



## **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 FOR MULTIPLE POSITIONS. 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?**

#### **Medical Cannabis Program Technician**

The Cannabis Control Board (CCB) is recruiting for a motivated individual to join our collaborative and dedicated Medical Cannabis Program team. You will coordinate the application process for medical patients, caregivers and providers. This work involves providing in person application support as well as by phone, email, and electronic submission.

You will conduct reviews of all paper and electronic applications to issue completeness determinations, approvals, and denials. Additionally, you will guide applicants through the process of technically submitting their application and answer questions in person, over the phone and electronically. This position provides valuable assistance and will often be the first point of contact between the CCB and the public.

The position is also responsible for tracking and accurately reporting data, as well as running reports regularly, and will process payments for the medical programs under the direction and support of the business office effective.

The ideal candidate will bring a high level of professionalism, exceptional customer service skills, the ability to keep accurate records, and to communicate clearly with both CCB staff and the public. Ability to correctly interpret and apply complex regulations to specific situations is essential. The CCB is a small agency with a big mission; working here requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced and office environment in downtown Montpelier.

#### **Financial Manager**

The Cannabis Control Board (CCB) is recruiting for a motivated individual to join our collaborative and dedicated team in the role of Financial Manager I. You will manage the financial day-to-day operations of the programs run by the CCB, including the adult-use cannabis, medical cannabis, hemp, and product registration programs. You will operate with considerable independence, reporting to the CCB Operations Director, and be responsible for mission critical tasks, such as advising the Executive Director and other

members of the team about potential financial problems and needed adjustments, reviewing past expenditures, and projecting future needs. You will also support the work of the CCB in the administration of contracts, following the State of Vermont's contracting procedures; property and space management; overseeing procurement of goods and services; safety and security issues; and reviewing organizational structure and policies and procedures. You may also assist with trainings and events as needed.

Other tasks include maintenance, review, and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. The ideal candidate will bring a high level of professionalism, exceptional financial/ accounting skills, the ability to keep accurate records, and to communicate clearly with both CCB staff and the public. A thorough knowledge of accounting & bookkeeping practices, along with the ability to analyze, interpret and evaluate accounting problems, is essential. The CCB is a small agency with a big mission; working here requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced and collegial office environment in downtown Montpelier.

### **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?**

#### **Medical Cannabis Program Technician**

Applicants must submit requested materials to the Department of Human Resources by February 27, 2023.

#### **Financial Manager**

Applicants must submit requested materials to the Department of Human Resources by February 19, 2023.

### **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.

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

Yes.



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

The Financial Manager position pays \$28.02 per hour. The Medical Cannabis Program Technician pays \$21.10 per hour.

Both positions follow 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>

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

Applicants will be contacted directly by the CCB after the application windows close for each position. Those closing dates are detailed above.

### **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.

