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2024

CANNABIS

COMPENSATION SURVEY

SUMMARY REPORT

Presented by



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INTRODUCTION

Welcome to the 2024 Cannabis Compensation Survey Summary Report. The 5th annual report seeks to further understand and illuminate pay trends and practices in the legal cannabis industry by aggregating and presenting benchmark data in accordance with federal guidelines.

In the past year, the cannabis industry has continued to weather the storm of economic uncertainty spawned by the Covid-19 pandemic. Two regulatory initiatives made some progress but have not achieved any major developments (at the time this report was written). The SAFE Banking Act, which would open the door for cannabis businesses to utilize federally regulated financial institutions, was revised and developed into the SAFER Banking Act. Hearings were held in Congress in late 2023, however there has been no further development since then.

In May of 2024, the US Department of Justice published a notice of proposed rulemaking that would reclassify cannabis from Schedule I of the Controlled Substances Act to Schedule III. Cannabis rescheduling could ease many burdens associated with the industry, including the tax burdens of Internal Revenue Code Section 280e, meaning cannabis businesses would no longer be prohibited from utilizing certain tax credits and deductions. It is expected that this vote may take place in September or October of 2024.

At the State level, there have been **no new regulations** passed since 2023, when Ohio, Minnesota, and Delaware passed adult-use laws and Kentucky passed a medical-use law. The second quarter of 2024 saw an increase in approved and pending cannabis licenses for the first time since 2022. However, the number of active cannabis business licenses dropped by 2%, extending a trend that began in early 2023.

Impacts from previous years – inflation, high interest rates, banking accessibility, payroll provider availability, and macroeconomic factors that affect employment and the job market (exacerbated by a myriad of additional legal challenges for this industry) – continue to affect cannabis businesses and their people. Despite these challenges, the industry is holding, seemingly awaiting a breakthrough at the federal level.

Payroll often accounts
for 60%-70% of a
cannabis company's expenses.

The need for legitimate compensation data continues to be a priority. Cannabis businesses are inherently human-capital intensive. Focused on the cultivation, manufacturing, distribution, and sales of a plant-based product, they need many hands to go from seed-to-sale, and these hands must be compensated. It is still estimated that payroll accounts for 60%-70% of expenses within cannabis operations.

What does this all mean for compensation in cannabis?

Compensation is core to any business. As an industry, cannabis is still evolving, dynamic, and volatile. This survey seeks to better understand pay in cannabis and to help inform its business practices, employers, and employees. It is working to standardize pay analysis with a methodology that adheres to federal guidelines, a feature that is already established in nearly every other mature industry. This report presents benchmark data, insights to better understand it (and how to use it), and a call to action for any employers and businesses gaining value from it and seeing the potential for its further growth.

Impacts from previous years continue to affect cannabis businesses and their people. Despite these challenges, the industry is holding.

BACKGROUND — HISTORY AND METHODOLOGY

The Cannabis Compensation Survey was established in 2019 as a joint project between FutureSense LLC and National Cannabis Industry Association (NCIA). FutureSense, a national compensation and management consulting firm, contributed the technical expertise and project management and NCIA provided the initial network as well as publication and distribution to their membership and beyond. The inaugural report was published in October of 2019.

At the onset of the pandemic in early 2020, the project went on hold and both parties reassessed the direction they would take. The project brought on MJBizDaily as a primary partner to support publication and distribution, as well as Greenleaf Payroll & Business Solutions as a supporting partner, providing anonymized payroll data to be included in the analysis. NCIA would continue to stay on board as an endorsing partner, utilizing the survey results and distributing to their membership.

In 2022, the project brought on Western Management Group, an established compensation survey provider, to assist with data management, calculations, and analysis. These groups continued to partner in 2023. More information about each of the partners is provided in the Resources and Links.

Growth & Improvements for the 2023 Survey

The 2019 and 2020 surveys sought to better understand the industry as a whole and included both cannabis businesses and ancillary services. In 2022, the focus shifted to only the cannabis vertical, looking primarily business involved in cultivation, manufacturing, distribution, and retail. While ancillary services are important, there are readily available survey sources for those industries which may be more applicable to their efforts and the purposes of this report.

The Survey has continued to expand in participation – growing from 50 organizations in 2022, to 89 in 2023, to **93 organizations in 2024**. The number of incumbents (individual pieces of data) increased from 36,198 in 2023 to 46,904 in 2024. The survey continued to refine its benchmark job titles and the amount of reportable benchmark jobs, which increased from 112 in 2023 to 118 in 2024. Given the amount of variation throughout the industry, this list continues to grow and become more refined, but it is by no means comprehensive.

The Survey includes a separate Detailed Report that is available to survey participants. The Detailed Report presents all available percentiles and demographic breakouts by state, headcount, and revenue. Other cannabis companies, consultants, and ancillary/professional service providers may contact us to request access to this report. More information is provided in the “Call to Action” section below.

WHAT HAVE WE LEARNED? (TRENDS & COMPARISONS)

Over the past several years, the cannabis industry and its people have endured economic volatility, a dramatic spike in inflation rates, and job market fluctuations affected by post-pandemic macroeconomic factors. Despite these challenges, the industry appears to be holding just before a potential inflection point. Optimism seems to be re-surfacing. However, future growth and solidification of its place in the nation-wide market remain uncertain.

In the past year, positive job growth returned, from the slight decrease of -2% reported in 2023 to an increase of 5.4% reported in 2024, according to [Vangst's 2024 Jobs Report](#). This relatively modest return still marks a stark contrast to the growth seen during 2018-2022, which saw growth rates of between 15%-40%. The impacts of inflation, high interest rates, decreased investor confidence, depressed wholesale cannabis prices, and the stagnation of federal legislation efforts may all be affecting these growth rates.

The SAFER Banking Act and the rescheduling of cannabis both offer potential opportunities that would benefit cannabis businesses and their employees. It is difficult to predict the direction they are heading and the timing that they might occur. Ahead of the November presidential election, cannabis does not seem to be a priority for any major candidate.

Compensation trends also seem to reflect that the industry is holding but that it is not growing at comparable rates to other industries. A 3-year Compounded Annual Growth Rate (CAGR) analysis of this survey's data shows that most jobs have essentially flatlined:

3-Year CAGR Analysis (2022-2024)		
	Base Pay – 50th Percentile	Total Cash – 50th Percentile
Executives	-1%	1%
Managers	2%	4%
Non-Managers – Exempt	-8%	-3%
Non-Managers – Non-Exempt	2%	3%

Across all industries, annual increases of between 3%-8% are considered normal. This analysis shows that most compensation rates have fallen below that threshold. However, they are not decreasing significantly. (Please note: data is limited to participants in the survey. More data and more years included in the analysis would represent statistical significance better.)

How could this stagnation affect cannabis businesses?

The volatility, uncertainty, and fluctuations of the past several years led to some unique titles for the major trends experienced. In past years' reports, we explored how The Great Resignation of 2022 became The Great Renegotiation of 2023. This year could be called The Big Stay or The Great Malaise.

Across all industries, workers have seemed more willing stay with their current jobs, even if they are not ideal. As noted earlier in this report, there hasn't been major movement in or out of the cannabis industry, especially when compared to the layoffs of winter 2022–2023 or the dramatic job growth of 2018–2022.

With base pay seemingly flatlining, it alone may no longer be an enticement for workers to join the cannabis industry, but it's not an impediment either. The industry is paying well enough, but it's also not as lucrative as it was in years' past. The industry is truly now in direct competition with the grander job market. Turnover is still a concern and pay stagnation could mean that top talent is leaving for better horizons.

A passion for the industry and free products as a “benefit” are not enough to keep talent anymore. While those things may have worked to attract workers in the past, people now seem to be looking for competitive pay and a total rewards package that supports them in this economy. It is doubtful that it will see any significant increases in base pay if the industry continues to stagnate in growth while being held back by a lack of progress at the federal level.

That may change, but to compete for talent with other industries – and retain them – cannabis businesses should focus on non-cash compensation, aka the total rewards framework. Some of the major trends that are heating up in 2024 include:

1. Pay transparency and equitable compensation
2. Retirement benefits
3. Debt management and financial education support (especially for Millennial and Gen Z workers)
4. Mental health support
5. Flexible and inclusive work arrangements (remote & hybrid)
6. Personalized & flexible healthcare options
7. Childcare and fertility benefits
8. Professional development
9. Offering benefits to part-time employees

Cannabis businesses may want to consider these and other forms of non-cash compensation to attract and retain their employees. Turnover and the loss of talent can cost employers 1.5x–2x the amount of that salary. Those costs can be mitigated by taking a proactive approach with compensation philosophy and practices.

With base pay stagnating, the industry is in direct competition with the grander job market. Cannabis businesses may benefit from considering total rewards framework to attract, retain, and motivate their talent.

CALL TO ACTION: FUTURE OF THE SURVEY

2024 will be the last year that FutureSense produces this survey. It has been wonderful to establish the first salary survey specific to this industry that follows federal regulations. We have aggregated tens of thousands of data points and established benchmark positions for over 100 unique jobs. Survey results have been used by cannabis businesses to inform their pay practices and strategies. The project has also supported the industry's evolution at-large. As one participant shared, it has “contributed to the formalization and professionalization of this industry.”

While we explore the potential for future iterations of the survey, we know that survey data and compensation guidance are important for cannabis businesses to succeed. Each of the project partners can support compensation needs in several ways:

- FutureSense – compensation consulting (analysis, design, and implementation), organization development consulting, HR consulting & services
- MJBiz – current financial and business news and media
- GreenLeaf Payroll & Business Solutions – cannabis payroll & HR services provider
- Western Management Group – other industry – specific salary surveys

Please visit the Resources and Links section below for more information and to contact each group.

ABOUT COMPENSATION SURVEYS

The results of formal compensation surveys typically are released to participants only and/or other readers for a fee. This Summary Report has been produced and made available to the public out of a sincere interest to support the industry, its businesses, and its workers. The data cuts presented include the Median/50th Percentile and the Employee-Weighted Average. These cuts show central tendency and offer the best high-level view of the current state of the market.

The Detailed Report includes all available percentiles as well as demographic breakouts by state, headcount, and revenue. This report is distributed to current participants. Other cannabis companies, cannabis consultants, and ancillary and professional service providers may contact FutureSense by visiting the link provided in the Resources and Links.

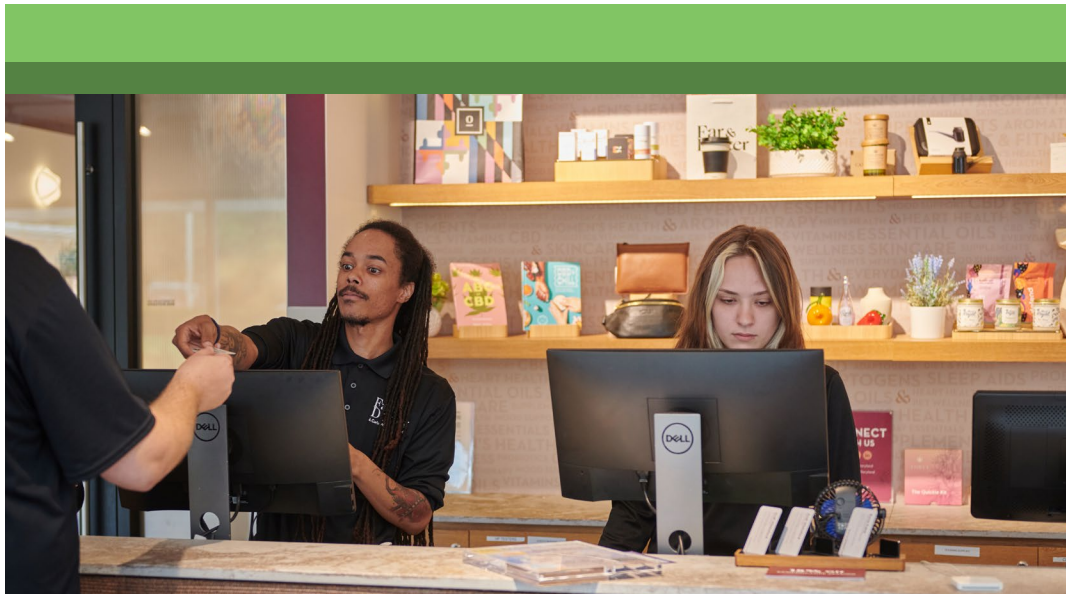


Photo by Joanna Tillman for MJBiz-Emerald

UNDERSTANDING THE DATA

Establishing benchmark job titles to represent major roles and functionality is key aspect of aggregating data for this report. Cannabis sees tremendous variability in its organizational structures, job titles, and responsibilities. As this project has evolved, so has its understanding of these structures, titles, and responsibilities. Its list is by no means complete or comprehensive, and its ability to report data for these positions, per federal guidelines, is constrained by sample size (participation).

