



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CANNABIS PROGRAM SUPERVISOR	38	B	10.540
CANNABIS PROGRAM INSPECTOR III	37	B	10.544
CANNABIS PROGRAM INSPECTOR II	36	B	10.541
CANNABIS PROGRAM INSPECTOR I	34	B	10.542
CANNABIS PROGRAM INSPECTOR TRAINEE	32	B	10.543

SERIES CONCEPT

Cannabis Program Inspectors are responsible for monitoring Statewide, privately owned cannabis facilities including cultivation facilities, facilities producing edible cannabis or cannabis-infused products, independent testing laboratories, distributors, cannabis consumption lounges, and/or cannabis dispensaries to ensure compliance with State laws and regulations and for public health protection.

Participate in entrance meetings with facility owners and representatives to explain the inspection process, legal requirements, solicit cooperation, and obtain access to the facility and information needed to conduct the inspection.

Conduct on-site inspection of facilities to include the review of policies and procedures, equipment, building plans, water supply and materials; processing, handling, and monitoring of product; quality assurance programs; and patient records to protect public health and ensure products are provided in accordance with applicable laws and standards and physician's orders.

Conduct on-site inspection of cannabis independent testing laboratories to ensure compliance with applicable laws and standards; inspect laboratory testing data to ensure testing is being performed with integrity and in accordance with good laboratory practices; review laboratory validations and standard operating procedures for cannabis microbial, *Polymerase Chain Reaction (PCR)*, and *chemical test methods*.

Review security and control measures to include controlled access to restricted areas, storage, and transportation of cannabis and cannabis products, dispensary records, chain of custody records and disposal of plants and product to ensure compliance with applicable laws and regulations.

Document inspection findings in comprehensive reports to include: detailing lack of compliance with laws and regulations; deficiencies regarding controls, procedures, and operations; supporting facts and documentation; and recommendations for corrective action. Participate in exit meetings to discuss findings and respond to questions. Determine certification and license status, take appropriate enforcement action, and prepare violation notices and related documents. Conduct follow-up inspections as required.

Assist in the investigation of water borne and food borne illnesses traced back to regulated facilities; identify possible vector control or public health issues; conduct product, water, or other material sampling; analyze data; conduct interviews with affected individuals and others to identify source of illness and to ensure remedial measures are taken.

Investigate complaints associated with facility operations; interview complainant and relevant parties; may conduct surveillance and obtain information from confidential sources; coordinate with other regulators and law enforcement as required; document findings of investigation and take appropriate action; maintain case files.

Coordinate work related inspection and oversight of facilities with State, federal and local agencies such as the Food and Drug Administration, Environmental Protection Agency, and county health departments; may respond

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SERIES CONCEPT (cont'd)

to emergency situations such as chemical spills or transportation accidents involving cannabis and/or cannabis products.

Present and support inspection or investigation findings and recommended enforcement actions to division managers, administrators, legal representatives, and other pertinent parties. May present information and/or testify before the Taxation Commission, or at administrative or court hearings.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

The provisions of NRS 625A, Environmental Health Specialist, do not apply to individuals employed by and for the Cannabis Compliance Board who conduct inspections to determine compliance with law and regulations for the cultivation, distribution, and licensure of establishments or facilities where cannabis is grown, stored, processed, or offered for sale, unless the cannabis is utilized as an agent or ingredient in food products.

As such, positions that conduct inspections of facilities that utilize cannabis as an agent or ingredient in food products will be required to obtain and maintain appropriate registration with the Nevada Board of Environmental Health Specialists. In addition, incumbents that function as either the Cannabis Program Supervisor, Cannabis Program Inspector III, or Cannabis Program Inspector II that perform supervisory or lead worker duties over lower-level positions that require this registration, must also be registered as an Environmental Health Specialist.

CLASS CONCEPTS

Cannabis Program Supervisor: Under general direction, incumbents are responsible for statewide supervision of the inspection, compliance, and audit activities for their assigned cannabis inspection program area and may perform all or some of the duties as described in the series concept. This is the supervisory level in the series.

Incumbents establish and ensure the implementation of the inspection schedule; receive, review, and assign complaints; develop and maintain case files and reports; compile, organize, analyze, interpret, and report statistical data; assist in the development and maintenance of a quality assurance program; assist in the development of policies and procedures; participate in developing and monitoring the work unit's budget; may recommend changes to statutes and regulations and/or analyze and track legislative bills; and represent the program inspection function before boards, committees and stakeholders.

Incumbents supervise a staff of lower-level Cannabis Program Inspectors to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and disciplinary actions; and may supervise administrative and/or technical support staff as assigned.

Cannabis Program Inspector III: Under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Cannabis Program Inspectors to include work assignment and review, training, and providing input regarding performance evaluations and disciplinary actions. In addition, incumbents serve as the designated assistant to the Cannabis Program Supervisor to include, but not limited to, ensuring implementation of the inspection schedule, assisting in the development of program policies and procedures, and processing tests that require scientific evaluation. This is the advanced journey level in the series.

