



CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | ccb.vermont.gov

THE CANNABIS CONTROL BOARD IS HIRING FOR THE POSITION OF DATA MANAGER. 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?

Data Manager

The Cannabis Control Board (CCB) is seeking a skilled and motivated individual to join our collaborative and dedicated team in the role of a Data Manager. This position will play a critical role in managing and leveraging data to support the overall mission and vision of the Board. This position involves analytical, planning, research and advisory work, with a focus on data analysis, process analysis and report generation. Main functions include acting as a project leader on data collection projects, developing and standardizing internal reporting procedures and policies, and coordinating the development and maintenance of the Agency's dynamic data dashboard to enhance data access and transparency.

Other tasks include ensuring data validation and alignment with business requirements, compiling and analyzing data for reports to stakeholders, including the state legislature, the Cannabis Control Board, and Agency personnel. This position collaborates with relevant teams, including the Agency of Digital Services, to develop tools and systems to support Agency operations. This position liaises with Team Leads, advisory committees, technical staff, and external suppliers to support the implementation of IT projects, including conducting technical walk-throughs to ensure technical requirements are met. This position also serves as a backup for the development and management of the Agency websites, develops terms of reference and evaluation criteria for requests for proposals and pulls and validates data for responses to public records requests. Additional tasks include providing technical support to Agency personnel and coordinating IT purchases, as needed. This position may also provide technical assistance to the members of the public on navigating customer-facing portals. Performs other duties as assigned.

The CCB is a small agency with a big mission; becoming a member of this team requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced and collegial in-person office environment in downtown Montpelier. Telework up to 2 days per week could be available.

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 does the position close?

Applicants must submit requested materials to the Department of Human Resources by October 1, 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. Telework may be available for up to two days per week.

Is this a full-time position?

Yes.

What is the hourly pay for this position?

This position pays \$28.58 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>

How will I know if I have an interview?

Applicants will be contacted directly by the CCB after the application window closes on October 1, 2023.

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

CCB believes in a strong in-person culture, and we enjoy meeting all of the job applicants in person. Currently, all CCB interviews are in-person, and will take place at the CCB office at 89 Main Street, Montpelier VT (City Center Building, third floor).

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.