The benchmark titles and the data presented may include several distinct job titles with similar functions. For example, a ‘Cultivation Technician’ may include data for Propagation, Nursery, and Flower Technicians. More information and details for these umbrellas are presented in the Appendix.

Multiples levels of the same position may be included under the umbrella benchmark as well. “Top _____ Exec” positions are typically the highest executive position in that function and may incorporate Directors and VPs in their umbrella. In some cases, “Leads” or “Senior” positions are parsed out as their own benchmarks, but other benchmarks include multiple levels. To interpret this data, you may refer to the percentiles as a reference point (presented in the Detailed Report).

This summary report presents data for the Median/50th Percentile and the Employee Weighted Average. The Median/50th Percentile is defined as the point at which half of the data in the array is below, and half is above. The Employee Weighted Average is defined as the average of each data element, weighted by the number of incumbents reported by each organization reporting the data element (i.e., “one vote per EMPLOYEE”). These data cuts show central tendency for each position. More data cuts and information are presented in the Detailed Report.

2024 Demographic Highlights

Total companies participating = 93

Total jobs surveyed = 149

Total job families/functions surveyed = 43

Jobs with sufficient data to report = 118

Total datapoints/incumbents reported (prior to 25% influence cut) = 46,904

Total datapoints/incumbents used in report (after 25% influence cut) = 41,216

SURVEY DATA:

BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Accounting Clerk/ Bookkeeper	Accounting	\$60,008	\$65,237	55	21
Accounting Manager	Accounting	\$114,982	\$111,831	36	9
Staff Accountant	Accounting	\$69,992	\$71,970	55	15
Senior Staff Accountant	Accounting	\$82,992	\$81,697	53	13
Administrative Assistant	Administrative Support	\$44,200	\$47,954	48	16
Executive Assistant	Administrative Support	\$82,992	\$80,568	25	12
Business Development Manager	Business Development			5	4
Top Corporate/Business Development Executive	Business Development	\$183,997	\$175,164	11	9
President (not CEO)	Top Executive	\$252,990	\$273,191	10	6
Chief Executive Officer	Top Executive	\$240,885	\$265,625	29	22
Creative Director	Creative			4	3
Operations Supervisor/ Assistant Manager	Operations	\$49,608	\$52,054	136	5
Operations Manager	Operations	\$94,994	\$91,830	66	21
Operations Coordinator/ Specialist	Operations	\$37,502	\$38,200	88	6
Operations Director	Operations	\$159,994	\$158,524	45	14
Vice President of Operations	Operations	\$209,997	\$222,564	20	13
Chief Operating Officer	Operations	\$135,408	\$194,522	10	8
Top Strategy/ Commercialization Executive	Strategy	\$174,990	\$286,424	10	7
Cultivation Supervisor/ Assistant Manager	Cultivation	\$57,990	\$59,277	184	21
Cultivation Manager	Cultivation	\$84,989	\$83,368	121	26
Cultivation Technician	Cultivation	\$35,360	\$37,152	1,907	36
Senior Cultivation Technician	Cultivation	\$45,240	\$45,600	288	14
Cultivation Director	Cultivation	\$147,597	\$147,785	28	14
Vice President of Cultivation	Cultivation	\$174,990	\$198,307	8	6
Customer Service Manager	Customer Service			7	2

SURVEY DATA: BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Customer Service Associate	Customer Service	\$33,363	\$35,913	122	8
Delivery/Distribution Manager	Distribution	\$74,984	\$77,457	34	11
Top Distribution Executive	Distribution			4	4
Dry/Cure Room Technician	Dry/Cure Room			30	2
Dry/Cure Room Supervisor/ Assistant Manager	Dry/Cure Room			3	3
Sales Manager	Sales	\$82,493	\$89,360	62	17
Sales Representative/ Associate	Sales	\$38,480	\$44,038	292	30
Sales Account Manager	Sales	\$70,450	\$69,941	25	11
Director of Sales	Sales	\$124,987	\$122,935	23	15
Vice President of Sales	Sales	\$184,995	\$171,278	15	7
Dispatcher	Dispatch			9	3
Engineer – Process/ Manufacturing/Quality	Engineering	\$84,490	\$101,501	23	6
Engineer – Software/ Systems Development	Engineering	\$114,400	\$111,237	23	5
Extraction Manager	Extraction	\$79,997	\$85,366	21	8
Extraction Technician	Extraction	\$37,440	\$39,203	526	16
Senior Extraction Technician	Extraction	\$52,354	\$49,973	11	5
Extraction Supervisor/ Assistant Manager	Extraction	\$49,920	\$50,967	98	6
Finance Manager	Finance	\$125,986	\$130,075	29	8
Controller	Finance	\$124,987	\$130,664	37	21
Financial Analyst	Finance	\$84,989	\$86,372	21	7
Director of Finance	Finance	\$174,990	\$174,230	35	12
Vice President of Finance	Finance	\$230,006	\$221,153	17	7
Chief Financial Officer	-	\$274,997	\$296,514	17	12
Fleet Manager	Fleet			2	2
Facilities Maintenance Manager	Facilities	\$87,672	\$88,973	61	19
Facilities Maintenance Technician	Facilities	\$45,760	\$47,996	266	21
Facilities Maintenance Supervisor/Assistant Manager	Facilities	\$60,674	\$63,441	34	11

SURVEY DATA: BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Facilities Maintenance Director	Facilities	\$149,989	\$146,261	10	7
Fulfilment Associate	Fulfilment	\$37,440	\$37,971	134	11
Fulfilment Supervisor	Fulfilment			8	4
Fulfilment Manager	Fulfilment	\$67,226	\$67,119	8	6
Top Government Relations Executive	Legal			7	3
Human Resources Business Partner	Human Resources	\$109,990	\$104,357	36	8
Human Resources Assistant/ Coordinator/Specialist	Human Resources	\$52,499	\$60,520	62	14
Human Resources Manager	Human Resources	\$100,110	\$101,306	35	13
Human Resources Generalist	Human Resources	\$69,992	\$70,563	41	19
Human Resources Director	Human Resources	\$134,992	\$143,560	31	21
Top Human Resources Executive	Human Resources	\$229,986	\$244,761	11	5
Training Manager	Human Resources			9	3
Training Associate	Human Resources	\$65,000	\$61,239	11	5
Harvest Technician	Harvest	\$34,320	\$35,206	399	12
Harvest Supervisor/ Assistant Manager	Harvest	\$59,987	\$59,761	48	8
Harvest Manager	Harvest			12	4
Environmental Health & Safety Supervisor	Environmental Health			4	2
Environmental Health & Safety Manager	Environmental Health			6	4
Environmental Health & Safety Technician	Environmental Health			43	1
Inventory Specialist/ Associate	Inventory	\$39,520	\$39,997	426	29
Inventory Supervisor/ Assistant Manager	Inventory	\$49,920	\$50,635	196	23
Inventory Manager	Inventory	\$59,301	\$61,994	128	36
Information Technology Specialist	Information Technology	\$62,982	\$64,958	49	10
Information Technology Manager	Information Technology	\$111,446	\$112,784	17	7
Information Technology Administrator/Analyst	Information Technology	\$104,998	\$107,740	15	6

SURVEY DATA: BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Top Information/IT/ Technology Executive/ Director	Information Technology	\$195,998	\$203,979	23	13
Top Investor Relations Executive	Legal			3	3
Compliance Manager	Legal	\$103,189	\$99,742	45	14
Compliance Specialist/ Associate/Coordinator	Legal	\$69,888	\$73,592	34	18
Top Compliance Executive	Legal	\$149,989	\$156,209	35	15
Top Legal Executive – Corporate/General Counsel	Legal	\$249,995	\$253,864	15	7
Logistics Supervisor/ Assistant Manager	Logistics	\$61,984	\$62,612	32	6
Logistics Manager	Logistics	\$62,483	\$66,236	16	8
Logistics Planner/Analyst	Logistics	\$40,040	\$43,172	168	9
Communications Manager	Marketing			2	2
Communications Associate	Marketing			1	1
Manufacturing/Production Associate/Assistant/ Technician/Worker	Manufacturing & Production	\$36,400	\$37,517	1,767	33
Manufacturing/Production Supervisor/Assistant Manager	Manufacturing & Production	\$62,171	\$62,687	135	22
Manufacturing/Production Manager	Manufacturing & Production	\$73,840	\$76,599	100	25
Top Manufacturing/ Production Executive	Manufacturing & Production	\$132,205	\$145,638	33	15
Marketing Graphics Designer	Marketing	\$72,987	\$72,987	35	17
Marketing Coordinator/ Specialist	Marketing	\$59,987	\$58,843	39	16
Marketing Manager	Marketing	\$95,243	\$97,861	65	17
Director of Marketing	Marketing	\$149,989	\$137,101	37	20
Top Marketing Executive	Marketing	\$220,002	\$228,657	15	10
Packaging Associate/ Specialist	Packaging	\$35,360	\$35,848	485	28
Packaging Supervisor/ Assistant Manager	Packaging	\$43,680	\$46,458	54	13
Packaging Manager	Packaging	\$52,000	\$56,280	29	11
Brand Ambassador	Brand Management	\$45,760	\$49,534	56	13

SURVEY DATA: BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Brand Manager	Brand Management	\$70,533	\$82,301	9	5
Integrated Pest Management Supervisor/ Assistant Manager	Integrated Pest Management			17	4
Integrated Pest Management Manager	Integrated Pest Management			6	4
Integrated Pest Management Specialist/ Technician	Integrated Pest Management	\$41,600	\$42,251	116	12
Integrated Pest Management Director	Integrated Pest Management			1	1
Product Development Supervisor	Product Development			1	1
Product Development Manager	Product Development	\$109,990	\$131,349	7	5
Top Product Development Executive	Product Development	\$133,390	\$145,798	6	5
Post-Harvest/Trim Supervisor/Assistant Manager	Post-Harvest/Trim	\$41,496	\$44,308	28	11
Post-Harvest/Trim Manager	Post-Harvest/Trim	\$58,240	\$68,765	17	10
Post-Harvest Trimmer/Trim Technician	Post-Harvest/Trim	\$33,280	\$34,589	398	13
Pharmacy Manager	-			9	1
Pharmacist	-			45	1
Purchasing/Procurement/ Buyer Manager	Purchasing	\$78,000	\$81,058	44	22
Purchasing Associate	Purchasing	\$73,299	\$73,806	44	15
Director of Purchasing/ Procurement	Purchasing	\$124,987	\$139,539	8	6
Quality Control Technician/ Associate/Specialist	Quality	\$43,680	\$46,384	66	13
Quality Control Manager	Quality	\$92,685	\$91,285	27	10
Top Quality Executive	Quality			2	2
Lab Manager	Science/Lab	\$79,997	\$77,571	26	9
Lab Technician	Science/Lab	\$40,560	\$41,381	257	13
Top Science Executive/ Director	Science/Lab			3	3
Supply Chain Supervisor	Supply Chain			2	1
Supply Chain Manager	Supply Chain			7	4

