	811	~1,062
Microbusiness	371	155	207	~271
Distribution	1,110	591	596	~780
Transporter	134	33	20	~26
Manufacturing	592	582	500	~655
Cultivation	4,644	2,022	1371	~1,795
Events	37	14	22	~29
Total	8,430	4,223	3,527	~4,619

\*Projected at Year End

While the requested resources will allow the Compliance Division to address the back log of routine inspections and provide better protections to consumers, workload analyses show that more resources may be necessary to completely resolve the backlog and maintain routine inspections for all licensees at the desired cadence. We will continuously evaluate performance measures to inform resources needs in the future.

### **Product Safety Office – Product Investigations Unit**

1.0 Senior Environmental Scientist (Specialist)  
(Workload Justification Attachment 4)

The Product Safety Office within the Compliance Division plays a vital role in addressing defective and potentially unsafe products through embargos, recalls, and compliance oversight. In 2024, the Compliance Division observed a significant increase in recalls, rising from 2 to 63, with the majority being mandatory. With the increased implementation of policies, protocols, and procedures related to product safety, further actions are anticipated to grow. The Senior Environmental Scientist is proposed to start July 2027, so that the direct supervisor can be hired prior to the recruitment.

To meet these rising demands and address advanced technical and scientific needs, the addition of a Senior Environmental Scientist (SES) (Specialist) is critical for providing additional workload capacity to the Product Safety Office. This position will oversee technical processes, manage complex compliance issues, coordinate Department actions with multiple stakeholders, and provide strategic guidance to licensees on corrective actions. The role requires advanced technical expertise in identifying manufacturing defects, evaluating toxic or prohibited ingredients, and implementing enforcement actions to ensure public safety.

The SES will have the following key functions: coordinating and conducting recalls to protect public health; assessing and citing products that are attractive to children or otherwise non-compliant; researching and developing guidance on toxic or prohibited ingredients in manufactured goods; and executing appropriate enforcement tools to address non-compliance, including embargoes and corrective actions.

While the current team manages routine product safety tasks, the SES will lead higher-level functions, including coordinating investigations, ensuring comprehensive compliance with product safety standards, managing data and trends, and developing proactive strategies to prevent unsafe products from entering the market. The SES will also specialize in the highly complex and scientific process of product remediation, which requires advanced knowledge of



manufacturing processes, toxicology, and compliance protocols. Currently, there is only one SES handling all recalls and remediation efforts, despite the increasing volume and complexity of product safety concerns. As the number of recalls continues to rise and the regulatory landscape evolves, the demand for in-depth product assessments, compliance verification, and remediation oversight has exceeded what a single SES can manage effectively.

This position is essential for ensuring the efficient and comprehensive management of actions related to unsafe products, protecting consumers, supporting licensees and maintaining the integrity of the regulated market. The addition of one SES is essential to maintain timely and thorough recall processes, prevent unsafe products from reaching consumers, and to relay the necessary guidance to businesses in order to comply with evolving safety standards. Without the additional position, delays in addressing product safety risks will continue to strain existing resources, and turnaround time will continue to grow, increasing the potential for non-compliant or hazardous cannabis products to remain on the market, compromising public health and regulatory integrity.

### **Employee Environmental Safety Unit**

1.0 Associate Industrial Hygienist  
(Workload Justification Attachment 5)

This position is proposed to start January 2026, the delayed implementation will allow the Environmental Program Manager II to participate in the recruitment efforts of the Associate Industrial Hygienist position. The requested Associated Industrial Hygienist will perform the functions of the subject matter expert for the Employee Environmental Safety Unit within the Compliance Division. Currently, a few staff volunteered to participate in the health and safety meetings to provide feedback and raise concerns from the field, but this is not their area of expertise. This position will be dedicated full-time to health and safety concerns, and responsible for recommending and implementing safety measures and protocols for the Department's field teams when performing inspections and investigations. While in the field, staff can be exposed to potentially hazardous materials and conditions while performing their work duties. These conditions include exposure to harmful physical, chemical, and biological agents. Additionally, this position will be responsible for the administration of the Employee Medical Surveillance Program, which will provide biological/medical monitoring, baseline examinations, naloxone/Opioid/Opiate Antagonist Program Medical Direction and pre-exposure medical examinations for designated field employees assigned to potentially hazardous areas.

The establishment of a specialized program for this type of work has demonstrated success in other state departments. For instance, the California Department of Pesticide Regulation operates an Exposure Monitoring and Industrial Hygiene Program, where scientists undertake the design and execution of studies aimed at characterizing human exposure to pesticides and pesticide residues. This program also ensures workplace safety and assesses the effectiveness of proposed or mandated exposure mitigation methods, highlighting the benefits of a focused and expert-driven approach.

Without a dedicated technical resource for this workload, the Department risks exposing staff to hazardous materials, potentially compromising their health and increasing organizational liability. The State Compensation Insurance Fund recommended the Department establish a medical surveillance monitoring program due to the unknowns associated with cannabis exposure. Given that staff frequently encounter potentially hazardous materials, this role is essential for mitigating risk and ensuring a safer work environment.

## **Laboratory Services Division (1.0 Position)**

The Laboratory Services Division is responsible for regulatory oversight of California licensed cannabis testing laboratories. This includes reviewing license applications, conducting routine inspections, investigating complaints, taking enforcement actions, and conducting investigative sample analysis. The division also works closely with other divisions in the review and evaluation of data and scientific literature to enhance the regulatory framework and identify best practices for product testing and consumer safety. Lastly, the division also directs and monitors the contract for California's cannabis reference laboratory.

