

# Job Posting: Deputy Director, Enforcement

## Department of Cannabis Control

JC-476419 - Deputy Director, Enforcement  
C. E. A.

\$11,778.00 - \$20,748.00 per Month

Final Filing Date: 6/11/2025



[Apply Here](#)

### Job Description and Duties

All Department of Cannabis Control (DCC) employees perform work of the utmost importance, supporting and promoting an environment of equity, diversity, and inclusivity, which are essential to the delivery of DCC's mission. Every employee is valued, and each contributes uniquely through their varied cultures, backgrounds, and life experiences. These contributions drive innovation in public health services and programs, benefiting Californians.

This position supports DCC's mission by advancing innovative policies and ensuring effective implementation. Through a well-regulated and equitable framework, DCC fosters a compliant legal market that serves and benefits all Californians.

Under the general and administrative direction of the Director and Chief Deputy Director, the CEA B will serve as the Deputy Director of Enforcement for the Department of Cannabis Control (Department). The CEA B is responsible for developing and executing the strategic direction of the Department's law enforcement function and has significant departmental influence. The CEA B plans, directs, manages and administers the activities of the Enforcement Division.

This position meets the criteria to have Peace Officer/Firefighter (PO/FF) retirement membership designation and the department will seek approval of the PO/FF designation upon selection of an incumbent.

Applicants must answer the questions located within the **"Examination Information"** section of this post or they will not be considered for this position. These questions are considered the "exam" to identify eligible applications.

To learn more about this exciting leadership opportunity, please contact the Exams Analyst, Melody McLean, by email at [Melody.McLean@cannabis.ca.gov](mailto:Melody.McLean@cannabis.ca.gov) or by phone at (279) 217-3589

For more information about Career Executive Assignments: <https://www.calhr.ca.gov/employees/Pages/cea-job-info.aspx>

You will find additional information about the job in the [Duty Statement](#).

### Minimum Requirements

This position does not have a Classification Specification. Requirements and qualifications for this position can be found in this announcement. For additional questions, please contact the hiring department listed below.

- [C. E. A.](#)

### Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-476419  
**Position #(s):** 592-410-7500-001  
**Working Title:** Deputy Director, Enforcement  
**Classification:** C. E. A.  
\$11,778.00 - \$20,748.00 B

**# of Positions:** 1  
**Work Location:** Sacramento County  
**Telework:** Hybrid  
**Job Type:** Career Executive Assignment - Non Tenured, Full Time

## Department Information

Do you enjoy a dynamic workplace offering the opportunity to solve complex problems with a team hoping to leave their mark on the world?

DCC is looking for candidates interested in the opportunity to develop programs that serve Californians and support the legal cannabis market. Come make history with us as we work to develop a national model for cannabis regulation rooted in sustainability and equity.

DCC's mission is to develop and implement progressive cannabis policies and license and regulate commercial cannabis activity in a way that best protects public health, safety, the environment, and local communities throughout the State of California.

Our headquarters is located in Rancho Cordova, California.  
**FREE PARKING!!**

Department Website: <https://cannabis.ca.gov/>



**Department of  
Cannabis Control**  
CALIFORNIA

## Special Requirements

**Criminal Offender Record Information (CORI)** - Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**Conflict of Interest (COI)** - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program** - The incumbent shall participate in DMV's EPN Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

**Medical Clearance** - In accordance with the provisions of Government Code 18931, a medical clearance is required from the California Department of Human Resources' (Cal HR) Medical Officer. The medical clearance must be completed, submitted, reviewed, and approved prior to extending an offer of employment.

**Travel** - The incumbent is required to travel throughout the State of California by various methods of transportation.

**Medical Surveillance and Respiratory Protection Program** - Pursuant to California Code of Regulations, Title 8, section 5144 and the Department's Injury and Illness Prevention Plan, the incumbent shall participate in the Department's Medical Surveillance and Respiratory Protection Program due to the potential exposure to dangerous pesticides, molds, and other hazardous substances.

**Peace Officer Standards and Training (POST) Requirements:** The incumbent must satisfy all selection and training standards required by the California Commission on POST for peace officers. Incumbent must hold current certification or

present pending re-certification in progress.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 6/11/2025

### Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Cannabis Control  
Human Resources Branch  
Attn: Exams JC-476419  
P.O. Box 419106  
Rancho Cordova, CA 95741

#### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Cannabis Control  
Human Resources Branch  
Attn: Exams JC-476419  
2920 Kilgore Road  
Rancho Cordova, CA 95670  
The drop off location is non-operational on weekends and holidays.  
08:00 AM - 05:00 PM

#### Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications - A Statement of Qualifications (SOQ) is required. Applicants who fail to submit or complete the SOQ as instructed will be eliminated from the examination process. Please see notes under the "Examination Information" section below for the SOQ requirements.
- Other - Peace Officer Standards Training Certificate

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Examination Qualification Requirements

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

## Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
2. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

A strong candidate will be able to manage and prioritize multiple projects, be a strong writer and communicator, build strong relationships and carry an ability to effectively collaborate with internal and external stakeholders. This candidate will be able to maintain confidentiality, use sound judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively and be responsive to management needs. Lastly, this candidate will strive to be an exemplary leader, creating opportunities for staff to grow professionally, while ensuring alignment with the DCC's mission, vision and values.