SURVEY DATA: BASE PAY

Job Title	Job Family Functional Area	50th Percentile	Employee Weighted Average	# of Employees	# of Organizations
Supply Chain Associate	Supply Chain			15	4
Top Supply Chain Executive	Supply Chain	\$149,344	\$160,230	8	5
Security Guard	Security	\$41,600	\$41,947	441	26
Security Supervisor	Security	\$56,597	\$56,312	22	6
Security Manager	Security	\$77,792	\$76,670	31	12
Social Media Specialist/ Strategist/Coordinator	Social Media	\$60,008	\$68,393	7	6
Social Media Manager	Social Media			5	4
Receptionist/Front Desk	Retail	\$34,902	\$34,556	92	15
Store Supervisor/Assistant Manager	Retail	\$52,083	\$52,526	569	35
Store/General Manager	Retail	\$66,498	\$69,909	582	38
Retail Manager – District/ Region/Area	Retail	\$99,986	\$108,509	93	23
Budtender/Customer Retail Associate	Retail	\$35,360	\$35,095	6,268	53
Senior Budtender/Customer Retail Associate	Retail	\$40,040	\$40,248	753	14
Director of Retail	Retail	\$89,981	\$105,333	47	13
Driver	Driver	\$36,920	\$37,671	964	43
Watering/Irrigation Specialist	Watering/Irrigation	\$39,520	\$40,002	90	7
Watering/Irrigation Supervisor/Assistant Manager	Watering/Irrigation			12	4
Warehouse Associate/Clerk/ Worker	Warehouse	\$37,440	\$38,832	90	11
Warehouse Supervisor/ Assistant Manager	Warehouse	\$66,560	\$66,254	7	5
Warehouse Manager	Warehouse	\$66,622	\$66,456	8	5
Manager Roll-Up	-	\$69,992	\$76,835	1,262	62
Exempt Roll-Up	-	\$52,000	\$64,650	1,352	58
Non-Exempt Roll-Up	-	\$36,400	\$38,150	16,666	92
Executive Roll-Up	-	\$159,994	\$177,186	581	48

RESOURCES AND LINKS

About FutureSense, LLC

FutureSense, LLC is a management advisory and consulting firm specializing in the areas of organization and people. They have spent over 20 years advising our clients on how to build and sustain their human capital capacity and improve organizational performance by attracting, developing, engaging, motivating, and retaining people.

The firm has locations around the U.S. They give their clients the benefit of a smaller firm while offering the expertise and reach of a large firm through decades of experience and collaborative alliances.

FutureSense’s expertise centers on:

- Pay and Rewards
- Organization Development and Change Management
- Communications
- Human Resource Solutions

Their approach is practical, intuitive, and common sense driven. They look for and find solutions. They do not necessarily subscribe to “best practices” rather they look for the “right practices” that work with the uniqueness of each client. FutureSense is *Thoughtful, Responsive, and Authentic™* – balancing the need for deep analytics with the need for momentum and results.

www.FutureSense.com

About MJBiz

As the leading business news information resource for the medical marijuana and adult-use cannabis industry, MJBizDaily’s editors and reporters bring professional cultivators, infused product makers, retailers, ancillary service providers and finance professionals the information and networking they need to flourish in the cannabis industry. In addition to the MJBizDaily newsletter, MJBizMagazine and Hemp Industry Daily, MJBiz also produces the world’s largest B2B tradeshow for the cannabis industry, MJBizCon. Recent recognition and awards include Trade Show Executive’s Fastest 50, The Inc. 500 and Folio Magazine’s Women in Media.

www.MJBizDaily.com

Access the Detailed Report:
<https://content.futuresense.com/2024ccs>

About Western Management Group

Since 1972, Western Management Group has been an independent global leader in the design, development and conduct of compensation and benefits surveys. Their practice is dedicated towards providing timely, valid, and accurate market data to compensation and benefits professionals through the use of state-of-the-art tools and analyses.

They have conducted specialized surveys and studies for over 10,000 global organizations in a wide variety of industries including high technology, telecommunications, pharmaceuticals, aerospace, financial services, retail, consumer products, media and advertising, entertainment, agricultural, and educational institutions.

Recognized for their innovation, rapid response, flexibility, and expertise, they offer a full range of surveys for companies seeking the best information available for developing and managing employee compensation in an ever-changing marketplace.

WMG's Corporate Headquarters is located in Los Gatos, California. They regularly conduct surveys that cover North America, Europe, Asia Pacific, and Latin America, and perform projects on a global basis.

www.wmgnet.com

About Greenleaf Payroll & Business Solutions

Green Leaf Payroll and Business Solutions is a recognized leader in transparent Cannabis Payroll and Human Resource solutions. Servicing clients in more than 36 states, Green Leaf has a unique high direction, high support service model that's designed to help cannabis companies institute payroll, HR services and best practices. Their services support applicant tracking, onboarding, payroll, time keeping, benefit administration, scheduling, and other outsourced HR services.

Their motto is "Partner, Not Provider," so instead of simply providing the necessary information and then moving on, they take the time to teach our clients everything they need to know from the ground up. They're more than great technology, they help by providing great people, to help you, along the way!

greenleafbizsolutions.com

APPENDIX

Compensation Data – Department of Justice Anti-Trust Regulation and Collusion Fact Sheet

Cannabis executives and managers, including those in human resources and finance, naturally want the most current and relevant information before making salary, incentive, or contract price decisions. Unfortunately, this desire runs headlong into the crosscurrents of anti-trust regulations. One aspect restricts companies from sharing non-public price or cost information due to concerns that it could lead to illegal collusion. Another promotes sharing through a general acknowledgement in antitrust literature that more price and cost information in the marketplace is better for competition.

Federal anti-trust agencies have established basic rules to permit a significant exchange of information (with safeguards to prevent illegal collusion that might result from the misuse of the information). This is vital to the lawful functioning of the economic markets that affect cannabis organizations. This fact sheet describes the danger areas and safe harbors that protect legal information exchanges.

What is NOT allowed per the Anti-Trust regulations:

1. Informal calls or emails to friends at nearby companies
 2. Chatting with friends at industry conferences
 3. Using survey companies whose procedures you do not know
- Note: If done in a way that complies with the guidelines adopted by federal antitrust agencies, these surveys are legal and the safest way to obtain salary information.

What IS allowed per the Anti-trust regulations:

The Department of Justice and the Federal Trade Commission have issued a joint policy statement. This statement has been interpreted to provide a "safe harbor" for organizations involved in the exchange of compensation and benefits information. The Agencies will not likely challenge provider participation in written surveys of wages, salaries, or benefits, if the following conditions of the "safe harbor" are satisfied:

1. The survey must be managed by an independent third-party (e.g., compensation consultant, government agency, or trade association);
2. The information provided by survey participants is based on data more than three months old; and
3. Adhere to the following data aggregation policies:
 - There are at least five providers reporting data upon which each disseminated statistic is based (i.e., each job or position);
 - No individual provider's data represents more than 25% on a weighted basis of that statistic; and

- Any information disseminated is sufficiently aggregated. This ensures recipients won't be able to identify the prices charged or compensation paid by any participant or service provider.

Penalties

Antitrust violations are punishable by criminal penalties, including imprisonment and fines, as well as civil penalties, such as payment of trebled damages and attorneys' fees. Penalties for non-compliance with the Act include:

- Criminal imprisonment for up to three years;
- Criminal fines up to \$10 million, twice the damages born by the victims or twice the individual's monetary gain for the violation, whichever is greatest; and
- Attorneys' fees and cost of litigation incurred by the plaintiff

Conclusions

Employers can protect themselves and their human resource employees by **discontinuing** the practice of contacting other employers directly to share wage, benefit, and policy information. Companies should also be careful about using data provided by non-complaint sources, such as informal surveys or otherwise noncompliant, but easily available, reports. There are currently very few surveys conducted by qualified independent compensation consultants that will provide information to employers while complying with the DOJ antitrust regulations. These surveys include the Cannabis Compensation Survey with strict compliance with the defined "safety zones."



Photo by Morgan Miller for MJBiz-Emerald

JOB DESCRIPTIONS & INCLUDED TITLES

Survey Job Code	Survey Job Title	Functional Area	Job Description
CEO-X5	Chief Executive Officer	Top Executive	As CEO and Chairman of the Board, is responsible for overall direction of the corporation to ensure effective and profitable operation and growth. Accountable to the Board of Directors and shareholders for maximum return on invested capital, formulation and execution of current and long-range objectives, development and implementation of operational plans and policies, and the establishment of controls for operating efficiency and profit reporting. Serves as primary company spokesperson to represent the company to its customers, investment community, financial interests and the general public.
CEO-X4	President (not CEO)	Top Executive	Responsible for directing the organization to ensure effective and profitable operation and growth. Accountable to the Board of Directors and shareholders for maximum return on invested capital, formulation and execution of current and long-range objectives, development and implementation of operational plans and policies, and the establishment of controls for operating efficiency and profit reporting. Serves as primary company spokesperson to represent the company to its customers, investment community, financial interests and the general public. May or may not serve as a member of the Board of Directors.
ADS-P4	Executive Assistant	Administrative Support	Under general supervision and acting on own initiative, performs diverse and advanced secretarial, clerical and administrative duties for Executive-level Managers such as direct reports to the company's CEO/President. Utilizes a thorough knowledge of the business and/or organization, provides administrative processes and projects in support of an Executive on the management staff. Assignments generally involve work of a confidential nature and require knowledge of the practices and procedures of the function, company products, policies and programs. Facilitates decision-making. Assembles and analyzes information, prepares reports, manuals, agendas, correspondence and memoranda. Produces graphics for presentation. Answers mail and inquiries on own initiative, follows up with other departments to ensure that requests are carried out. Arranges and makes notifications of appointments and travel reservations/arrangements. Answers telephone calls, tactfully handles inquiries and/or transfers calls to appropriate party. Checks and processes expense reports. May take dictation and transcribe notes for letters, memos or reports. Prepares materials in final form from very rough and involved drafts which may utilize frequent use of technical terminology and which combine materials from several sources. Plans layout of complex reports and statistical tables. Operates general office equipment such as computer, typewriter, Dictaphone, copier, calculator, fax, or other similar machines. Interfaces with other secretaries to share or coordinate workload. May be regarded as a lead secretary for the department. Usually reports to an executive of the company.

Survey Job Code	Survey Job Title	Functional Area	Job Description
ADS-A3	Administrative Assistant	Administrative Support	Provides analytical and specialized administrative support of a non-routine, non-repetitive nature to relieve and assist executive, administrative, line and staff managers of complex details and advanced administrative duties. Typically supports one or more managers and/or staff in a department or administrative unit, or may support multiple departments. Executes special or continuous research and data analysis. Analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations for action by superior. Contacts company personnel at all organizational levels to gather information and prepares reports. Makes appointments, travel arrangements, meeting arrangements and coordinates activities between departments and outside parties. Answers telephones, screens calls and forwards messages. Answers routine correspondence and routes mail to the appropriate persons. Composes, prepares, edits and proofreads letters, reports and other correspondence. Assignments may be found in various functional areas of the company such as finance, marketing, engineering, manufacturing, human resources, etc. Typically uses software packages for word processing, spreadsheets, databases, graphics and desktop publishing applications. Operates general office equipment such as personal computer, typewriter, Dictaphone, copier, calculator, fax or other office machines. Work is generally of a critical or confidential nature and requires a broad working knowledge of departmental and company practices, policies, programs and product lines. Under limited supervision and acting on own initiative and direction, provides moderately complex administrative support for one or more departments or administrative units. Researches and obtains information for routine and moderately complex reports and special assignments. Intermediate level. High school graduate or equivalent experience. 3-5 years of experience. Requires advanced business school or secretarial training.
BUS-X2	Top Corporate/ Business Development Executive	Business Development	Directs the overall management of the Business Development function for the corporation through subordinate managers. This is the top-level manager in the function, responsible for productivity, expense levels and asset management. Responsible for overall strategy development, implementation and management of multiple markets and business segments critical to company business objectives. Accountable for achieving specific business growth and financial objectives.
BUS-M2	Business Development Manager	Business Development	Manages the Business Development function through subordinate managers. Responsible for productivity, expense levels and asset management. Responsible for strategy development, implementation and management of multiple markets and business segments critical to company business objectives. Accountable for achieving specific business growth and financial objectives.