### **Laboratory Services**

1.0 Environmental Program Manager II  
(Workload Justification Attachment 6)

The Environmental Program Manager II will provide oversight of the programmatic development, implementation, and evaluation of the three branches which make up the Laboratory Services Division: the Cannabis Testing Laboratory in Richmond, the Reference Laboratory in San Diego, and the Regulatory Branch. This division includes the additional resources that were received in 2024-25 that this position will oversee. Additional positions have been established in the Laboratory Services Division during 2024-25 and the Department has determined that additional oversight is needed to ensure the division is meeting administrative and operational goals, including the development and implementation of all policies and procedures. This includes, but is not limited to, development of testing standards and methods, setting benchmarks for production testing for all state labs, setting audit plans and identifying ways to best monitor the licensee performance of licensed testing labs, and setting and implementing enforcement strategies for licensed labs.

This role requires a high level of complexity, involving planning, coordination, and oversight of critical public health initiatives through cannabis lab testing, policy development across departments for internal and external operations, and vendor contracts for essential testing services, all of which have a direct impact on regulatory compliance and consumer safety. The significant responsibility of this role necessitates a dedicated, permanent position to ensure continuity and effectiveness in these critical functions as the lab licensees, number of products requiring testing, and oversight continues to grow.

## **Administration Division (1.0 Position)**

The Administration Division is responsible for providing core services essential to the day-to-day operations of the Department. The division is responsible for directing the administrative functions of the Department and providing employee services, including but not limited to, human resources, budgets, fiscal management, contracts, procurement, and facilities and fleet management. The division serves as the Department's primary liaison with California control agencies such as the Department of Finance, State Controller's Office (SCO), Department of General Services, Financial Information System of California (FI\$Cal) and the California Department of Human Resources.

Due to the increase in the Department's workforce, the Department is requesting an increase in positions in the following areas to scale capacity to address core services:

### **Human Resources Branch**

The Department's Human Resources Branch (HRB) provides full-service human resources support for employees within the Department. HRB staff interpret laws, regulations, bargaining unit

contracts, policies, and procedures to provide its clients with the necessary information to make well-informed decisions.

HRB is responsible for all recruitment and retention, staff development and performance management activities of the Department, ensuring that the Department's processes and procedures are in place, and that hiring deadlines are met. HRB staff confirm the Department is following position allocation guidelines and organizational structure by maintaining position authority, composing justification memos, updating employee duty statements, and preparing organization charts. The HRB staff work on all pay and benefit requests, including the onboarding of new staff, maintaining all Department official personnel files, and coordinating the completion of timesheets and leave accounting balances. They provide consultation, advice, and recommendations to all levels of Department staff regarding personnel management policies and procedures, the interpretation of civil service laws and rules, confirm adherence to merit system principles, selection and allocation standards, and conformance to control agencies' laws, rules and policies. HRB staff review and approve Requests for Personnel Actions, advise management regarding the progressive discipline process, review minimum qualification and eligibility requests, prepare interview questions, manage job advertisements, and perform all functions in the Exam and Certification Online System.

The increase of authorized positions also increases the amount of work associated with HRB, specifically in the areas of Performance Management, Transactions, and Classification and Recruitment. The below chart demonstrates the increase in workload since the Department's inception.

**Table 2 – Human Resources Activity by Fiscal Year**

<b>Activity</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Performance Management Consultation	70	129	151
Requests for Personnel Actions	273	238	263
Transactions	-	-	-
• Benefit Related Transactions	106	171	207
• Disability Related Transactions	31	69	87
• Misc. Personnel Transactions	0	15	80

Note: This is not a comprehensive quantification of HRB's workload.

## **Human Resources Office**

### **1.0 Staff Services Manager II**

(Workload Justification Attachment 7)

This position will provide oversight and guidance to the Position Control and Compliance Unit, Classification and Recruitment Unit, and the Exams, Training, Workforce, and Planning Unit. The position will create a balanced ratio of 1 Staff Services Manager (SSM) II to 3 SSM I's. Currently, the Position Control unit and the Classification and Recruitment Unit report directly to the SSM III. This position is necessary to distribute the management of the units in HRB to allow for proper oversight and accuracy of the workload and guidance being provided to the Department staff and control agencies. This position will reduce the review/approval time for items such as performance management cases. Greater oversight allows for greater compliance of processes, risk identification, and mitigations resulting in reduced liabilities to the Department and greater services to the employees of the Department.

## **Vehicles**

The Department requires vehicles for essential compliance activities, including inspections. After consolidation, it became clear that the Department lacks enough vehicles to support daily field operations. The Department is requesting 14 additional vehicles for existing field staff in ECMSB of the Compliance Division and the Regulatory Branch of the Laboratory Services Divisions and 16 additional vehicles for the new staff requested in this proposal. These vehicles are a necessity for the compliance and laboratory divisions to complete required inspections. The Department is currently renting vehicles; however, this is not a long-term solution, as according to the Department of General Services Office of Fleet and Asset Management guidelines, "Agencies shall not reserve back-to-back short term vehicle rentals that amount to 30 or more consecutive days." Therefore, the Department is requesting \$1.11 million in 2025-26 to purchase 30 vehicles and \$90,000 in 2026-27 and ongoing to maintain the additional vehicles for existing and requested field staff.

## **Cannabis Tax Fund Requests**

### **Enforcement Division (8.0 Positions and a transfer to the Cannabis Tax Fund)**

The Enforcement Division is responsible for conducting and supporting criminal investigations of illegal commercial cannabis activity in California to protect the public, environment and consumers to further support the legitimacy of the legal market. The Enforcement Division partners with local, state, and federal law enforcement and regulatory agencies in combating unlicensed activity across the supply chain by leveraging all available resources and intelligence.

