



## CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | [ccb.vermont.gov](http://ccb.vermont.gov)

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THE CANNABIS CONTROL BOARD IS HIRING AN OPERATIONS DIRECTOR AND GENERAL COUNSEL. PLEASE TAKE THE TIME TO REVIEW THE BELOW FREQUENTLY ASKED QUESTIONS PRIOR TO REACHING OUT TO STAFF.

### How do I apply?

All qualified applications must be submitted through the Department of Human Resources website:

<https://careers.vermont.gov/>

The CCB cannot accept applications outside of DHR's portal.

### What positions are open at the CCB?

#### General Counsel

The Cannabis Control Board (CCB) seeks an enthusiastic, dedicated individual to provide key legal assistance by delivering a wide range of legal advice and services to the Board and Executive Director. The [General Counsel \(GC\)](#) will manage a complex and varied workload and act independently and with varying degrees of guidance and supervision from the Executive Director.

The duties of the GC include oversight of the legal aspects of the Board's various programs and the associated appeal efforts in those programs, providing specialized legal advice on issues of substantial public policy concerns and impact to the Board, and reviewing and drafting legislation. The GC may appear before legislative committees on bills of particular importance, and assist the Board in the development, implementation and execution of litigation strategies in State forums on complex regulatory matters. The GC will represent the Board to the public, other State agencies, and the Vermont General Assembly.

#### Operations Director

The Cannabis Control Board (CCB) is a new and growing agency seeking an [Operations Director](#) to provide general office oversight and executive level support, including budget development and high-level human resources functions. The ideal candidate will oversee the operational efficiency of this dynamic and growing agency. Superb communication, project management, and strategic planning skills are required. High-level of competency managing fiscal operations for administrative programs is required. Command of State of Vermont budget building tools and performance improvement tools is strongly preferred.

The Operations Director will supervise at least two other positions within the agency. Work is performed with a high level of independence under the general supervision of the CCB Executive Director.

### **Should I call or email CCB to verify that my application and supporting materials are submitted?**

No, CCB will reach out to applicants directly if we need materials related to your application

### **When do the positions close?**

Applicants for the Operations Director position must submit requested materials to the Department of Human Resources by December 1<sup>st</sup>, 2022.

Applicants for the CCB's General Counsel position must apply by December 15, 2022

### **Who do I contact if I have questions about completing my application?**

The Department of Human Resources is available to assist with any questions about submitting your application. 802 828-6700, option 1.

### **When will I know more about my application status?**

All applicants can follow their submission on the Department of Human Resources application portal.

### **Are there opportunities for remote work?**

Duties are largely performed in a standard office setting. Opportunities for some remote work may be available for both positions

### **Are these full-time positions?**

Yes, both of these positions are full time.

### **What are the hourly pay for these positions?**

The Operations Director position pays \$33.60 per hour, and follows the standard compensation chart for classified employees in the State of Vermont system. More information on State of Vermont employee compensation may be found below:

<https://humanresources.vermont.gov/compensation/pay-charts>

As an exempt position, the salary for General Counsel is commensurate with experience, in accordance with the [State of Vermont's Attorney Pay Plan](#).

### **How will I know if I have an interview?**

Operation Director applicants will be contacted directly by the CCB after the application deadline (December 1, 2022).

Qualified General Counsel applicants may be contacted for an interview on a rolling basis prior to the December 15<sup>th</sup> deadline.



**If I'm chosen to interview, can I do opt for a remote interview?**

Both remote and in-person interviews options are available. In-person interviews will occur at the CCB office at 89 Main Street, Montpelier, VT (City Center building, third floor). Remote interviews will be via Microsoft Teams.

**Do I need to send the CCB anything that is not required in the application?**

No, CCB will make requests for additional information directly to applicants as needed.