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CLASS CONCEPTS (cont'd)

Cannabis Program Inspector II: Under general supervision, incumbents perform the full range of duties as described in the series concept and may function as a lead worker over lower-level Cannabis Program Inspectors. This is the journey level in the series.

Cannabis Program Inspector I: Under close supervision of a Cannabis Program Supervisor, incumbents continue to receive training in performing the full range of duties as described in the series concept. This is the continuing trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Cannabis Program Inspector Trainee: Under close supervision, incumbents receive training in performing the full range of duties described in the series concept and may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a preemployment screening test for controlled substances. These positions will be identified at the time of recruitment.
- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Persons offered employment in this series must submit to a criminal background investigation.
- * Exposure to the odor and/or the handling of cannabis, cannabis infused products, and products used to cultivate cannabis are a component of this position.

INFORMATIONAL NOTES:

- * Education above the bachelor’s level does not substitute for the required experience.
- * An individual registered as an Environmental Health Specialist with the National Environmental Health Association (NEHA), State of Nevada or another State will be deemed to have met the requirement for a bachelor’s degree from an accredited college or university.
- * Some positions at the Cannabis Program Supervisor, Cannabis Program Inspector III, and Cannabis Program Inspector II will require registration as an Environmental Health Specialist (R.E.H.S.) by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.
- * Some positions at the Cannabis Program Inspector I will require registration as an Environmental Health Specialist Trainee (E.H.S.T.) by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.
- * Out-of-state applicants who are licensed in another state must obtain an Endorsement or R.E.H.S.T. provisional licensure, by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment.
- * Applicants who possess training or experience obtained during service in the military forces of the United States may be deemed by the Nevada Board of Environmental Health Specialists to be eligible for R.E.H.S. registration. Verification of this eligibility from the Nevada Board of Environmental Health Specialists is required at the time of application.
- * College or university transcripts and/or documentation of registration as an Environmental Health Specialist (R.E.H.S.) are required at the time of application.

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MINIMUM QUALIFICATIONS (cont'd)

CANNABIS PROGRAM SUPERVISOR

Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits and four years of professional experience performing environmental health duties which included interpreting and applying public health laws and regulations, and conducting public health related inspections and/or investigations; **OR** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology science, physics, sanitary engineering, or closely related field and four years of experience as described above; **OR** one year of experience as a Cannabis Program Inspector II in Nevada State service to include registration as an Environmental Health Specialist; **OR** an equivalent combination of education above the Bachelor's degree and experience as described above. *(See Special Requirements and Informational Notes)*

Laboratory Services/Inspections

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology science, physics, sanitary engineering, or closely related field and four years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR** graduation from high school or equivalent education and six years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

BOTH OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: budgetary principles and practices; supervisory principles and practices; program administration; generally accepted accounting principles and auditing standards; principles and practices of project and program management; emergency response techniques and methods. **Ability to:** establish and meet goals and objectives; effectively train professional-level staff and review and evaluate work activities; maintain organized tracking systems; interpret patterns and develop alternate plans; develop and maintain a quality assurance system; establish and maintain collaborative working relationships with related agencies, facility operators, the media, and other stakeholders; analyze and monitor legislative bills; *and all knowledge, skills, and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques including selection, motivation, training, work assignment and review, performance evaluation and discipline; the appropriate determination of administrative sanctions and corrective action plans; the functions, operations, and goals of the division; state budgeting and program budgeting requirements and processes; the state legislative process. **Ability to:** organize the activities of others and delegate work effectively to accomplish program goals; identify and respond to staff training needs; analyze accounting and financial records and develop accurate and meaningful conclusions; recognize program needs and requirements and implement needed changes; interpret and enforce division policies and rules; apply conflict resolution techniques to issues involving regulated facilities and other agencies; coordinate the unit's response to challenges from inspected facilities to include defense of findings and recommendations in adversarial hearings; coordinate the completion of public health projects and the resolution of public health issues.

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MINIMUM QUALIFICATIONS (cont'd)

CANNABIS PROGRAM INSPECTOR III

Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits and three years of professional experience performing environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; **OR** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and three years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector II in Nevada State service to include registration as an Environmental Health Specialist; **OR** an equivalent combination of education above the Bachelor's degree and experience as described above. *(See Special Requirements and Informational Notes)*

Laboratory Services/Inspections

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and three years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR** graduation from high school or equivalent education and five years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

BOTH OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):

Detailed knowledge of: the principles of good laboratory practice, federal standards of the Food and Drug Administration and Environmental Protection Agency related to packaging and labeling requirements and water supply standards; the prevention and control of disease through environmental measures such as personal hygiene and sanitation; calibrated testing equipment such as scales, production calibration equipment, electronic thermometers, and light meters; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques; policies and procedures for obtaining variance from regulations. **Working knowledge of:** vermin control and pesticide use to include correct application, chemical types, public health and environmental impact significance and public protection; engineering drawings and reports such as plumbing and architectural drawings and material specifications; building codes and common building practices (Uniform Building Code), plumbing code and common plumbing practices (Uniform Plumbing Code); *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Cannabis Program Supervisor.)