As the Department conducts investigations, there can be times when licensees are found to be engaging in criminal conduct that would benefit from Law Enforcement intervention, for special investigative services, swift preservation of public or consumer safety, or because the level of conduct merits criminal consequences. Conversely, there are times when civil prosecution of unlicensed activity is more consequential and advantageous to the state.

### **Transfer Illegal Market Enforcement Costs to the Cannabis Tax Fund**

California's cannabis market has a history spanning more than 100 years, but adult-use cannabis has been legal for only about eight years. During this time, a deeply entrenched illegal cannabis market has persisted. The legal market faces significant challenges in competing with the illegal market, which operates with substantially lower costs and fewer restrictions. Legal businesses must navigate higher costs (e.g., taxes, license fees) and stricter regulations. To level the playing field, it is critical to increase costs and burdens on the illegal market—a responsibility led by the Department of Cannabis Control's (DCC) Enforcement Division in collaboration with other state and local partners.

The Department's enforcement efforts are essential to disrupt illegal operations that harm communities, undermine consumer safety, and destabilize the legal supply chain. However, a paradox exists: under the current funding structure, increasing enforcement resources places additional financial burdens on cannabis licensees. This strain makes it harder for compliant businesses to remain competitive and may discourage participation in the regulated market.

The Cannabis Control Fund is no longer able to sustain enforcement costs. Revenue for the fund has plateaued around \$129 million, while expenditures have risen to nearly \$175 million, creating a substantial shortfall. The existing licensing fees were established in 2017 and 2018 by the legacy programs at the time, with much uncertainty about the licensed population and the

Department's costs. The revenues received from licensees have never been sufficient to cover the Department's full implementation budget.

The Department is requesting statutory changes to transfer expenditure authority from the Cannabis Control Fund to the Cannabis Tax Fund to significantly mitigate this shortfall. Without this shift, the Cannabis Control Fund would face two undesirable outcomes: increasing costs on the legal market or reducing regulatory oversight, both of which would undermine consumer safety and hinder progress toward disentangling the legal market from the illegal one. Statutory changes to effectuate the proposed shift of resources are forthcoming.

To resolve the paradox of funding enforcement against illegal operations without placing additional burdens on licensed operators, aligning enforcement activities with the Cannabis Tax Fund provides a more sustainable and equitable solution. This adjustment ensures that enforcement efforts are well-supported without further disadvantaging the legal market and undermining California's regulatory goals.

The proposal seeks to transfer 171.0 positions and expenditure authority of \$58.6 million in 2025-26 and the remaining \$12.3 million in 2026-27, resulting in a total transfer amount of \$70.9 million from the Department's activities associated with illegal enforcement within the Cannabis Control Fund to the Cannabis Tax Fund (Allocation 1). This transition includes the Cannabis Track-and-Trace system costs, which maintain licensed production and prevent illicit activities. The Cannabis Track-and-Trace system tags allow each plant to be tracked to help confirm it is a safe licensed product to move forward into production and that illicit product is not going into or out of the licensed market. This transition aligns the Department's enforcement activities with other state entities funded by the Cannabis Tax Fund, such as the California Department of Tax and Fee Administration, the California Department of Fish and Wildlife, and the State Water Resources Control Board.

By aligning enforcement funding with the Cannabis Tax Fund and addressing the financial shortfalls of the Cannabis Control Fund, the Department can better support the legal market while combating the illegal market. These measures will strengthen California's cannabis industry, protect consumers, and promote fair competition.

### **Digital Forensics Specialists**

3.0 Information Technology Specialist I  
(Workload Justification Attachment 8)

These positions will be responsible for using digital forensic tools in investigations of criminal organizations operating in the illegal market. These forensic specialists will recover data from seized digital devices and storage media including computers, tablets, hard drives, cellular devices, digital recording devices, zip drives, flash drives and tablets. These positions will also be responsible for the storage of seized physical electronic devices, storage of digital evidence from seized electronic devices, writing investigative reports related to the examination of seized electronic devices, and analyzing data and evaluating its relevance to the case under investigation.

The data collected from the high-tech crimes task force shows that on average, each operation results in the seizure of an average of six cellular devices and two computers and/or tablets. Each cellular device takes an average of 15-40 hours to process, and each hard drive takes an average 30-80 hours to process. Since the formation of the Department, the Department's law enforcement investigators have seized/examined 700 devices but have had to rely on other law enforcement agencies with this type of technical expertise to conduct forensic audits.

Digital devices often contain vital evidence of criminal activity and pertinent information that allows investigators to identify bad actors, their relationships, locations, and all manner of criminal activity. The lack of expertise within the Department has impacted case investigation timelines sometimes up to 8 months or more. These types of delays further exacerbate the backlog of criminal cases investigators need to work on. Often, investigators move on to other cases, and key individuals related to the investigation are alerted to the Department's actions. The Department has experienced difficulty finding a contractor to outsource this workload. Currently, 2 investigators are redirecting 1,040 hours annually to meet with specialists from Sacramento and Fresno County to recover data. The current model using existing resources is only allowing a fraction of the devices to be investigated and is taking away from other investigative duties. Without the requested positions the majority of seized digital devices will continue to go uninvestigated resulting in potential critical intel to cases being missed. Using existing sworn staff also further impacts the time it takes staff to complete investigations, write investigative reports, and push the cases to prosecutors. By having these positions in house, the Department can more efficiently streamline its investigations and report writing.