Survey Job Code	Survey Job Title	Functional Area	Job Description
CSO-X2	Top Strategy/ Commercialization Executive	Strategy	Plans, directs and controls the formulation of strategic business objectives for the corporation. Develops and monitors research efforts to gather, analyze and present industry, business, financial and economic trends which may have potential for impacting both long range and short term company performance. Prepares recommendations for senior management regarding appropriate actions to capitalize on corporate strengths and mitigate any weaknesses. May have responsibility for conduct/ review of merger/acquisition/divestiture efforts, financial Planning and analysis and investment activities. Normally reports to CEO.
CUS-X1	Top Customer Service Executive	Customer Service	Responsible for providing leadership, direction and support for the customer service function. Develops and implements customer care and customer satisfaction programs, activities and procedures to achieve the highest level of customer service. Includes Call Center activities not involved with the sale of products or services. Has full supervisory/managerial responsibilities for hire, fire performance and disciplinary activities. Is not normally responsible for selling and/or up-selling products or services. Possesses the ability to maximize customer satisfaction, and employee motivation and development by managing the team to provide the highest level of customer care. Defines and meets monthly goals, monitors team to improve results, strategic and tactical implementation, creates enthusiasm and good morale through effective teamwork and communication with staff, tracks and reports performance statistics, ensures processes are followed, and is responsible for personnel administration and record keeping of subordinates to ensure compliance with department and company policies. Strong written, verbal and communication skills and strong organizational skills a must. Demonstrated negotiation and interpersonal skills and the ability to motivate develop and lead staff.
CUS-M1	Customer Service Manager	Customer Service	First full level managerial responsibilities for the Customer Service function. Has individual contributor responsibilities as well as people management responsibilities. Develops and implements customer care and customer satisfaction programs, activities and procedures to achieve the highest level of customer service. Has full supervisory/managerial responsibilities for hire, fire performance and disciplinary activities. Monitors daily activity and staff performance to ensure the highest level of customer care. Ensures adherence to all customer care programs and procedures. Trains, supports and coaches staff in order to meet and exceed customer care goals and expectations. Interfaces with customers to resolve complex or sensitive customer issues. Recommends and implements quality service strategies, which improve operations and customer satisfaction. Ability to foster a work environment that is responsive and sensitive to the needs of a diverse staff and customer base. Strong written, verbal and communication skills and strong organizational skills a must. Demonstrated negotiation and interpersonal skills and the ability to motivate develop and lead staff.

Survey Job Code	Survey Job Title	Functional Area	Job Description
CUS-M0	Customer Service Supervisor	Customer Service	Supervisory Responsibilities for the Customer Service function. Has individual contributor responsibilities as well as people management responsibilities. Develops and implements customer care and customer satisfaction programs, activities and procedures to achieve the highest level of customer service. Has full supervisory/managerial responsibilities for hire, fire performance and disciplinary activities. Monitors daily activity and staff performance to ensure the highest level of customer care. Ensures adherence to all customer care programs and procedures. Trains, supports and coaches staff in order to meet and exceed customer care goals and expectations. Interfaces with customers to resolve complex or sensitive customer issues. Recommends and implements quality service strategies, which improve operations and customer satisfaction. Ability to foster a work environment that is responsive and sensitive to the needs of a diverse staff and customer base. Strong written, verbal and communication skills and strong organizational skills a must. Demonstrated negotiation and interpersonal skills and the ability to motivate develop and lead staff.
CUS-P3	Customer Service Associate	Customer Service	Analyzes problems and provides corrective action to address customer needs. May respond to customer e-mail/chat inquiries. May provide technical support. Provides existing and potential customers with a single point of contact to answer inquiries and initiate resolution of problems in specific areas. Provides support to general customer base, responding to customer non-standard concerns, requests and inquiries. Excellent communication, interpersonal and problem solving skills required. Ability to maintain a high level of customer satisfaction while meeting and complying with company policies, practices and objectives.
COO-X3	Chief Operating Officer	Operations	Under the direction of the CEO, holds responsibility and accountability for planning, directing, organizing and controlling the overall operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions.
COO-X2	Vice President of Operations	Operations	Under the direction of the COO, holds responsibility and accountability for planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of executive staff.

Survey Job Code	Survey Job Title	Functional Area	Job Description
COO-X1	Operations Director	Operations	Under the direction of the VP of Operations, holds responsibility and accountability for planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of staff.
COO-M1	Operations Manager	Operations	Under the direction of the Operations Director, holds responsibility and accountability for planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of staff.
COO-M0	Operations Supervisor/ Assistant Manager	Operations	Under the direction of the Operations Manager, holds responsibility and accountability for planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of staff.
COO-P3	Operations Coordinator/ Specialist	Operations	Coordinates and assists with planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Uses established maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions.
LEG-X3	Top Legal Executive – Corporate/ General Counsel	Legal	The single top legal executive in the entire company. Responsible and accountable for providing legal support and guidance to the executive team. Ensures the company's adherence to federal, state, and local law with regard to all contracts, customer agreements, non-disclosure agreements, license agreements, joint ventures, and mergers and acquisitions,. Ensures full legal protection of all intellectual property, trademarks and patents. Provides counsel and guidance to management on all legal, business and strategic issues as necessary and appropriate.

Survey Job Code	Survey Job Title	Functional Area	Job Description
LEG-X2	Top Compliance Executive	Legal	<p>Top role in the Regulatory Compliance function of the corporation or business unit that is responsible for developing, recommending and implementing systems, procedures and programs that will ensure company compliance with local, state, federal and international product and environmental protection. This includes ensuring compliance with government regulations concerning the labeling of products, ingredient listing, nomenclature, format, product claims, legal address, product warning statements, etc. Makes risk assessments and advises appropriate functional department heads of potential impact. Works with internal departments and external agencies regarding the development of strategies in dealing with regulations that would influence the industry. Manages the activities of employees or outside contractors/vendors with similar technical or functional responsibilities. Responsible for implementing operational and strategic policies and directives. Interfaces with senior management to report on projects and program milestones and to present project needs. Has full budgetary responsibilities. Assignments are given in the form of objectives with no process defined. May or may not manger lower-level managers and/or supervisors.</p>
LEG-M1	Compliance Manager	Legal	<p>Provides leadership to the Regulatory Compliance function of the corporation or business unit that is responsible for developing, recommending and implementing systems, procedures and programs that will ensure company compliance with local, state, federal and international product and environmental protection. This includes ensuring compliance with government regulations concerning the labeling of products, ingredient listing, nomenclature, format, product claims, legal address, product warning statements, etc. Makes risk assessments and advises appropriate functional department heads of potential impact. Works with internal departments and external agencies regarding the development of strategies in dealing with regulations that would influence the industry. Manages the activities of employees or outside contractors/vendors with similar technical or functional responsibilities. Responsible for implementing operational and strategic policies and directives. Interfaces with senior management to report on projects and program milestones and to present project needs. Has full budgetary responsibilities. Assignments are given in the form of objectives with no process defined. May or may not manger lower-level managers and/or supervisors.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
LEG-P3	Compliance Specialist/ Associate/ Coordinator	Legal	Responsible for developing, implementing and auditing systems, procedures and programs that ensure company compliance with local, state, federal and international consumer product environmental protection and employee health and safety regulations. Creates systems to manage and streamline the regulatory process for products. Provides advice to management on modifications/updates in government regulations and recommends appropriate actions to be taken. Works closely with product development to provide regulatory guidance. Work is project-oriented and employee must define actual tasks. Understands company goals and practices and applies them when resolving a variety of problems. Receives only general instructions on new work. Uses judgment and creativity and sound technical knowledge to obtain and recommend solutions. May interface with senior management to convey information.
IVR-X1	Top Investor Relations Executive	Legal	The single top Investor Relations executive in the company. Responsible and accountable for the creation and presentation of a consistently delivered investment message to the investment community, employees and the public on behalf of the company. Monitors and presents input and opinions of the investment community to management regarding company performance. Ensures the development and monitors performance of investor relations plans. Oversees the creation and production of annual reports, SEC filings, proxy statements and the like. Organizes road shows, earnings conference calls and investor meetings.
GRR-X1	Top Government Relations Executive	Legal	The single top Government Relations executive in the company. Responsible for all legislative and policy priorities of the corporation. Develops and directs the coordination, collaboration and communication among executive level public policy partners. Displays appropriate and effective communication with Senior leaders. Responsible for driving strategy regarding new legislative and developments.
FIN-X4	Chief Financial Officer	Finance	The single top financial executive in the entire company. Responsible and accountable for all operations of the finance function, including accounting, financial and tax planning, audit, budget development, debt and equity financing, and operation of the investment portfolio. Responsible for the initiation and development of financial policies and planning; directs preparation and submittal, in compliance with appropriate laws, regulations and corporate requirements, of accurate and timely financial tax and regulatory corporate reports. Ensures integrity of financial records from the point of origination, including the responsibility for information content. Initiates and conducts research and analytical studies on various aspects of areas of responsibility.

Survey Job Code	Survey Job Title	Functional Area	Job Description
FIN-X3	Vice President of Finance	Finance	Under the direction of the CFO, responsible and accountable for all operations of the finance function, including accounting, financial and tax planning, audit, budget development, debt and equity financing, and operation of the investment portfolio. Responsible for the initiation and development of financial policies and planning; directs preparation and submittal, in compliance with appropriate laws, regulations and corporate requirements, of accurate and timely financial tax and regulatory corporate reports. Ensures integrity of financial records from the point of origination, including the responsibility for information content. Initiates and conducts research and analytical studies on various aspects of areas of responsibility.
FIN-X2	Director of Finance	Finance	Under the direction of the VP of Finance, responsible and accountable for all operations of the finance function, including accounting, financial and tax planning, audit, budget development, debt and equity financing, and operation of the investment portfolio. Responsible for the initiation and development of financial policies and planning; directs preparation and submittal, in compliance with appropriate laws, regulations and corporate requirements, of accurate and timely financial tax and regulatory corporate reports. Ensures integrity of financial records from the point of origination, including the responsibility for information content. Initiates and conducts research and analytical studies on various aspects of areas of responsibility.
FIN-M2	Controllor	Finance	Reviews and approves the design and implementation of all financial systems and enhancements. Implements policies and procedures relating to budgets, operations, control and analysis for capital and operating activities to ensure structure and direction. Interfaces with independent outside auditors and auditors from state and local agencies. Directs work associated with tax compliance and planning. Identifies areas of concern where costs are inconsistent with resources and implements changes to correct these concerns. Through lower level managers, oversees financial functions such as Cost Accounting, Accounts Payable/Receivable, Payroll, etc. Excludes such positions as General Accounting Supervisor/Manager, Cost Accounting Supervisor/Manager, Payroll Supervisor/Manager, etc. This position excludes those involved in the day-to-day work duties required to achieve overall functioning of the company's financial systems.
FIN-M1	Finance Manager	Finance	Responsible for the direct management of the Financial Analysis staff engaged in various financial functions such as budgeting, auditing, forecasting and analysis. Acts as a liaison with management regarding rate and budget questions. Ensures compliance with internal procedures and government regulations. Is primary liaison between the company and various government agencies during audits, ensuring understanding of financial data, methodology and applicability under appropriate government regulations. Responsible for the employment, training, motivation and discipline of direct reports. This is typically the first level of management in this job family. Must directly manage Exempt level employees. May manage Non-Exempt employees directly or through supervisors/leads. Excludes Working Leads. Title may be Supervisor or Manager depending on size of company and department.