## Examination Information

**Please note: Applicants who fail to submit a SOQ will be eliminated from the examination. Resumes and cover letters do not take the place of the SOQ.**

When completing the SOQ, applicants must follow these guidelines listed below. An SOQ that does not conform to these guidelines may be given a disqualifying score.

- Responses must be typed and limited to three (3) pages using no smaller than 12-point Arial font.

**Each applicant must complete and submit their SOQ responding to all factors numbered below.**

Please provide a detailed account of your experience and accomplishments across the following six key areas. Your responses should highlight your strategic thinking, leadership abilities, and capacity to drive impactful outcomes in complex regulatory and enforcement environments. Where possible, include specific examples that demonstrate your expertise, decision-making process, and the results achieved.

**1. Executive Leadership and Program Management:** Share your experience managing large-scale enforcement programs with multiple field offices and diverse teams at all organizational levels. Describe your strategic approach to planning, organizing, and directing program operations to achieve alignment with organizational goals. Include examples

where you fostered a culture of accountability, data-driven decision-making, and operational excellence, ensuring successful mission execution.

**2. Technical Expertise in Enforcement Operations:** Summarize your experience leading statewide or large-scale enforcement operations, overseeing complex investigations, enforcement actions, and case management. Where applicable, detail coordination with the Office of the Attorney General, local district attorneys, and law enforcement agencies to disrupt illegal operations. Highlight specific strategies and their outcomes.

**3. Policy Development and Strategic Implementation:** Describe your expertise in interpreting, evaluating, improving, and implementing policies and procedures that align with organizational and administrative goals. Share examples of how you have formulated annual and long-term strategic goals in alignment with the organization's strategic plan, and developed actionable implementation plans that successfully guided staff to meet objectives.

**4. Diplomacy, Communication, and Organizational Alignment:** Demonstrate your ability to communicate and collaborate effectively with federal, state, and local agencies, industry partners, and community organizations. Describe how you bridge programmatic gaps, build consensus, and manage sensitive discussions with transparency and diplomacy. Highlight your experience in managing information flow across organizational levels, ensuring critical insights reach executives to support decision-making and resource acquisition, while promoting cross-divisional communication that enhances organizational alignment and outcomes.

**5. Innovative Leadership and Cultural Transformation:** Illustrate your experience in driving cultural shifts and implementing forward-thinking initiatives to enhance enforcement strategies and optimize operational effectiveness. Provide examples of how you fostered cooperation among staff to achieve successful program implementation and strategic outcomes.

**6. Legislative and Regulatory Expertise:** Describe your proficiency in assessing legislative and regulatory proposals for their impact on enforcement programs. Share instances where you developed legislative initiatives, testified before committees, and contributed to shaping frameworks that support organizational goals.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

## Benefits

Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

## Additional Instructions

*Using the online application system as specified in the announcement is the preferred method for applying for civil service job opportunities; however, applicants may instead apply by way of U.S. mail, parcel delivery or courier service, or in person, as set forth in this announcement.*

**Do not** include confidential information such as social security numbers, date of birth, marital status, equal employment opportunity data, examination scores, and LEAP information.

Applicants who wish to submit hard copy applications shall use the most current version of the State application (STD. 678). <https://jobs.ca.gov/pdf/std678.pdf>

Applicants who fail to submit the most current version of the STD. 678 may be disqualified.

**Electronic Submission:** Application and any applicable required documents may be submitted electronically through CalCareers account. The application packages must be received electronically by 11:59 p.m. on the final filing date as state on the job vacancy announcement.

**U.S Postal Service Mail:** Application and any applicable required documents may be submitted by mail. The envelope must be postmarked before or on the final filing date as stated on the job vacancy announcement.

**Hand Delivery:** Application and any applicable required documents may be hand delivered by 5:00 p.m. on the final filing date as stated on the job vacancy announcement. Application packages postmarked, personally delivered, or received via interagency mail after 5:00 p.m. on the final filing date will not be accepted for any reason. Do not submit applications to the California Department of Human Resources (CalHR). Drop off location may be non-operational on weekends and holidays.

Please note the CalCareer system **will not** allow you to make changes to your application information once it is submitted. If you have updates to your online application after you have submitted it, please contact [HR@cannabis.ca.gov](mailto:HR@cannabis.ca.gov). For all other questions regarding your CalHR CalCareer account, you may contact the CalCareer unit at (866)844-8671.

## Equal Opportunity Employer

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

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.