### **Law Enforcement Support Unit**

#### **4.0 Associate Governmental Program Analysts (Workload Justification Appendices 9-11)**

The Law Enforcement Support Unit currently utilizes 4.0 limited term positions the Department is requesting to make permanent to maintain the workload. The Law Enforcement Support Unit provides administrative functions to serve 76 peace officers. Key functions include preparing recruitment packages and managing all human resource and personnel matters pertaining to the division; developing and submitting all contracts and purchases for the division; fleet management including tracking and reporting for 76 vehicles; and tracking and monitoring the division's budget and associated expenditures to ensure they are solvent.

#### **2.0 Associate Governmental Program Analysts – Intelligence Support (Workload Justification Attachment 9)**

These positions will be responsible for complaint case intake and triage for an average of 933 - 1000 cases per fiscal year. This team will conduct investigative and intelligence database analysis to gather preliminary intelligence for sworn officers. Additionally, they will prepare correspondence to request supporting documentation from criminal justice and law enforcement agencies, other state agencies, complaints, witnesses, and other entities and individuals as necessary. On average, intelligence gathering for each investigation is approximately 10 hours which if conducted on every complaint would exceed 15,000 hours of work annually. Completing this initial investigative work utilizing non-sworn staff will be more efficient and cost effective. It allows sworn staff to focus their workload on field investigative work. The industry standard for law enforcement agencies is to have a case intake process which may be called dispatch, case intake or complaint processing. The model requested is based on the Department of Consumer Affairs Division of Investigation's Intake Unit.

#### **1.0 Associate Governmental Program Analyst – Fleet & Equipment (Workload Justification Attachment 10)**

This position will be responsible for all division fleet management including tracking and reporting on over 76 vehicles, reviewing, and analyzing requests for vehicle modifications, monthly mileage, and maintenance logs which will encompass processing on average 1,755 fleet related documents per year with anticipated growth to 2,079. This position will also analyze and review all

vehicle accident reports and facilitate required maintenance and repairs accordingly. This position will work closely with Department of General Services auto inspectors for appropriate approvals and act as the main point of contact within the division for fleet related matters. Lastly, they will evaluate and complete all enforcement vehicle purchases including Code 3 emergency response enhancements required for sworn officers.

#### 1.0 Associate Governmental Program Analyst – Division Administrative Analyst (Workload Justification Attachment 11)

This position will be responsible for purchasing law enforcement equipment, contracts, tracking and monitoring the division's internal budget, and managing the division's facility needs throughout the state. This position will be responsible for independently researching, evaluating and determining appropriate purchasing methodology for all purchases and contracts to support the division. They will monitor the division's expenditures by reviewing all personnel and operational expenditures such as purchase orders, contracts, and vehicle expenditures to ensure there are sufficient funds. They will participate in monthly meetings with the Department Budgets Office to review and reconcile monthly expenditures including FI\$Cal reports pertaining to all operating expenses and personnel costs (there were over 661 invoices processed last fiscal year). They will be the division's lead on all budget office requests and respond to Departmentwide drills pertaining to the division. Lastly, they will serve as a liaison between the division and the Department's Business Services Office for the needs of the division's eight facilities.

The Enforcement Division can conduct 384 search warrant operations per year with existing sworn resources. If you divide 384 search warrants by the 54 field investigators, it averages 7 operations per position per year. ( $384 / 54 = 7.1 \times 4 = 28$ ). If four sworn positions are redirected to administrative duties, it would at minimum reduce the number of operations by 28 per year.

#### **Enforcement Warehouses**

The proposal also includes a request for ongoing funding for three current warehouses that were originally deemed temporary facilities during the consolidation. The Enforcement Division conducts on average 384 search warrants per year collecting 980 pounds of cannabis worth \$1.65 million per warrant. Each of those warrants result in the seizure of cannabis and cannabis products, electronic devices, firearms, business records, and other evidentiary items that must be maintained until the case is adjudicated. This could take as long as 7 years. Additionally, storing cannabis and cannabis products in an office setting has caused landlord and employee complaints due to the smell and potential health and safety risks (mold, banned pesticides and other contaminants). Based on these factors, it has been determined that it is necessary to retain warehouses in Sacramento and Southern California on a non-temporary basis to meet the evidence storage needs of the Department. These facilities are essential for the division to ensure chain of custody of the evidence seized during search warrants.

The Department is requesting \$3.74 million in 2025-26 for rent and tenant improvements to further secure two of the three buildings and \$761,000 in 2026-27 and ongoing costs for existing evidence warehouses.

### **C. Departmentwide and Statewide Considerations**

The Department is responsible for establishing a comprehensive system to control and regulate the cultivation, distribution, transport, storage, manufacturing, processing, and sale of medical and adult-use California cannabis, including enforcing the highest standards of public health, safety, environmental stewardship, and community welfare across California.

Since its inception, the Department has focused on fostering an organization that prioritizes equity and inclusion, evaluating the needs necessary to maintain current programs, and ensuring consistent service delivery to staff, applicants, licensees, and the public. This proposal is consistent with the Department's mission and the goals of consolidation. Specifically, it will provide resources to address gaps in programmatic, administrative, and operational areas. The objective is to position the Department to more effectively meet its mandates.

#### **D. Outcomes and Accountability**

With approval of this proposal, the Department will be able to effectively support and sustain its ongoing operational functions to meet its mandates, strive towards meeting its mission, and better serve its licensees, regulatory partners, and the public.

##### **Projected Outcomes**

<b>Workload Measure</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Enforcement - Cases closed	384	384	384	384
Compliance - Letter of Warning	150	150	150	150
Compliance - Notice to Comply	2,500	2,500	2,750	3,000
Compliance - Administrative Citation	100	100	134	151
Compliance - Embargo	500	500	600	700
Compliance - Voluntary Condemnations & Destructutions	600	600	675	750
Compliance - Mandatory Recall	16	16	21	24
Compliance - Voluntary Recall	51	51	68	77
Compliance - Investigations	2,000	2,500	2,250	2,500
Compliance - Inspections	3,875	3,875	4,247	4,619
Compliance - Recall Inspections	66	66	133	200

#### **E. Implementation Plan**

The Department will begin recruitment for the positions in July 2025. Positions will be phased in 3 stages: July 2025, January 2026 and July 2026. The Department will begin purchasing vehicles for field staff starting July 2025.