Survey Job Code	Survey Job Title	Functional Area	Job Description
FIN-P3	Financial Analyst	Finance	Performs Financial Analysis in various financial functions such as budgeting, auditing, forecasting and analysis. Acts as a liaison with management regarding rate and budget questions. Ensures compliance with internal procedures and government regulations. Is primary liaison between the company and various government agencies during audits, ensuring understanding of financial data, methodology and applicability under appropriate government regulations. May manage Non-Exempt employees directly or through supervisors/leads. Excludes Working Leads.
ACT-M1	Accounting Manager	Accounting	Responsible for the direct management of the Accounting staff engaged in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Acts as a liaison with management regarding accounting questions. Responsible for the employment, training, motivation and discipline of direct reports. This is typically the first level of management in this job family. Must directly manage Exempt level employees. May manage Non-Exempt employees directly or through supervisors/leads. Excludes Working Leads. Title may be Supervisor or Manager depending on size of company and department.
ACT-P4	Senior Staff Accountant	Accounting	Performs highly complex accounting tasks providing specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Develops and recommends complex accounting systems, methods, procedures and controls. Develops and/or modifies major policies and procedures for financial reporting and cost analysis in specialized areas. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.
ACT-P3	Staff Accountant	Accounting	Performs accounting duties of a complex nature requiring advanced professional experience, knowledge and competency in accounting principles and practices. Works with broad discretion as to work details on assignments of a varied, diverse and difficult nature. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Prepares specialized reports and analyses. Submits recommendations for improved operations. Develops and installs difficult accounting systems, methods, procedures, and controls. Balances complex accounts; prepares complex federal, local or state reports and tax returns. Provides interpretation of accounts, methods and records for managers and officers. Provides work leadership to lower level accounting personnel on complex assignments, projects or tasks. May review their progress and work for adequacy, method of procedure. May supervise an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidation, etc. or act as Plant Accountant at a satellite division or small entity of the corporation.

Survey Job Code	Survey Job Title	Functional Area	Job Description
ACT-A3	Accounting Clerk/ Bookkeeper	Accounting	Under general supervision, performs non-routine accounting support duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Transaction Processing, Payroll or Credit and Collection. Performs specialized calculations, posting and accounting functions. Codes accounts payable invoices for proper account distribution, checks prices, quantities and extensions; receives remittances, posts to proper accounts and prepares transmittal documents; prepares and issues credit and debit memos; prepares, extends and issues bills and invoices from appropriate sales and shipping documents; prepares payroll input data, maintains payroll control; maintains expense report controls and accounts; makes up periodic reports summarizing business and financial activities. Codes data for input to financial data processing system; reconciles difficult report discrepancies and problems. Normally responsible for a complete and systematic set of transactions in a specific phase of accounting, requiring acquired knowledge of specified accounting policies and practices. May operate general business machines such as computer, calculator, typewriter, fax, and similar office equipment.
HRM-X2	Top Human Resources Executive	Human Resources	The single top Human Resources executive in the entire company. Responsible and accountable for developing and executing the human resources strategy in support of the overall business plan and strategic direction of the company, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation and benefits. Functions as a strategic business advisor to senior management regarding key organizational and management issues. Provides overall leadership and guidance to the HR function.
HRM-X1	Human Resources Director	Human Resources	Responsible and accountable for developing and executing human resources strategy in support of the overall business plan and strategic direction of the company. May specialize in a specific area such as succession planning, talent management, change management, organizational and performance management, training and development, and compensation and benefits. Functions as a strategic business advisor to senior management regarding key organizational and management issues. Provides leadership and guidance to the HR function.

Survey Job Code	Survey Job Title	Functional Area	Job Description
HRM-M1	Human Resources Manager	Human Resources	<p>Under general direction, coordinates human resources activities and benefits administration. Maintains a variety of programs to ensure positive employee relations in keeping with company objectives. Conducts research into current industry trends and makes recommendations to management regarding new programs or modification to existing policies and procedures. Counsels employees in the interpretation and application of human resources programs and coordinates recruitment, orientation, training, compensation, EEO and benefit activities. Oversees human resources record system, as well as insurance and unemployment claims processing. Analyzes employee attitudes and concerns and acts as company liaison when dealing with vendors and government agencies. Performs a wide variety of special studies or surveys, which may affect the employee relations function. Responsible for the employment, training, motivation and discipline of direct reports. This is typically the first level of management. Must directly manage exempt level employees. May manage Non-Exempt employees directly or through supervisors/leads. Excludes Working Leads. Title may be Supervisor or Manager depending on size of company and department.</p>
HRM-P3	Human Resources Generalist	Human Resources	<p>Plans, conducts, and coordinates the development and administration of human resources programs in functions such as employment, compensation, benefits, training, employee relations, security, unemployment insurance and related areas. Generally specializes in two or more areas. Provides staff consulting support in the investigation of new human resources programs. Conducts research into human resources practices, policies and procedures. Analyzes trends of a competitive nature and within the company. Assists in the formulation of company human resources and manpower objectives. Develops recommended courses of action to meet objectives. Conducts studies to determine feasibility, costs benefits, and potential human resources program applications. Typical tasks would include formulation of extensive recruiting campaigns, development of compensation plans, coordination of training programs, analysis and recommendations for benefit changes, preparation and administration of EEO and affirmative action programs and tasks of similar complexity. May provide project leadership to other staff members.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
HRM-A3	Human Resources Assistant/ Coordinator/ Specialist	Human Resources	Performs a wide variety of human resources activities in functions such as employment, compensation, benefits, training, employee relations, and related areas. Depending on function, typical tasks include assisting in the development and conduct of recruiting programs, interviewing, screening, evaluating and selecting qualified applicants; reviewing requests for classification/grade changes, recommending appropriate salary grades, analyzing salary survey data, developing compensation structures; reviewing competitive benefits, developing recommendations for benefit additions and changes; interpreting human resources policies for supervision, counseling employees concerning work related problems and conducting termination interviews; preparing company benefit brochures and conducting employee orientations; preparing and presenting unemployment claims; developing programs and similar tasks. Conducts research, analyzes data and prepares recommendations on assigned projects. Provides assistance to line management regarding employee relations practices.
HRB-P3	Human Resources Business Partner	Human Resources	Responsible for aligning business objectives with employees and management in designated business units. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization. Maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition. Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies. Serves as a liaison between employees/managers of a business unit and the corporate Human Resources function. Provides consultative guidance and coaching to managers and employees on Human Resources related matters, ensuring alignment with corporate policies, goals and objectives. Workforce of succession planning, training, or performance management strategies as developed by the company Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.

Survey Job Code	Survey Job Title	Functional Area	Job Description
HRT-M1	Training Manager	Human Resources	Plans, organizes, direct and controls the activities and staff involved in the development, implementation, and administration of human resources training and development programs. Conducts research to assess training requirements and needs throughout the company. Develops a variety of training programs including areas such as first line supervisory training, management development, organizational development and skills training. Develops training course content, materials and coverage. Schedules and conducts training classes. Continually reviews the availability and applicability of established training programs or services for possible use within company. Develops criteria for evaluation of training effectiveness and conducts research to measure success of programs and training activities. May manage the employee educational assistance program. Provides technical guidance and counsel to management throughout the company. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads. Requires a broad knowledge of training techniques, methods, theories, materials, and programs.
HRT-P3	Training Associate	Human Resources	Conducts training and education programs in various topics including basic skills, sales techniques, computer software/hardware, company products and policies, supervisory techniques, etc. Responsible for conducting examinations and evaluations to assess students mastery of the subject matter. Conducts training and educational programs in such areas as basic skills, sales techniques, computer software/hardware, company products and policies, supervisory techniques, etc. Conducts examinations and evaluations to assess trainees' mastery of the subject matter. The emphasis of this position is on classroom instruction, but it may include some needs assessment and program development and/or modification.
ITM-X2	Top Information/IT/Technology Executive/Director	Information Technology	The single top technology executive in the entire company. Responsible and accountable for establishing the company's technical vision and leading all aspects of the company's technology development. Leads the execution of technology strategy for technology platforms, partnerships, and external relationships. Builds and manages the technology team and oversees research and development, as well as project management. Provides visible leadership for the company within the technology community. Anticipates and reacts to major technology changes to ensure the maintenance of company leadership in the competitive landscape. Establishes technical standards and ensures adherence for product development and company operations.

Survey Job Code	Survey Job Title	Functional Area	Job Description
ITM-M1	Information Technology Manager	Information Technology	Plans, organizes, directs, and controls the activities and staff involved in the study, design, development, and installation of data processing systems, including systems analysis, programming and computer operations. Manages through subordinate managers, analysts and programmers, in the development and installation of information systems for planning, control, and operational purposes. Supervises the conduct of feasibility studies for systems improvement and the preparation of systems project proposals. Prepares long-range systems projects/plans with priority recommendations. Presents proposed systems projects to higher management. Reviews facility and equipment requirements and prepares related recommendations. Coordinates all decentralized data processing applications and monitors equipment utilization. Prepares operational forecasts and requirements for data processing, systems development, and communications. Prepares and administers project and department budgets and reports budget performance. Responsible for the employment, training, motivation and discipline of assigned employees. This is typically the first level of management in this job family. May manage employees directly or through supervisors/leads. Excludes Working Leads.
ITM-P3	Information Technology Administrator/Analyst	Information Technology	Designs, develops, and installs data processing systems, including systems analysis, programming and computer operations, including information systems for planning, control, and operational purposes. Conducts feasibility studies for systems improvement and the preparation of systems project proposals. Prepares long-range systems projects/plans with priority recommendations. Presents proposed systems projects to management. Reviews facility and equipment requirements and prepares related recommendations. Coordinates all decentralized data processing applications and monitors equipment utilization. Prepares operational forecasts and requirements for data processing, systems development, and communications.
ITM-A3	Information Technology Specialist	Information Technology	Installs and supports data processing systems, including systems analysis, programming and computer operations, including information systems for planning, control, and operational purposes. Supports conduct of feasibility studies for systems improvement and the preparation of systems project proposals. Provides input for long-range systems projects/plans with priority recommendations.
MKG-X2	Top Marketing Executive	Marketing	Directs corporate marketing activities concerned with developing and analyzing market research data, identifying market potentials, establishing pricing strategies, defining and implementing advertising and promotion programs and managing marketing/contract administration. Normally reports to the CEO. This is the most senior marketing position in the company.
MKG-X1	Director of Marketing	Marketing	Under direction of the Top Marketing Executive, directs and implements corporate marketing activities concerned with developing and analyzing market research data, identifying market potentials, establishing pricing strategies, defining and implementing advertising and promotion programs and managing marketing/contract administration.

Survey Job Code	Survey Job Title	Functional Area	Job Description
MKG-M1	Marketing Manager	Marketing	Under direction of the Director of Marketing, directs and implements marketing activities concerned with developing and analyzing market research data, identifying market potentials, establishing pricing strategies, defining and implementing advertising and promotion programs and managing marketing/contract administration.
MKG-A4	Marketing Coordinator/ Specialist	Marketing	Under limited supervision, performs a variety of semi-routine clerical duties of moderate complexity requiring the exercise of some discretion and use of limited judgment and initiative. Follows written and verbal instructions with work usually subject to spot check. Performs duties such as maintaining complex files, keeping records, preparing schedules, compiling data for reports, searching and investigating information contained in files, processing departmental documents, posting records and typing correspondence and reports from rough drafts. May operate general business machines such as typewriter, copier, calculator, computer, fax or other similar machines.
MKD-P3	Marketing Graphics Designer	Marketing	Under general supervision, performs a variety of support tasks in the planning, layout and preparation of commercial art work for inclusion in product brochures, displays, web applications, presentations, slides, proposals, manuals, and similar graphics applications requiring a creative graphics treatment. Experienced user of a variety of graphics presentation techniques and applications. Works from general guidelines using considerable creative judgment regarding composition, media selection and the like. May provide technical guidance to other designers. Familiar with multiple media and presentation techniques. Designs, develops, produces and prepares creative graphics, commercial art and illustrative materials from sketches, written and verbal requests. May support Digital Graphics design requirements. Selects techniques best suited to produce desired visual effects in conformance with specified quality standards. Recommends appropriate methods and medium to convey the desired effect. Utilizes a wide variety of graphics production equipment, web tools and supplies including personal computer and desktop publishing/graphics software.
MCM-M1	Communications Manager	Marketing	Manages the public relations, community affairs and public outreach programs, directed primarily toward the news/communications media and secondarily to industry, stockholders and/or employees. Develops, implements and administers policies responsive to organizational strategies and objectives. Reviews material intended for public release to ensure that it represents the best interests of the company, customer base, stockholders and employees and is consistent with established company public relations objectives and policies. Plans, prepares and disseminates information, press releases and public presentations. Individuals act as internal experts, consultants and program/project managers and represent the organization to external groups, trade associations, agencies, customers, stockholders and vendors. May coordinate corporate sponsorship, promotional events (e.g. corporate branded/sponsored sports events) and contribution programs.

