

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. REGLAGTED07R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Cannabis Regulatory Agency
4. Civil Service Position Code Description REGULATION AGENT-E	10. Division Enforcement Division
5. Working Title (What the agency calls the position) Regulation Agent	11. Section Field Operations - Investigations
6. Name and Position Code Description of Direct Supervisor HAWKINS, SHANTELE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor COOLEY, AMANDA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Varies / Varies

14. General Summary of Function/Purpose of Position

Conducts investigations of CRA licensed businesses alleged to be in violation of the Medical Marihuana Facilities Licensing Act (MMFLA), Michigan Regulation and Taxation of Marihuana Act (MRTMA), Marihuana Tracking Act (MTA), Industrial Hemp Research and Development Act, or the associated administrative rules on a statewide basis. Conducts interviews of relevant witnesses, obtains evidence to support or disapprove an allegation in accordance with the rules of evidence and the Administrative Procedures Act. Conducts field inspections relating to potential violations of the MMFLA, MRTMA, MTA, IHRDA or administrative rules. May be required to testify in administrative hearings or other legal proceedings.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Conducts field investigations and inspections.

Individual tasks related to the duty:

- Review allegations submitted by the general public, other licensees, law enforcement officials, and CRA staff against CRA licensed businesses.
- Perform onsite inspections of licensed businesses, conduct investigative interviews with involved parties, collect evidence and draft investigative reports.
- Review and interpret documents such as sales records, inventory records, legal documents, standard operating procedures, certificates of analysis, laboratory testing results, etc. to determine their relationship to the alleged incident.
- Interpret Laws and Administrative Rules and apply them to investigative observations.

Duty 2

General Summary:

Percentage: 20

Review and analyze information contained in Accela, the statewide monitoring system, and other sources as it pertains to investigator work. Utilize software programs such as Microsoft office, Tungsten Power PDF, QMS and any other program required to complete work at the CRA. Testify and present information obtained from these system during legal proceedings when necessary.

Individual tasks related to the duty:

- Review and analyze information obtained from Accela, the statewide monitoring system, and other sources at it pertains to the allegations.
- Testify in legal proceedings when necessary.

Duty 3

General Summary:

Percentage: 10

Responds for the agency on subjects including but not limited to licensing and management agreements, financial compliance, edible and beverage processing, packaging and labeling, recalls, and untagged marijuana product.

Individual tasks related to the duty:

- Conduct basic investigations of non-compliance with licensing and annual financial statement compliance requirements
- Conduct basic investigations of edible and/or beverage producers.
- Interpret and apply package and labeling approvals granted to licensees.
- Assist in an investigation leading to recall.
- Assist in an investigation involving untagged marijuana product.

Duty 4

General Summary:

Percentage: 10

Participate in the development and implementation of a Field Training Agent program.

Individual tasks related to the duty:

- Participate in the training program and provides feedback for future improvement(s) but is not responsible for development.
- Provide job shadowing opportunities to newly hired agents to familiarize them with the investigative process and expose them to the regulated industry.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Since this is field position supervision is not always available so decisions must be made regarding any unexpected issues that may arise while in the field. These decisions may affect the outcome of the case, as well as the public's perception of the State, the Department or Agency.

17. Describe the types of decisions that require the supervisor's review.

Supervisory review is required on cases involving unusual or far-reaching circumstances, or circumstances that may have an adverse effect on the Division, Agency or Department policy

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires extensive statewide travel to marijuana facilities, overnight stays, and occasional out-of-state meetings. Stress may be present due to the number of facilities that must be licensed within a limited time to perform licensure visits/inspections. Possible exposure to mold, electrical hazards, chemical hazards, carbon dioxide, fertilizers, transient insects, ultraviolet light, and audible noises from machinery. It does require occasional use of personal protection equipment, fitness evaluation for wearing a N-95 respirator, and proficiency of a computer (laptop) while onsite, standing, and walking.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Investigation of licensed medical marihuana facilities and adult-use marihuana establishments and inspections relating to violations of the MMFLA, MRTMA, MTA and IHRDA.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Update PD: Box 14 and box 23 updated to include Industrial Hemp Research and Development Act (IHRDA). Box 25 updated to Cannabis Regulatory Agency Enforcement Division.

25. What is the function of the work area and how does this position fit into that function?

The Cannabis Regulatory Agency Enforcement Division is responsible for implementing legislation, administrative rules, policy, and procedures. The position conducts inspections and investigations to ensure compliance by licensed businesses in order to protect the public, medical marihuana patients, and adult-use marihuana consumers.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Regulation Agent 9

No specific type or amount is required.

Regulation Agent 10

One year of professional experience providing regulation and investigative services equivalent to a Regulation Agent 9.

Regulation Agent P11

Two years of professional experience providing regulation and investigative services equivalent to a Regulation Agent, including one year equivalent to a Regulation Agent 10.

Alternate Education and Experience**Regulation Agent 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

OR

Two years of experience as an investigator or detective in a law enforcement, US Armed Services, or private agency conducting criminal investigations or corporate investigations including fraud, embezzlement, and security threats may be substituted for the education and experience required at the entry level; three years of such experience may be substituted at the intermediate level; four years of such experience may be substituted at the experienced level, and five years of such experience may be substituted at the advanced level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively orally and in writing. Must possess excellent analytic skills. Knowledge of investigative techniques or medical terminology would be helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan operator's license with no restrictions in place.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

I certify that the entries on these pages are accurate and complete.

PAIGE EMMONS

Appointing Authority

10/6/2025

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date