#### **F. Supplemental Information (If Applicable)**

See Attachments 1-11 for workload justification tables.



# BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Increased Program Workload and Organizational Restructure

BR Name: 1115-026-BCP-2025-MR

Budget Request Summary

## Personal Services

Personal Services	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
Positions - Permanent	0.0	9.0	20.0	27.0	27.0	27.0
<b>Total Positions</b>	<b>0.0</b>	<b>9.0</b>	<b>20.0</b>	<b>27.0</b>	<b>27.0</b>	<b>27.0</b>
Salaries and Wages Earnings - Permanent	0	972	1,999	2,579	2,579	2,579
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$972</b>	<b>\$1,999</b>	<b>\$2,579</b>	<b>\$2,579</b>	<b>\$2,579</b>
Total Staff Benefits	0	575	1,210	1,585	1,585	1,585
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$1,547</b>	<b>\$3,209</b>	<b>\$4,164</b>	<b>\$4,164</b>	<b>\$4,164</b>

## Operating Expenses and Equipment

Operating Expenses and Equipment	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
5301 - General Expense	0	46	100	135	135	135
5302 - Printing	0	18	40	54	54	54
5304 - Communications	0	18	40	54	54	54
5306 - Postage	0	10	20	27	27	27
5320 - Travel: In-State	0	20	117	201	201	201
5322 - Training	0	10	20	27	27	27
5324 - Facilities Operation	0	3,741	761	761	761	761
5340 - Consulting and Professional Services - Interdepartmental	0	496	442	442	442	442
5344 - Consolidated Data Centers	0	18	40	54	54	54
5346 - Information Technology	0	10	20	27	27	27
5368 - Non-Capital Asset Purchases - Equipment	0	1,112	96	96	96	96
539X - Other	0	72	88	56	0	0
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$5,571</b>	<b>\$1,784</b>	<b>\$1,934</b>	<b>\$1,878</b>	<b>\$1,878</b>

## Total Budget Request

Total Budget Request	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$7,118</b>	<b>\$4,993</b>	<b>\$6,098</b>	<b>\$6,042</b>	<b>\$6,042</b>

## Fund Summary

### Fund Source

Fund Source	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
State Operations - 3288 - Cannabis Control Fund	0	-56,327	-68,028	-66,911	-66,967	-66,967
State Operations - 3335 - Cannabis Tax Fund - Department of Cannabis Control	0	63,445	73,021	73,009	73,009	73,009
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$7,118</b>	<b>\$4,993</b>	<b>\$6,098</b>	<b>\$6,042</b>	<b>\$6,042</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$7,118</b>	<b>\$4,993</b>	<b>\$6,098</b>	<b>\$6,042</b>	<b>\$6,042</b>

## Program Summary

### Program Funding

Program Funding	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
1460010 - Department of Cannabis Control - Support	0	7,118	4,993	6,098	6,042	6,042
<b>Total All Programs</b>	<b>\$0</b>	<b>\$7,118</b>	<b>\$4,993</b>	<b>\$6,098</b>	<b>\$6,042</b>	<b>\$6,042</b>

## Personal Services Details

### Positions

Positions	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
0756 - Environmental Program Mgr I (Supvry)	0.0	0.5	1.0	1.0	1.0	1.0
0762 - Environmental Scientist	0.0	0.0	7.0	13.0	13.0	13.0
0764 - Sr Envirnal Scientist (Supvry)	0.0	1.0	2.0	2.0	2.0	2.0
0765 - Sr Envirnal Scientist (Spec)	0.0	0.0	0.0	1.0	1.0	1.0
0769 - Environmental Program Mgr II	0.0	1.0	1.0	1.0	1.0	1.0
1402 - Info Tech Spec I	0.0	1.5	3.0	3.0	3.0	3.0

Positions	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
3856 - Assoc Industrial Hygienist	0.0	0.5	1.0	1.0	1.0	1.0
4801 - Staff Svcs Mgr II (Supvry)	0.0	0.5	1.0	1.0	1.0	1.0
5393 - Assoc Govtl Program Analyst	0.0	4.0	4.0	4.0	4.0	4.0
<b>Total Positions</b>	<b>0.0</b>	<b>9.0</b>	<b>20.0</b>	<b>27.0</b>	<b>27.0</b>	<b>27.0</b>

## Salaries and Wages

Salaries and Wages	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
0756 - Environmental Program Mgr I (Supvry)	0	82	164	164	164	164
0762 - Environmental Scientist	0	0	552	1,025	1,025	1,025
0764 - Sr Envirnal Scientist (Supvry)	0	142	284	284	284	284
0765 - Sr Envirnal Scientist (Spec)	0	0	0	107	107	107
0769 - Environmental Program Mgr II	0	181	181	181	181	181
1402 - Info Tech Spec I	0	149	298	298	298	298
3856 - Assoc Industrial Hygienist	0	51	102	102	102	102
4801 - Staff Svcs Mgr II (Supvry)	0	51	102	102	102	102
5393 - Assoc Govtl Program Analyst	0	316	316	316	316	316
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$972</b>	<b>\$1,999</b>	<b>\$2,579</b>	<b>\$2,579</b>	<b>\$2,579</b>