CANNABIS PROGRAM INSPECTOR II

Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits and two years of professional experience performing environmental health duties which included interpreting public health laws and conducting public

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MINIMUM QUALIFICATIONS (cont'd)

CANNABIS PROGRAM INSPECTOR II (cont'd)

Registered Environmental Health Specialist (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

health related inspections and/or investigations; **OR** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and two years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector I in Nevada State service to include registration as an Environmental Health Specialist; **OR** an equivalent combination of education above the Bachelor's degree and experience as described above. *(See Special Requirements and Informational Notes)*

Laboratory Services/Inspections

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and two years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

BOTH OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: the principles of good laboratory practice; federal standards of the Food and Drug Administration and Environmental Protection Agency related to packaging and labeling requirements and water supply standards; vermin control and pesticide use to include correct application, chemical types, public health and environmental impact significance and public protection; the prevention and control of disease through environmental measures such as personal hygiene and sanitation; calibrated testing equipment such as scales, production calibration equipment, electronic thermometers, and light meters; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques; and policies and procedures for obtaining variance from regulations. **General knowledge of:** engineering drawings and reports such as plumbing and architectural drawings and material specifications; building codes and common building practices (Uniform Building Code), plumbing code and common plumbing practices (Uniform Plumbing Code). **Ability to:** interpret and explain complex regulations and requirements; evaluate laboratory proficiency to ensure accuracy of results; read and understand laboratory reports and facility staff notes; interpret and consistently apply laws, rules and procedures in cases such as nuisances, emergencies and epidemiological hazards; evaluate the professional skills and technical abilities of facility personnel; use investigative techniques and conduct effective interviews to acquire necessary information and gather clear and concise documentation; be alert to issues signifying the need for further investigation; apply sound professional judgment in identifying areas of non-compliance and recommendations for enforcement or other corrective actions; research health and laboratory issues and regulations; develop rapport, gain the trust of others, and maintain objectivity; negotiate and exchange ideas and information to arrive jointly at conclusions or solutions; motivate people to comply with public health laws; organize and maintain accurate records; effectively manage time and prioritize workload; effectively present findings and rationale in administrative or legal settings; *and all knowledge skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Cannabis Program

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MINIMUM QUALIFICATIONS (cont'd)

CANNABIS PROGRAM INSPECTOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(cont'd)
Inspector III.)

CANNABIS PROGRAM INSPECTOR I

Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits and one year of experience performing professional environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; **OR** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and one year of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector Trainee or Environmental Health Specialist I in Nevada State service; **OR** an equivalent combination of education above the Bachelor's degree and experience as described above. (*See Special Requirements and Informational Notes*)

Laboratory Services/Inspections

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and one year of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as a Cannabis Program Inspector Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

BOTH OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):

Working knowledge of: composition and proper English grammar, spelling, and punctuation to prepare reports. **General knowledge of:** biology, chemistry, epidemiology, physics, and mathematics as applied to public health; plants and growing characteristics; herbicides, insecticides, and fertilizers; the scientific method (observation, experimentation, and conclusions) used in investigations such as food borne illness outbreaks; regulatory and compliance processes; general food and drug safety practices. **Ability to:** read and understand legal, technical and scientific documents; take samples according to established sampling protocol and preservation methods; logically organize and synthesize material, information and human resources to optimize efficiency and minimize duplication of effort; work effectively with frequent interruptions and distractions in locations such as dispensaries, and processing and cultivation facilities; communicate effectively verbally with individuals and before groups; establish and maintain cooperative working relationships; maintain composure in demanding situations; proficiently use word processing and spreadsheet software; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Cannabis Program Inspector II.)

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MINIMUM QUALIFICATIONS (cont'd)

CANNABIS PROGRAM INSPECTOR TRAINEE

Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits; **OR** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field. *(See Special Requirements and Informational Notes)*

Laboratory Services/Inspections

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field; **OR** graduation from high school or equivalent education and two years of experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

BOTH OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):

General knowledge of: biology, chemistry, and epidemiology as applied to public health; the scientific method (observation, experimentation, and conclusions); sampling techniques to ensure quality control requirements are met (e.g., water and food samples); laboratory techniques; materials, supplies, and equipment used in a laboratory. **Ability to:** read and understand technical and scientific documents; take samples; communicate effectively both verbally and in writing; compose documents utilizing proper English grammar, spelling, and punctuation; use a personal computer and associated software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Cannabis Program Inspector I.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	12/11/13R 3/19/14UC	2/8/23UC	12/11/13R 3/19/14UC	12/11/13R 3/19/14UC	2/8/23UC
REVISED:	4/27/18UC		4/27/18UC	4/27/18UC	
REVISED:	2/26/20UC		2/26/20UC	2/26/20UC	
REVISED:	5/4/20UC		5/4/20UC	5/4/20UC	
REVISED:	2/8/23UC		2/8/23UC	2/8/23UC	