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<b>Job ID</b>	27799	<b>Full/Part Time</b>	Full-Time
<b>Location</b>	Reeves Center	<b>Regular/Temporary</b>	Regular
<b>Date Opened</b>	10/11/2024	<b>Date Closed</b>	10/21/2024
<b>Area of Consideration</b>	Open to Public	<b>Agency</b>	LQ
<b>Grade</b>	11		Alcoholic Beverage Reg Admin
<b>Type of Appointment</b>	Career Service - Reg Appt	<b>Department</b>	LQ1000000
<b>Minimum Rate</b>	\$74,893.00		Alcohol & Beverage Cntrl Adm
<b>Target Openings</b>	2	<b>Bargaining Unit</b>	1_2
		<b>Maximum Rate</b>	\$96,547.00
		<b>Available Openings</b>	2

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## General Job Information

### Job Summary

This position is located in the Enforcement Division, Alcoholic Beverage and Cannabis Administration (ABCA). The mission of ABCA is to support the public's health, safety, and welfare through the control and regulation of alcohol of the sale and distribution of alcoholic beverages and medical cannabis.

The incumbent works as an Investigator (Cannabis) responsible for conducting required investigations and inspections to effectively administer and enforce the Medical Cannabis laws, rules, and regulations.

### Duties and Responsibilities

Organizes and conducts periodic investigations and inspections of medical cannabis licensed, and unlicensed cannabis establishments to effectively administer and enforce the District of Columbia Medical Cannabis laws. Compiles investigative reports that are clear, concise, detailed, and objective. Investigates assignments that are generated by periodic inspections of medical cannabis establishments, referrals from other local, federal, and state agencies, allegations, complaints and leads from varied sources in the community and private sector. Studies and evaluates such for issues and probable violations determining the best course of action in each situation as it develops. Pursues separate investigative matters that may arise from original assignments referring jurisdictional and potentially sensitive cases to supervise for directions. Conducts in-depth background investigations covering the last ten years, pertaining to character, practices, suitability qualifications, and other matters which may affect eligibility of applicants for medical cannabis licenses. Prepares report of findings and conclusion making action recommendations to the Board.

Examines and audits records of purchase, inventory, payments, and permits for violations of credit and importance regulations. Investigates questionable deals, discounts, imports, credit purchases and payments for cannabis made by retailers. Performs routine inspections, requiring day and night duty of medical cannabis establishments for compliance with laws, regulations, policies and procedures controlling the use, sale and possession of medical cannabis. Advises licensees and managers of violations discovered and required corrective action and makes complete reports to Chief. Issues Notices of Infractions to licensees for violating various sections of the Medical Cannabis and ABC Law and Regulations. Provides testimony at ABC Board hearings and other legal proceedings as needed. Performs other related duties as assigned.

### Qualifications and Education

This position requires at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants must possess a High School Diploma. A bachelor's degree from an accredited college or university in Criminal Justice or a related field is preferred, or an equivalent combination of education and experience.

### License and Certification

None

### Work Conditions and Environment

Work is performed in a controlled office environment and in the field. Also, may involve some exposure to moderate risk of accidents and requires following basic safety precautions.

Physical Demands: Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying heavy and cumbersome documents is common.

### Other Significant Facts

The Incumbent should be in possession of a valid Drivers License. This position requires usage of an agency fleet vehicle.

**Tour of Duty:** This position requires the incumbent to work rotating shifts. As a result, night work is required under this position.

**Pay Plan, Series and Grade:** CS-1810-11

**Promotional Potential:** This position is advertised as a Grade 11 and has no known promotional potential.

**Duration of Appointment:** Career Service Appointment (Permanent)

**Collective Bargaining Unit:** This position is in a collective bargaining unit represented by AFSCME Council 20 Local 2743 and you may be required to pay an agency service fee through direct payroll deduction.

**Position Designation:** This position is designated as Security Sensitive and therefore the incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.