## Staff Benefits

Staff Benefits	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
5150900 - Staff Benefits - Other	0	575	1,210	1,585	1,585	1,585
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$575</b>	<b>\$1,210</b>	<b>\$1,585</b>	<b>\$1,585</b>	<b>\$1,585</b>

## Total Personal Services

Total Personal Services	FY25 Current Year	FY25 Budget Year	FY25 BY+1	FY25 BY+2	FY25 BY+3	FY25 BY+4
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$1,547</b>	<b>\$3,209</b>	<b>\$4,164</b>	<b>\$4,164</b>	<b>\$4,164</b>

## Compliance Division - Routine Inspections

**Workload for 1.0 - Environmental Program Manager I**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Plans, organizes, and directs the Compliance and Inspections Program. Manage investigative, scientific, administrative support and second level supervisory section staff of personnel; responsible for implementing and monitoring the activities specific to the programs. Coordinate the licensing and enforcement activities assuring resources and expertise are available to implement these licensing programs and identify unlicensed and non-compliant licenses. Prepare performance evaluations, probation reports and oversee staff development.	1	800	800
Organize and confer on the coordination of technical activities to assure consistency of investigative, inspectional, law enforcement, and other activities with other departmental, local, state, and federal agencies and programs. Assure utilization of state-of-the-art scientific and technical developments that can detect and prevent consumers being exposed to unsafe products and production practices.	1	400	400
Provide technical, public and environmental health input to regulatory processes including development of proposed regulations and response to public comment; assess effectiveness of implemented processes for addressing public and environmental health concerns.	1	200	200
Professional development, staff meetings	2	200	400
Collaborate with Department of Fish and Wildlife (CDFW) and Department of State Water Resources Control Board (SWRCB) scientific staff regarding water diversions, discharges, and other issues related to cannabis cultivation.	12	6	72
Total Hours	-	-	1,872
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.1</b>

## Compliance Division - Routine Inspections

**Workload for 2.0 - Senior Environmental Scientist (Supervisory)**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Plans, organizes, and directs the Compliance and Inspections Program. Manage investigative, scientific, administrative support and second level supervisory section staff of personnel; responsible for implementing and monitoring the activities specific to the programs. Coordinate the licensing and enforcement activities assuring resources and expertise are available to implement these licensing programs and identify unlicensed and non-compliant licenses. Prepare performance evaluations, probation reports and oversee staff development.	2,000	1	2,000
Provide technical assistance and consultation to the industry for compliance with the law, regulations, and other program requirements. Assist the Education, Training and Outreach Unit in developing training materials for cannabis manufacturers and cultivators. Provide recommendations to the Policy Unit on inspection and compliance related issues. Represent the Inspection and Compliance Section at regulatory agency meetings, public meetings and conferences. Prepare routine and complex correspondence, special reports, and other assignments as needed. Participate in required specialized and in-service training to improve job efficiency as well as keeping abreast of technical changes and advancements in the industry	600	1	600
Provide technical, public and environmental health input to regulatory processes including development of proposed regulations and response to public comment; assess effectiveness of implemented processes for addressing public and environmental health concerns.	80	15	1,200
Total Hours	-	-	3,800
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>2.1</b>

## Compliance Division - Routine Inspections

**Workload for 13.0 - Environmental Scientists**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Plans, organizes, and directs the Compliance and Inspections Program. Manage investigative, scientific, administrative support and second level supervisory section staff of personnel; responsible for implementing and monitoring the activities specific to the programs. Coordinate the licensing and enforcement activities assuring resources and expertise are available to implement these licensing programs and identify unlicensed and non-compliant licenses. Prepare performance evaluations, probation reports and oversee staff development.	1,040	4	4,160
Inspection Activities: Provide overview of purpose of inspection to facility operator. Field-verify that cannabis cultivators are operating in compliance with commercial cannabis cultivation statutes and regulations. Assess conformance of manufacturers to cannabis manufacturing regulations. Document any non-compliance on the inspection form, issue notices of corrective action or violation, and draft compliance actions. Discuss non-compliances with facility operator, notify the license representative of recommendations to improve product safety and environmental compliance, and provide facility operator with a copy of the inspection form.	1,040	5	5,200
Post Inspection Activities: Prepare written inspection report describing the inspection findings, recommended actions, and issue the Notices to Comply or Notices of Violation	1,040	6	6,240
Provide technical, public and environmental health input to regulatory processes including development of proposed regulations and response to public comment; assess effectiveness of implemented processes for addressing public and environmental health concerns.	260	14	3,640
Staff training and program development.	27	8	216

## Compliance Division - Routine Inspections

**Workload for 13.0 - Environmental Scientists (Cont.)**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Collaborate with California Department of Fish and Wildlife (CDFW) and State Water Resources Control Board (SWRCB) Division of Water Rights and Division of Water Quality scientific staff regarding water diversions, discharges, and other issues related to cannabis cultivation.	130	2.5	325
Work in coordination with the Division's GIS working group to help develop and maintain a GIS system to map license locations and create overlays of environmental data to be used for environmental review, licensing efforts, inspection efficiency and prioritization, and communication with Enforcement staff and outside agencies.	27	8	216
Complete administrative duties to keep supervisor and program administration informed by preparing end of month reports, travel mileage logs, and weekly activity reports.	130	1	130
Coordinate with County Agricultural Commissioners' Offices to conduct compliance inspections under contract with the Department.	91	32	2,912
Participate in educational and outreach programs, including seminars and workshops for applicants, licensees and cannabis industry representatives to promote voluntary compliance with cannabis cultivation laws and regulations.	27	16	432
Total Hours	-	-	23,471
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>13.2</b>