Survey Job Code	Survey Job Title	Functional Area	Job Description
MCM-P3	Communications Associate	Marketing	Develops, coordinates, implements and/or administers public relations, community affairs and public outreach programs, directed primarily toward the news/communications media and secondarily to industry, stockholders and/or employees. Develops, implements and administers policies responsive to organizational strategies and objectives. Reviews material intended for public release to ensure that it represents the best interests of the company, customer base, stockholders and employees and is consistent with established company public relations objectives and policies. Plans, prepares and disseminates information, press releases and public presentations. Individuals act as internal experts, consultants and program/project managers and represent the organization to external groups, trade associations, agencies, customers, stockholders and vendors. May coordinate corporate sponsorship, promotional events (e.g. corporate branded/ sponsored sports events) and contribution programs.
PBM-P4	Brand Manager	Brand Management	Directs, designs and implements a comprehensive product marketing cycle which may include identification of market potential, establishing of pricing and market strategies, estimates of potential sales, introduction to market, distribution/channel issues, definition of promotional activities and management of product through phase-out. Plans, organizes and coordinates assigned programs to ensure accomplishment of financial/budgetary goals. Coordinates program planning with customers to ensure identification of appropriate manufacturing schedules, goals, design criteria, costs and similar considerations. Conducts pre-contract liaison with customers and may participate in contract negotiation activities. Coordinates details of program within the company with a wide range of functions and individuals. Reviews potential changes in scope of contract and advises management and customers of potential impact of changes. May coordinate product introduction and market exploitation with marketing and sales organizations to ensure maximum penetration of market segment. Provides continuing product surveillance and management of assigned products and categories to attain financial objectives. Specialized knowledge of company product lines and potential applications. Full understanding of product and customer requirements. General experience in management techniques and controls, marketing and contract administration. Product lines may represent new and emerging brands, products, technologies or applications. Responsible for multiple brands or unique products.
PBM-P3	Brand Ambassador	Brand Management	Expert in the brands offered and increases brand awareness and sales by promoting products at dispensary locations and event venues. Assists with the development of an overall sales and customer service training program. The program will include communicating the value of products to customers, tracking customer feedback and representing the brand at launches and events. Conducts product demonstrations while educating customers, retailers, and distributors about company products.

Survey Job Code	Survey Job Title	Functional Area	Job Description
SNM-P4	Social Media Manager	Social Media	<p>Manages the planning, creation and/or production of content on social networking websites, interactive marketing and related media. Engages in creative, marketing, and monetization efforts involving the use of social networking. Develops and enhances the design of social networking media features and campaigns that attract and sustain interest, and present a prominent, positive and compelling brand identity. Experiments with new and alternative approaches to leveraging social networking media and interactive marketing opportunities. Provides guidance and advice to cross-functional teams seeking ways to integrate social networking media with their programs. May actively participate in a variety of Social Media sites and sources such as YouTube, Facebook, LinkedIn, Instagram, Glassdoor, Digg, Reddit, Flockr, Forums, Twitter, Wikis, message boards, blogs, and other Social Media on behalf of the company. Proactively responds to current/potential customers by answering questions and resolving issues. Participates in conversations that surround company content, products and brand to promote and maintain company reputation. May monitor and mediate discussions to correct mis-information or erroneous perceptions. Conducts research on customer issues. Creates written/video content for feeds and snippets on Social Media sites. Identifies and engages customer advocates to build and maintain lasting relationships with them. Solicits and analyzes feedback and presents recommendations to management. Requires advanced knowledge of the principles and practices within marketing communications field or recognized body of formal knowledge. This includes knowledge required for complex problems, new project and system development, financial analysis, etc. Plans for the effective development and implementation of longer-term projects. Requires work prioritization, forecasting, scheduling and coordinating resources and staff. Major projects are reviewed in terms of achieving goals, generally over an extended period of time.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
SNM-P3	Social Media Specialist/ Strategist/ Coordinator	Creative	Plans, creates and/or produces content on social networking websites, interactive marketing and related media. Engages in creative, marketing, and monetization efforts involving the use of social networking. Develops and enhances the design of social networking media features and campaigns that attract and sustain interest, and present a prominent, positive and compelling brand identity. Experiments with new and alternative approaches to leveraging social networking media and interactive marketing opportunities. Provides guidance and advice to cross-functional teams seeking ways to integrate social networking media with their programs. May actively participate in a variety of Social Media sites and sources such as YouTube, Facebook, LinkedIn, Instagram, Glassdoor, Digg, Reddit, Flockr, Forums, Twitter, Wikis, message boards, blogs, and other Social Media on behalf of the company. Proactively responds to current/potential customers by answering questions and resolving issues. Participates in conversations that surround company content, products and brand to promote and maintain company reputation. May monitor and mediate discussions to correct mis-information or erroneous perceptions. Conducts research on customer issues. Creates written/video content for feeds and snippets on Social Media sites. Identifies and engages customer advocates to build and maintain lasting relationships with them. Solicits and analyzes feedback and presents recommendations to management. Requires advanced knowledge of the principles and practices within marketing communications field or recognized body of formal knowledge. This includes knowledge required for complex problems, new project and system development, financial analysis, etc. Plans for the effective development and implementation of longer-term projects. Requires work prioritization, forecasting, scheduling and coordinating resources within assigned projects. Major projects are reviewed in terms of achieving goals, generally over an extended period of time.
CMM-X1	Creative Director	Sales	Develops the overall strategy of the creative activities of the organization. Mentors and manages staff involved in the conceptualization, design, development, and implementation of new creative solutions which will enhance the company and brand image. Oversees the formulation and monitoring of branding concepts and applications to ensure that branding reinforces organizational requirements and desired image. Requires expert knowledge within all creative areas. Oversees the creation and implementation of plans for introduction of new product lines. May explore new technologies to deliver innovative, user friendly, interface design solutions across multiple platforms. May determine systems and hardware requirements within the organization to accomplish business objectives. Establishes creative standards.

Survey Job Code	Survey Job Title	Functional Area	Job Description
DSL-X2	Vice President of Sales	Sales	Oversees and directs the overall general sales operations for the company within assigned area of responsibility. Has primary responsibility for supervision and development of Sales Managers, and ultimately responsible for all employees within the Sales function. Develops sales business objectives to implement throughout assigned organization on which to measure the success of the sales organization. Resolves most difficult customer problems and handles important negotiations with key customers. May also have management responsibilities in sales administrative functions such as: order processing, credit, accounting and computer operations. Very often this position is titled Vice President.
DSL-X1	Director of Sales	Sales	Under the direction of the VP of Sales, oversees and directs the general sales operations for the company within assigned area of responsibility. Has primary responsibility for supervision and development of Sales Managers, and ultimately responsible for all employees within the Sales function. Develops sales business objectives to implement throughout assigned organization on which to measure the success of the sales organization. Resolves most difficult customer problems and handles important negotiations with key customers. May also have management responsibilities in sales administrative functions such as: order processing, credit, accounting and computer operations.
DSL-M1	Sales Manager	Sales	Under the direction of the Director/Head of Sales, oversees and directs the general sales operations for the company within assigned area of responsibility. Has primary responsibility for supervision and development of Sales Managers, and ultimately responsible for all employees within the Sales function. Develops sales business objectives to implement throughout assigned organization on which to measure the success of the sales organization. Resolves most difficult customer problems and handles important negotiations with key customers. May also have management responsibilities in sales administrative functions such as: order processing, credit, accounting and computer operations.
DSL-P4	Sales Account Manager	Sales	Manages one or more accounts. May be on a national or global scope, but not necessarily. "Key Accounts" are identified target accounts where the acquisition and retention of the account has a major strategic impact on the success and growth of the company, but these accounts are not yet bringing in the very largest sales revenue to your company. Number of accounts would be fewer than those assigned to a general field sales representative, but typically more than the number assigned to representatives for the largest strategic accounts. Identifies opportunities, lands business, and strives to ensure the customer's successful adoption of products and services to facilitate expansion and renewal of business. Responsible for a broad range of products/categories. Assignment is not territory bound. Separate from the normal Sales Representative progression and restricted to a small, exclusive population.

Survey Job Code	Survey Job Title	Functional Area	Job Description
DSL-P3	Sales Representative/ Associate	Product Development	Represents the company to the customer and the customer to the company in all sales-oriented activities. Identifies opportunities, lands business, and strives to ensure the customer’s successful adoption of products and services to facilitate expansion and renewal of business. Usually responsible for a broad range, or multiple products/categories.
PDM-X1	Top Product Development Executive	Product Development	The single top Product Development executive in the entire company. Drives product development, strategy, and redesign from concept through development and manufacturing to market launch. Determines the scope of present and future product lines by reviewing product specifications and requirements, appraising new product ideas and/or product or packaging changes. Assesses market competition by comparing the company’s product to competitors’ products. Provides information for top management by preparing long-term product sales forecasts and special reports and analyses, and answering questions and requests. Works with marketing and sales departments to ensure product success and market growth. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and content, and participating in professional societies.

Survey Job Code	Survey Job Title	Functional Area	Job Description
PDM-M1	Product Development Manager	Product Development	<p>Manages Product Development from concept through development and manufacturing to market launch. Develops products by identifying potential products, conducting market research, generating product requirements, developing marketing strategies, and determining specifications, production timetables, pricing, and time-integrated plans for product introduction. Determines customers' needs and desires by specifying the research needed to obtain market information. Recommends the nature and scope of present and future product lines by reviewing product specifications and requirements, appraising new product ideas and/or product or packaging changes. Assesses market competition by comparing the company's product to competitors' products. Provides source data for product line communications by defining product marketing communication objectives. Obtains product market share by working with sales director to develop product sales strategies. Assesses product market data by calling on customers with field salespeople and evaluating sales call results. Provides information for management by preparing short-term and long-term product sales forecasts and special reports and analyses, and answering questions and requests. Facilitates inventory turnover and product availability by reviewing and adjusting inventory levels and production schedules. Brings new products to market by analyzing proposed product requirements and product development programs, preparing return-on-investment analyses, and establishing time schedules with engineering and manufacturing. Introduces and markets new products by developing time-integrated plans with sales, advertising, and production. Determines product pricing by utilizing market research data, reviewing production and sales costs, anticipating volume, and costing special and customized orders. Works with marketing and sales departments to ensure product success and market growth. Recruits, trains, and manages product team by planning, monitoring, and appraising job results. Completes operational requirements and meets product development deadlines by scheduling and assigning employees, and following up on work results, including quality control and testing. Identifies and manages new and existing product partnerships. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and content, and participating in professional societies.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
PDM-M0	Product Development Supervisor	Science/Lab	Supervises Product Development from concept through development and manufacturing to market launch. Develops products by identifying potential products, conducting market research, generating product requirements, developing marketing strategies, and determining specifications, production timetables, pricing, and time-integrated plans for product introduction. Determines customers' needs and desires by specifying the research needed to obtain market information. Recommends the nature and scope of present and future product lines by reviewing product specifications and requirements, appraising new product ideas and/or product or packaging changes. Assesses market competition by comparing the company's product to competitors' products. Provides source data for product line communications by defining product marketing communication objectives. Obtains product market share by working with sales director to develop product sales strategies. Assesses product market data by calling on customers with field salespeople and evaluating sales call results. Provides information for management by preparing short-term and long-term product sales forecasts and special reports and analyses, and answering questions and requests. Facilitates inventory turnover and product availability by reviewing and adjusting inventory levels and production schedules. Brings new products to market by analyzing proposed product requirements and product development programs, preparing return-on-investment analyses, and establishing time schedules with engineering and manufacturing. Introduces and markets new products by developing time-integrated plans with sales, advertising, and production. Determines product pricing by utilizing market research data, reviewing production and sales costs, anticipating volume, and costing special and customized orders. Works with marketing and sales departments to ensure product success and market growth. Recruits, trains, and manages product team by planning, monitoring, and appraising job results. Completes operational requirements and meets product development deadlines by scheduling and assigning employees, and following up on work results, including quality control and testing. Identifies and manages new and existing product partnerships. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and content, and participating in professional societies.
SCI-X2	Top Science Executive/ Director	Science/Lab	Responsible for management of the Scientist function. Has primary responsibility for supervision and development of first level Supervisors/Managers. Responsible for the employment, training, motivation and discipline of the supervisory/ management team. This is the second level of management for the Scientist function; title may be Manager or Director depending on the size of the company and department. MUST HAVE Supervisors or Managers reporting to them.
SCI-M1	Lab Manager	Science/Lab	Under the direction of the Top Science Executive/ Director is responsible for management of the Scientist function. Has primary responsibility for supervision and development of science/lab personnel. Responsible for the employment, training, motivation and discipline of the team.

