

**DEPARTMENT OF  
CANNABIS REGULATION**

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Date: November 9, 2018 Council District: All  
Council File No. 14-0366-S5

To: Honorable Members of the Rules, Elections, and Intergovernmental Relations  
Committee

From: Cat Packer *Cat Packer*  
Executive Director, Department of Cannabis Regulation

Subject: **2018-19 INTERIM POSITION AUTHORITY**

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**RECOMMENDATION**

That the Council, subject to the approval of the Mayor, authorize by resolution the following nine positions within the Department of Cannabis Regulation for a term of November 16, 2018 to June 30, 2019 to support the Social Equity Program, licensing and compliance programs, and other functions related to regulating cannabis businesses within the City of Los Angeles, subject to position allocation by the Board of Civil Service Commissioners (CSC) and pay grade determination by the Office of the City Administrative Officer (CAO), Employee Relations Division (ERO):

No.	Class Code	Class Title
1	9134-0	Principal Project Coordinator
1	1117-2	Executive Administrative Assistant II
1	9171-1	Senior Management Analyst I
2	9184-0	Management Analyst
4	1368-0	Senior Administrative Clerk

**SUMMARY**

The Department of Cannabis Regulation (DCR) requests interim position authority for a term of November 16, 2018 to June 30, 2019 for nine resolution positions to support the Social Equity Program, licensing and compliance programs, and other functions related to regulating cannabis businesses within the City of Los Angeles. The positions consist of one Principal Project Coordinator, one Executive Administrative Assistant II, one Senior Management Analyst I, two Management Analysts, and four Senior Administrative Clerks.

## **POSITION DESCRIPTIONS**

The Principal Project Coordinator will be responsible for the implementation of the City's Social Equity Program (SEP). The purpose of the SEP is to enable those adversely affected by the war on drugs to have equitable access to the business ownership and employment opportunities within the newly legitimized local cannabis industry. This position will work with City leaders, community members, the cannabis industry and other stakeholders to ensure that the SEP will achieve the aforementioned goals. Responsibilities of this position include:

- Outreach to and verification of Social Equity Program candidates;
- Develop and Administer general Business and Workforce Development assistance for Social Equity Program participants;
- Manage the execution of any third party agreements, contracts to further the development and implementation of the Social Equity Program;
- Develop and manage Social Equity Program business, licensing and compliance assistance, expedited renewal processing, and other related programming;
- Make policy recommendations to the Department on the furtherance of cannabis policies that support Social Equity;
- Develop and manage events, workshops and meetings for SEP candidates and applicants regarding the application process and requirements, business assistance and workforce development;
- Organize clinics on the expungement process and to provide communities equitable access to education and information related to cannabis activity;
- Collect and analyze data on workforce and business development needs within the local cannabis industry; and,
- Work with Mayor, City Council and City Departments to refine and roll out program in a thoughtful and impactful way.

The Executive Administrative Assistant II will support the Department's Assistant Executive Directors.

The Senior Management Analyst I, two Management Analysts, and four Senior Administrative Clerks will support the application review and processing programs, provide support to applicants seeking information related to commercial cannabis activity within the City, monitor compliance of businesses lawfully engaged in commercial cannabis, and provide liaison services to other City departments. The Department anticipates granting local authorization for over 1,500 commercial cannabis activities (retail, manufacturing, cultivation, and distribution) across more than 500 commercial cannabis business locations operating within the City by June 30, 2019. These positions are essential to the implementation of local and State law pertaining to cannabis use, the administration of the application, licensing, renewal, and revocation processes for commercial cannabis businesses, and the Department's coordination with other City departments to ensure timely completion of inspections, audits, and other functions related to regulating cannabis businesses within the City. The Department intends to fill the four Senior Administrative Clerk positions through the Targeted Local Hire Program.