

Cannabis Control Commission Job Description

Department: Research
Job Title: Research Analyst

Reports to: Director of Research
FLSA Status: Exempt

I. PURPOSE OF THE JOB

Under the direction of the Director of Research, works in the Research Division by contributing to the Commission's ambitious and robust exploratory agenda and ensuring all statutorily mandated reports are completed in a timely fashion.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists the Director of Research and executes the Commission's statutorily required research agenda;
- Collaborates with Commission staff as well as other state agencies and stakeholders to monitor, collect, and interpret data;
- Develops relationships and partnerships with the Department of Public Health, the Department of Elementary and Secondary Education, the Department of Higher Education, the Executive Office of Public Safety and Security, and the Executive Office of Labor and Workforce Development, and other government agencies as needed;
- Assists in ensuring the Commission's annual reports are accurate, thorough, and submitted on time;
- Assists the Director of Research in outreach initiatives to policy experts, industry boards, think tanks and others impacted by the Commonwealth's cannabis policies, regulations, and laws;
- Assists in the development of reports, white papers, briefs, and graphics for research topics and projects;
- Collaborates with Commission staff to develop and execute an open-data concept utilizing information and data gathered and maintained by the Commission;
- Initiates special purpose research and independent projects as they relate to the Commission;

III. OTHER DUTIES AND RESPONSIBILITIES

- Provides research on specific topics as directed by the Executive Director or Commissioners;
- Contributes to policy and regulatory discussions utilizing research findings;
- Performs related duties as assigned.

IV. KNOWLEDGE AND SKILLS

- Knowledge of Commission's mission, standards and goals;
- Excellent management and communication skills;
- Adept at presenting information in an accurate and concise format;
- Proficient at executing self-directed projects and research;
- Effective interpersonal skills;
- Ability to think critically and strategically;
- Strong computer skills (i.e., Word, Excel, Access);

- Careful planning and organizational skills;
- Comfortable working independently, as well as with teams.
- Ability to work in Commission's Boston headquarters until May 2019.
- Ability to work in the Commission's headquarters, likely to be in the Worcester area, and occasionally in its satellite office, likely be in the Metro-Boston area, after May 2019.

V. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Political Science, Public Affairs, Public Relations, Communications, or related field from an accredited institution of higher education required; advanced degree preferred;
- Experience working with people from diverse cultural and ethnic backgrounds;
- Solid background in data analysis, research, and/or writing;
- Experience with or knowledge of cannabis regulatory environment or research.

VI. SALARY RANGE: \$50,000 - \$60,000