## Compliance Division - Product Investigation, Policy &amp; Research Unit

**Workload for 1.0 - Senior Environmental Scientist (Spec)**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Independently perform the more complex investigation of complaints to make sure manufacturers and cultivators comply with applicable cannabis laws and regulations, including the independent preparation of administrative enforcement reports, letters and materials and the collection of environmental and finished cannabis product samples for laboratory analysis.	600	1.0	600
Provide technical assistance and consultation to the industry for compliance with the law, regulations, and other program requirements. Assist the Education, Training and Outreach Unit in developing training materials for cannabis manufacturers and cultivators. Provide recommendations to the Policy Unit on inspection and compliance related issues. Represent the Inspection and Compliance Section at regulatory agency meetings, public meetings and conferences. Prepare routine and complex correspondence, special reports, and other assignments as needed. Participate in required specialized and in-service training to improve job efficiency as well as keeping abreast of technical changes and advancements in the industry	400	2.0	800
Provide technical, public and environmental health input to regulatory processes including development of proposed regulations and response to public comment; assess effectiveness of implemented processes for addressing public and environmental health concerns.	20	15.0	300
Coordinates with Legal Office and staff on subpoenas, hearings, etc. to make sure Division staff are present as required in all formal and information legal proceedings.	52	1.5	78
Total Hours	-	-	1,778
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.0</b>



## Compliance Division - Employee Environmental Safety Unit

**Workload for 1.0 Associate Industrial Hygienist**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Performs the functions of the subject matter expert for the Employee Environmental Safety Unit.	250	4	1,000
Responsible for recommending and implementing safety measures and protocols for the Department's field teams when performing inspections and investigations	250	1	250
Collaborate with the Health and Safety Unit in the Administration Division to include the recommended measures and administrative controls (i.e., personal protective equipment, and airborne monitoring methods) in the Department Injury and Illness Prevention Plan.	250	1	250
Responsible to for the administration of the Employee Medical Surveillance Program, which will provide biological/medical monitoring, baseline examinations, naloxone/Opioid/Opiate Antagonist Program Medical Direction and pre-exposure medical examinations for designated field employees assigned to potentially hazardous areas.	200	0.8	160
Health and Safety Risk Prevention (IIPP) initiatives specifically for field staff	100	2	200
Total Hours	-	-	1,860
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.0</b>

**Workload for 1.0 Environmental Program Manager II**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Plan and implement measures to improve staff performance such as providing coaching and feedback, determining training needs, communicating expectations, and using reporting protocols. Provide training for subordinate staff so that project work is completed as intended.	60	1.0	60
Oversee the analysis of samples and data related to the tracking of cannabis goods batch regulatory compliance certificate of analysis results for the purpose of regulatory action or compliance, enforcement, and/or agency objectives. Directs staff in consulting and providing compliance assistance to testing laboratory licensees.	4,000	0.1	400
Manages and directs the oversight of staff reviews required testing laboratory application requirements, including test method standard operating procedures, ISO/IEC 17025 accreditation, and method validation reports. Reviews and analyzes technically complex and determines to approve, defer, or deny the application based on review and analysis of the statutes and regulations.	40	4	160
Manages and directs staff performing the reviews and analysis of complete data packages from licensed laboratories for chemical and microbial test methods. Reviews and analyzes staff summaries, recommendations, and assists with the most complex data review. Finalizes the determination and advises Department Director.	100	3	300
Manages and directs the oversight of staff review of proficiency test results and laboratory internal and external audits. Reviews Environmental Scientist Supervisor recommendations related to complex deficiencies and confirms inadequacies are addressed appropriately.	100	1	100
Manages and directs the oversight of inspections, evaluations, investigations, or interviews to verify compliance with statewide laws, regulations, and/or departmental objectives.	75	2	150

**Workload for 1.0 Environmental Program Manager II (Cont.)**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Manages the review and approval of detailed reports and/or supplemental reports regarding investigations prepared by staff, including reviewing and analyzing staff recommendations regarding disciplinary actions and citations. These may include Letters of Demand, Notices to Comply, citations etc.	80	0.5	40
Reviews and approves the summary of complex data and information drafted by staff to provide written correspondence (i.e., letters, fact sheets, memos) to other staff, management, other interested stakeholders, and the public to communicate scientific and technical information.	150	0.5	75
Direct and delegate the preparation of work plans including the development of goals, timelines, objectives, tasks, and resources needed to achieve program objectives.	100	1	100
Participate in and/or oversee public workshops and conferences to report on the progress of projects, educate the public on programs, and obtain public comment.	5	8	40
Develop policies, standards, and regulatory requirements for department adoption and implementation to promote protection of public health and public safety. Provides conclusive scientific evidence to support development of regulations that address standards of performance for testing laboratories.	20	8	160
Manages, oversees, and coordinates when voluntary recalls are performed by commercial cannabis licensees.	25	4	100
Provides assistance and clarification to testing laboratory licensee's laboratory managers to confirm adherence to the regulations via phone, email and in person.	75	1.5	113
Total Hours	-	-	1,798
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.0</b>

**Workload for 1.0 Staff Services Manager II**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Supervises, directs, monitors, and assigns the workload of professional supervisory staff	156	8.0	1,248
Prepares on-going evaluations, probation reports, annual performance evaluations, and other personnel performance documents in keeping with accepted principles, practices and techniques of effective supervision and in accordance with the Department's progressive discipline processes.	24	4.0	96
Approves staff performance evaluations and provide staff counseling as required.	48	4.0	192
Provides technical assistance and mentoring to staff as needed.	104	4.0	416
Conducts regular one-on-one meetings with supervisory staff to plan, assign, and discuss unit goals and progress on tasks and projects.	52	2.0	104
Identifies appropriate in-service or out-service training needed for employees to meet or exceed job performance goals.	12	1.0	12
Develops plans for improved staff performance.	12	4.0	48
Develops and reviews materials for publications, forms, instructions, and other administrative documents.	6	8.0	48
Participate in workgroups	4	2.0	8
Total Hours	-	-	2,172
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.2</b>