Survey Job Code	Survey Job Title	Functional Area	Job Description
SCI-T3	Lab Technician	Cultivation	Works within the Processing/Testing Laboratory Department and reports to the Lab Manager. Assists the Lab Manager by carrying out day-to-day tasks. This task includes but are not limited to: Prepping chemicals, preventative maintenance, Calibration, Tracking, Documenting, Packaging, Labeling, and Cleaning, in accordance with local and state standards.
CUL-X2	Vice President of Cultivation	Cultivation	Directs all Cultivation teams by providing a leadership presence on all aspects of cultivation in each location. This role provides both strategy and day-to-day operational leadership by overseeing and supporting the team at each stage of cultivation; improving operational efficiencies; organizing decisions and strategies in detailed plans presented and approved by CEO and COO in a timely manner; and working with company leadership on monthly, quarterly, annual plans and goals. The VP of Cultivation must have a good working relationship with the Heads of Cultivation, Cultivation Managers and Cultivation Techs. The VP of Cultivation is responsible to analyze and develop action plans to find production and cost efficiencies. Other responsibilities include helping develop cultivation budgets with the CEO and COO; maintaining cultivation budgets with Directors of Cultivation; reporting on cultivation budget actual vs. budget; oversee recruiting and hiring appropriately to ensure operation is always staffed per the budget; effectively manage the operation; always ensuring consistency and compliance; and ensure the individual skills of the team are utilized effectively. The VP of Cultivation will be accountable for overseeing cultivation operations including development of new genetic varieties, nursery propagation and harvesting and curing of flower during multiple production cycles annually.
CUL-X1	Cultivation Director	Cultivation	Responsible for overseeing all facets of the cultivation operations. Oversees daily operations, processes, and schedule of the vegetation, flowering and harvesting phases. Leads and directs the production team to meet company goals, adhering to State/Local regulations and control quality and consistency of horticultural products. Utilizes data in their decision making process and exemplify flexibility to meet changing market demands. Demonstrates a willingness to constantly learn and improve in order to innovate quality products, increase market share, and achieve greater efficiencies. Has a good attitude, enjoys their work and adds value to the team and company.

Survey Job Code	Survey Job Title	Functional Area	Job Description
CUL-M1	Cultivation Manager	Cultivation	Responsible for managing all cultivation and growing operations and employees. Reports to the Director of Cultivation and/or the Operations Director. Manages a large-scale greenhouse, performing all the tasks in the grow cycle, including transplanting, feeding, cloning, cropping and inventory management. Hires, trains, and leads a cultivation team (up to 20 employees). Works directly with the Operations Manager, Director of Cultivation, Production and Sales to ensure the quantity, mix and yield of strains planted and produced will support sales goals and market needs. Sets cultivation goals for the manufacturing facilities. Develops growing and greenhouse utilization plans to maximize growing efficiency for products. Ensures SOPs are established, approved, and followed in daily processes and that all cultivation related standard operating procedures are followed, including inventory management, security and cleanliness SOPs. Routine daily activities required to ensure plant maintenance and general operation of the cultivation areas, ensure clones and mother maintenance and general operation of the propagation room to ensure adequate crop production. Measuring and reporting performance metrics and criteria with respect to cloning, potting, and other activities.
CUL-M0	Cultivation Supervisor/ Assistant Manager	Cultivation	Works closely with the Cultivation Manager in overseeing Technicians and the harvest to ensure maximum efficiency and effective workforce distribution, while maintaining fundamentally solid agricultural and manufacturing practices. Maintains records of harvests and post-harvest packaging, and orchestrates daily tasks within the cultivation department to maintain the standard production schedule as prescribed by the Cultivation Manager.
CUL-T5	Senior Cultivation Technician	Cultivation	Reports to department supervisors/leads and are responsible for the care of cannabis plants during the immature, vegetative, and flowering stages. Executes operations pertaining to plant care such as cloning, pruning, transplanting, up-potting, watering, feeding, ensuring environmental control, and inspecting plants for signs of deficiency or infestation, as well as labeling and tracking plants using METRC tags. Lead staff responsibilities.
CUL-T3	Cultivation Technician	Watering/ Irrigation	Reports to department supervisors/leads and are responsible for the care of cannabis plants during the immature, vegetative, and flowering stages. Executes operations pertaining to plant care such as cloning, pruning, transplanting, up-potting, watering, feeding, ensuring environmental control, and inspecting plants for signs of deficiency or infestation, as well as labeling and tracking plants using METRC tags.

Survey Job Code	Survey Job Title	Functional Area	Job Description
WAT-T5	Watering/ Irrigation Supervisor/ Assistant Manager	Watering/ Irrigation	Train and assist personnel with diagnosing and troubleshooting watering/irrigation related problems. Read directions and lay pipe/watering systems accordingly. May operate heavy equipment (backhoe, small and large trenchers, dump truck, front end loader, etc.) and hand tools to install/repair irrigation components. Installs, troubleshoots, and repairs many types and models of irrigation controllers, including electrical troubleshooting of all the systems components. Maintains, repairs, and troubleshoots numerous sizes and types of control valves. Maintain detailed written records of maintenance activities and completed work orders.
WAT-T3	Watering/ Irrigation Specialist	Harvest	Diagnoses and troubleshoots watering/irrigation related problems. Read directions and lay pipe/watering systems accordingly. May operate heavy equipment (backhoe, small and large trenchers, dump truck, front end loader, etc.) and hand tools to install/repair irrigation components. Installs, troubleshoots, and repairs many types and models of irrigation controllers, including electrical troubleshooting of all the systems components. Installs, troubleshoots and repairs sprinkler irrigation system components including but not limited to: valves, piping, sprinkler heads, other emitting devices, controller wiring, backflow prevention devices and controllers. Maintain detailed written records of maintenance activities and completed work orders.
HRV-M1	Harvest Manager	Harvest	Responsible for the management of the harvest phase of cultivation operations prior to post-harvest trimming and processing. May include: cutting down of cannabis flowers, initial trimming/de-leafing, “bucking down” aka separating the buds from stems, packing, weighing, organizing, and ensuring quality of cannabis flower buds pre-trimming and pre-processing. Reports to cultivation & operations leadership.
HRV-L5	Harvest Supervisor/ Assistant Manager	Harvest	Assists in the management of the harvest phase of cultivation operations prior to post-harvest trimming and processing. May include: cutting down of cannabis flowers, initial trimming/de-leafing, “bucking down” aka separating the buds from stems, packing, weighing, organizing, and ensuring quality of cannabis flower buds pre-trimming and pre-processing.
HRV-L3	Harvest Technician	Dry/Cure Room	Participates in the harvest phase of cultivation operations prior to post-harvest trimming and processing. May include: cutting down of cannabis flowers, initial trimming/de-leafing, “bucking down” aka separating the buds from stems, packing, weighing, organizing, and ensuring quality of cannabis flower buds pre-trimming and pre-processing.
DRY-M1	Dry/Cure Room Manager	Dry/Cure Room	Responsible for the management of the dry/cure room operations post-harvest and pre-trimming/processing. May include: quality management – ensuring flower buds are curing properly and removing damaged product, managing temperature and humidity, keeping track of inventory, and coordinating with post-harvest trimming and processing. Reports to cultivation, operations, and manufacturing/production leadership.

Survey Job Code	Survey Job Title	Functional Area	Job Description
DRY-L5	Dry/Cure Room Supervisor/ Assistant Manager	Dry/Cure Room	Assists in the management of the dry/cure room operations post-harvest and pre-trimming/processing. May include: quality management – ensuring flower buds are curing properly and removing damaged product, managing temperature and humidity, keeping track of inventory, and coordinating with post-harvest trimming and processing.
DRY-L3	Dry/Cure Room Technician	Post-Harvest	Participates in the dry/cure room operations post-harvest and pre-trimming/processing. May include: quality management – ensuring flower buds are curing properly and removing damaged product, managing temperature and humidity, keeping track of inventory, and coordinating with post-harvest trimming and processing.
PHM-M1	Post-Harvest/ Trim Manager	Post-Harvest	Responsible for the manicuring of cannabis in preparation for sale to company standards, communicating and meeting weekly production goals and assisting the Cultivation and Packaging managers in needed oversight or duties. Ensures quality cannabis leaves the cultivation facility is the most important aspect of the position. Manages people and teams.
PHM-M0	Post-Harvest/ Trim Supervisor/ Assistant Manager	Trim	Works closely with the Trim Manager to coach, motivate, and monitor the team to ensure processing is completed efficiently, effectively, and safely.
PHM-T3	Post-Harvest/ Trimmer/Trim Technician	Pest Management	Primarily responsible for the efficiency and quality of the cannabis plant trimming in preparation for eventual sale. Efficiently trim and de-fan plants, accurately weigh and record all wet trim weights, maintain the organization and cleanliness of the warehouse while performing trimmings, and trim off the stick once the cannabis plants are dry. Maintain quality products, ensure cleanliness of all staging areas, complete side tasks, and medicine processing projects, and communicate known issues to the management team.
PCM-X1	Integrated Pest Management Director	Manufacturing & Production	Directs the treatment and scouting of all plant pests. The IPM Director will be ultimately responsible for applying all pesticides and deploying all beneficial insects in a safe, organized, and effective manner that is compliant with state laws and regulations. The essential duties and responsibilities include: overseeing the development of a comprehensive Pest Management plan for the facility using approved pesticides, beneficial insects, and biocontrol agents; directing and managing a team of IPM managers, supervisors, and technicians that will be responsible for applying all compounds in a safe and effective manner; overseeing work orders for proper chemical mixing and to track every pesticide application; overseeing working with a fertigation team to inject drench materials into the fertigation system to control root pests; overseeing the management of cleaning and routine maintenance of all application equipment and sprayers; ensuring that proper REI notifications are disseminated to the facility and posted where appropriate; and overseeing the clear and effective communication with cultivation staff to ensure the spray and drench applications do not disrupt routine cultivation operations.