**Workload for 3.0 Information Technology Specialist I**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Uses forensic tools to recover data from seized computers, tablets, hard drives, cellular devices, digital recording devices, zip drives, flash drives and tablets.	750	4.0	3,000
Responsible for the storage of seized physical electronic devices, storage of digital evidence from seized electronic devices.	750	0.3	188
Writing investigative reports related to their examination of seized electronic devices for criminal prosecution and assisting Division detectives and other law enforcement personnel to analyze data and evaluate its relevance to the case under investigation.	750	1.0	750
Provide advance techniques, experience and expertise supporting law enforcement and management during criminal investigations.	72	3.0	216
Performs digital forensic examinations of computers, servers, network and other digital devices including internet connected smart devices, digital storage devices and cloud sources.	150	12.0	1,800
Provides technical expertise to support and advise state and local law enforcement agencies on issues relating to seizures, operations, and forensic examinations.	36	3.0	108
Total Hours	-	-	6,062
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>3.4</b>

**Workload for 2.0 Associate Governmental Program Analysts**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Formulate and determine case priority and assignment for investigations on the type and location of the investigation.	400	2.8	1,100
Researches and analyzes resources and prepares correspondence to request supporting documentation from criminal justice and law enforcement agencies, other state agencies, complainants, witnesses, subjects, employers, and other entities and individuals as deemed necessary.	300	0.5	150
Queries investigative and intelligence databases, to include DOJ'S California Law Enforcement Telecommunication System (CLETS), Department of Motor Vehicle's CalPhoto, social media, information libraries such as LexisNexis, and the Federal Government's Public Access to Court Electronic Records, to obtain information relevant to case investigations.	600	3.0	1,800
Monitors, analyzes and tracks status of investigative case statistics to reveal past and future trends and provide recommendations to ensure accountability, adherence to best practices, policies and procedures while providing real-time monitoring analysis.	400	0.8	300
Develop intelligence products for use by Detectives and Sergeants that assist in investigating criminal activity including maps, charts, association, matrices, link analysis, crime calendars, intelligence reports, graphs and exhibits to assist tactical operations and prosecution.	100	10.0	1,000
Total Hours	-	-	4,350
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>2.4</b>

**Workload for 1.0 Associate Governmental Program Analysts**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Analyzes and tracks all fleet resources throughout the state including but not limited to inventory of vehicles and gas cards, mileage logs, maintenance, and modifications for the Division's state vehicles.	1,755	0.5	878
Analyze and review all vehicle accident reports and ensure timely and accurate reporting. Work with DGS Inspectors for approval on repairs.	5	6.0	30
Facilitates required maintenance and repairs for all fleet vehicles within the Division.	50	4.5	225
Reviews and audits fleet card purchasing for the Division.	12	12	144
Issues, tracks and monitors law enforcement specific equipment.	100	2	200
Ensures statutory requirements are met with registering specific law enforcement equipment with the Department of Justice.	95	2	190
Develops and presents to command staff fiscal projections for replacement of equipment and annual operations cost.	40	2	80
Identifies equipment needs, requests for purchase, receives and updates inventory for the law enforcement program.	30	2	60
Performs equipment inventory audit for Division headquarters and all field offices.	8	8	64
Total Hours	-	-	1,871
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.1</b>

**Workload for 1.0 Associate Governmental Program Analysts**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Processes, reviews, codes and approves all Division invoices.	500	0.5	250
Provides Division Budget approval for all Purchase Orders, Contracts, other acquisitions.	88	0.3	22
Develops and presents to management fiscal projections for annual operations cost for budgetary projections. Perform analysis of future budgetary needs and adjust fiscal projections and funds to accommodate.	2	24	36
Researches and prepares monthly revenue, expenditure, and financial projections reports for the Division on a continuous basis, notifying upper management of any potential issues.	6	8	48
Review and reconcile monthly Accounts Payable reports for operational expenses, personnel services and travel costs.	6	40	240
Develop, organize and compile each step of the Budget Change Proposals for the Division by providing detailed fiscal analysis and funding justifications.	1	40	40
Negotiates problem resolutions with Department Facilities Management staff and the various property management staff regarding lease and maintenance issues to ensure all security measures, building maintenance, janitorial services, and heating/air conditioning needs are performed as needed.	75	2	150
Monitors and corresponds with BSO on office buildouts, relocation and installation of furniture and assist in design of space allocation.	4	50	175
Prepares, maintains, tracks and monitors assigned purchase requests/orders.	75	4	300
Researches, evaluates and determines appropriate purchasing methodology through the analysis and interpretation of the applicable state laws, rules and regulations such as: DGS, SAM, PAM, and departmental policies and procedures. Develops scopes of work, rate sheets, terms and conditions, special clauses and appropriate attachments for assigned purchases.	75	6	450



**Workload for 1.0 Associate Governmental Program Analysts (Cont.)**

<b>Task Performed</b>	<b>Number of Tasks Performed</b>	<b>Hours to Perform</b>	<b>Total Hours</b>
Develops clear and concise purchasing justifications and specifications.	75	1	75
Establishes and maintains ongoing communication with division management with all building issues throughout the state.	12	0.5	6
Total Hours	-	-	1,792
Hours per year, per PY	-	-	1,776
<b>Total PYs</b>	-	-	<b>1.0</b>