Survey Job Code	Survey Job Title	Functional Area	Job Description
PCM-M1	Integrated Pest Management Manager	Manufacturing & Production	Manages the treatment and scouting of all plant pests. The Pest Management Manager is responsible for applying all pesticides and deploying all beneficial insects in a safe, organized, and effective manner that is compliant with state laws and regulations. The essential duties and responsibilities include: developing a comprehensive Pest Management plan for the facility using approved pesticides, beneficial insects, and biocontrol agents; manage and train a team of IPM technicians that are responsible for applying all compounds in a safe and effective manner; routinely scouting for all plant pests, generating treatment maps for all IPM technicians to follow; generating work orders for proper chemical mixing and to track every pesticide application; when necessary, work closely with the fertigation team to inject drench materials into the fertigation system to control root pests; managing the cleaning and routine maintenance of all application equipment and sprayers; ensuring that proper REI notifications are disseminated to the facility and posted where appropriate; and communicating clearly and effectively with all cultivation staff to ensure the spray and drench applications do not disrupt routine cultivation operations.
PCM-M0	Integrated Pest Management Supervisor/ Assistant Manager	Manufacturing & Production	Supervises the treatment and scouting of all plant pests. The IPM Supervisor assists with responsibilities for applying all pesticides and deploying all beneficial insects in a safe, organized, and effective manner that is compliant with state laws and regulations. The essential duties and responsibilities include: supporting the development of a comprehensive Pest Management plan for the facility using approved pesticides, beneficial insects, and biocontrol agents; supervising a team of IPM technicians that are responsible for applying all compounds in a safe and effective manner; routinely scouting for all plant pests, supporting the generation of treatment maps for all IPM technicians to follow; supporting the generation of work orders for proper chemical mixing and to track every pesticide application; when necessary, work closely with the fertigation team to inject drench materials into the fertigation system to control root pests; supervising the cleaning and routine maintenance of all application equipment and sprayers; supporting proper REI notifications are disseminated to the facility and posted where appropriate; and communicating clearly and effectively with all cultivation staff to ensure the spray and drench applications do not disrupt routine cultivation operations.
PCM-T3	Integrated Pest Management Specialist/ Technician	Manufacturing & Production	Responsible for all hands-on applications of integrated pest management including mixing and applying pesticides, pest and pathogen monitoring and identification, cleaning and sanitation activities. The Pest Management Specialists reports directly to the Lead Cultivation Technician. May include IPM Technicians as well.
MFG-X2	Top Manufacturing/ Production Executive	Quality	Responsible for organizing the manufacturing and production of all post cultivation products. This includes the sectors of extraction laboratory, MIPs Kitchen, and trim/packaging. The Top Manufacturing/Production Executive oversees all inventory and allocation of production resources and workflows post-harvest and testing phases of cultivated cannabis.

Survey Job Code	Survey Job Title	Functional Area	Job Description
MFG-M1	Manufacturing/ Production Manager	Quality	Manages the production pipeline by communicating with supply chain partners and internal teammates. Responsible for production timelines of flower and manufactured products. Maintains timelines for product launches and keeps internal teams aware of needed action items. Maintains communication and support to sub-licensed cultivation and manufacturing partners. Keeps market flowchart updated. Conducts partner site visits monthly to ensure production commitments and process standards are met. Creates reports to track commitment progress and keeps track of any issues. Maintains allocations for product split to report back to the Procurement team to maintain a balanced menu. Maintains the genetics menu and relays updates, needs and pictures to the Cultivation team. Track yields and creates reports of final yields from each harvest batch.
MFG-L5	Manufacturing/ Production Supervisor/ Assistant Manager	Quality	Responsible for direction of Non-Exempt employees involved in production, assembly, subassembly or fabrication operations. Reviews production schedules, material, and manpower resources. Assigns employees to maximize production objectives, maintain quality and attain output requirements. Informs assigned employees of production and material problems and coordinates with support groups to resolve problems affecting schedules. Participates in establishing and modifying operational methods and processes by recommending changes in materials, equipment, and procedures. Maintains a variety of reports, records, and production documentation to reflect schedules, performance, methods and the like. Typically manages the day-to-day workflow of subordinate Non-Exempt workers. Generally assigned to more complex production operations with greater independent authority and broader spans of control in terms of functions directed, operational difficulties encountered, or number of employees directly and indirectly supervised.
MFG-L2	Manufacturing/ Production Associate/ Assistant/ Technician/ Worker	Engineering	Under general supervision, performs a wide variety of production activities requiring knowledge of a variety of related processes, operations, machinery, and equipment. Sets up and assists lower level production workers in basic set-up and operation of machinery and equipment where tolerances or alignments are difficult to obtain. May be called upon to tend a variety of machines and equipment as needed for relief and assistance purposes. May monitor production for quality and adjust machines or process to correct problem. May provide work leadership including assigning work, monitoring progress and resolving routine materials problems. Excludes those with full supervisory responsibilities.
QCM-X2	Top Quality Executive	Engineering	Top role responsible for management of the Quality function through subordinate supervisors/managers. Oversees and approves quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews status of in-process rejections and recommends appropriate corrective action. Acts as primary liaison with customers, vendors and various company departments. Advises management of test trends, returns, vendor performance and audit results and corrective action needed. Responsible for the employment, training, motivation and discipline of assigned employees. Title may be Manager or Director depending on size of company and department. MUST HAVE Supervisors/Managers reporting to them.

Survey Job Code	Survey Job Title	Functional Area	Job Description
QCM-M1	Quality Control Manager	Extraction	Responsible for management of the Quality function. Oversees and approves quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews status of in-process rejections and recommends appropriate corrective action. Acts as primary liaison with customers, vendors and various company departments. Advises management of test trends, returns, vendor performance and audit results and corrective action needed. Responsible for the employment, training, motivation and discipline of assigned employees.
QCM-A3	Quality Control Technician/ Associate/ Specialist	Extraction	Under general supervision, assists in testing and inspecting products at various stages of the production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Selects products for testing at specified stages in production and tests characteristics. Technicians may work in any of the following areas of quality control: incoming material, process control, product evaluation, inventory control, product reliability, or research and development.
ENG-P3	Engineer – Process/ Manufacturing/ Quality	Extraction	Provides accurate and timely design services, using CAD, Revit, Dialux Evo, and other design software for clients. Examples of design work include lighting systems, racking, and benching systems, fan systems, odor mitigation/microbial treatment systems, pipe design and layout, irrigation equipment layout(s), calculation of flow rates, pressure, specification(s) sequencing, and other system requirements. Work with Design Team and Design Manager to better understand and utilize design systems, processes, and procedures for cultivation systems design services. Manufacturing and Quality engineers would apply a similar skillset and responsibilities towards the design and implementation of manufacturing and quality processes.
ENS-P3	Engineer – Software/Systems Development	Supply Chain	Performs complicated and difficult software/systems design engineering assignments under general supervision requiring a high degree of technical competence reflecting current state-of-the-art applications. Duties include full technical responsibility for planning, organizing, and conducting technical projects in the design and development of computer systems hardware and software. Conceives and plans projects involving the assessment of basic architecture and current hardware limitations, definition and selection of new concepts and approaches, design, development and implementation of non-routine major software engineering applications, the analysis and investigation of major software engineering project tasks, the definition of complex design specifications and parameters, development and application of major routines and utility programs, resolutions of difficult hardware/software compatibility and interface design considerations, analysis of system architecture requirements and structures and the like. Conducts independent technical investigations in software/systems design. Coordinates and consolidates design efforts on major project(s). Prepares design specifications, analysis and recommendations for presentation and approval. May provide technical guidance to lower level engineers and design support personnel.

Survey Job Code	Survey Job Title	Functional Area	Job Description
EXD-M1	Extraction Manager	Supply Chain	Responsible for management of the Extraction function. Oversees all the tasks necessary to process extractions using various methods, the processing of edibles, cartridges, and other manufactured cannabis products.
EXD-T5	Extraction Supervisor/ Assistant Manager	Supply Chain	Primary responsibility includes planning, organizing, and directing the overall operation of the Production Laboratories. Responsible for ensuring that the overall operation and administration of the production laboratories are of the best quality, cost contained and carried out in an expeditious manner. Additional responsibilities include recognizing results or problems that require referral, assuring competency of all personnel, formulating the budget, maintaining performance improvement activities, the employment of competent personnel, equipment, safety laboratory policies, quality assurance (QA), all testing (including proficiency testing) and test reports. Some duties may be delegated in writing to other qualified individuals. Ensures that delegated duties are properly performed and must be accessible to provide onsite, telephone, or electronic consultation as needed.
EXD-T4	Senior Extraction Technician	Supply Chain	Produces high-quality cannabis extracts along with cleaning and maintaining laboratory and equipment, recording data, and associated tasks. Responsible for the consistent, sanitary, and safe processing of cannabis trim into cannabis extracts and product. Utilizing company policies to successfully uphold quality and consistency of all products. The individual has the responsibility chopping and pre-processing of cannabis trim into extracts and cannabis products.
EXD-T3	Extraction Technician	Distribution	Assists with the production of high-quality cannabis extracts along with cleaning and maintaining laboratory and equipment, recording data, and associated tasks. Responsible for the consistent, sanitary, and safe processing of cannabis trim into cannabis extracts and product. Utilizing company policies to successfully uphold quality and consistency of all products. The individual has the responsibility chopping and pre-processing of cannabis trim into extracts and cannabis products.
SCM-X2	Top Supply Chain Executive	Distribution	Top executive role responsible for the Supply Chain function.
SCM-M1	Supply Chain Manager	Fleet	Responsible for the management of the Supply function.
SCM-M0	Supply Chain Supervisor	Fleet	Responsible for the direct supervision of employees in the Supply Chain function.

Survey Job Code	Survey Job Title	Functional Area	Job Description
SCM-P3	Supply Chain Associate	Dispatch	Analyze and manage current inventory needs and levels to ensure a steady supply of ingredients and materials to support the immediate demands and forecasted future demands. Collaborate with sales & corporate teams to build production plans, schedules, and track actuals for product categories to ensure raw materials & finished goods are planned appropriately. Collect and verify data, review production plans for finished good items, run analysis for cross-functional optimization. Show proficiency with inventory management strategies and company assets to promote a healthy supply chain with a steady flow of goods and materials. Manage daily analysis of internal & external packaging inventory based off forecasted and historical sales. Assist with month end closing for the accounting department for purchase orders, inventory, and internal transfers. Execute purchasing for ingredients, raw materials and facility supplies. Arrange transportation of supplies to and between company facilities
DIS-X2	Top Distribution Executive	Driver	Top role responsible for the direction of ALL operations that engage in movement of materials and products. Through delegation of responsibilities and assignment of duties to management teams, achieves efficient and economical storage, handling and distribution functions to accomplish company profit, growth, and investment return. Knowledgeable of industry trends to introduce continual process, tool and methodology improvements.
DIS-M1	Delivery/ Distribution Manager	Logistics	Manager responsible for the direction of operations that engage in movement of materials and products. Through delegation of responsibilities and assignment of duties, achieves efficient and economical storage, handling and distribution functions to accomplish company profit, growth, and investment return. Knowledgeable of industry trends to introduce continual process, tool and methodology improvements.
FLT-M1	Fleet Manager	Logistics	Responsible for the planning, organizing, and management of the operational needs of the fleet of vehicles and equipment. Assures proper operation of fleet vehicles. Manages and ensures priority of vehicle maintenance, servicing and repair projects, and vehicle tracking. Responsible for vehicle accident insurance claims. Manages vehicle procurement. Ensures compliance of operation with programs and mandates. Develops and presents business plans, budgets and standards.
FLT-A5	Fleet Supervisor/ Assistant Manager	Logistics	Assists in the planning, organizing, and management of the operational needs of the fleet of vehicles and equipment. Assures proper operation of fleet vehicles. Supervises and ensures priority of vehicle maintenance, servicing and repair projects, and vehicle tracking. Assists with vehicle accident insurance claims. Consults on vehicle procurement. Ensures compliance of operation with programs and mandates.

Survey Job Code	Survey Job Title	Functional Area	Job Description
DSP-A3	Dispatcher	Inventory	Coordinates all delivery activity to and from a distribution center to ensure a timely process and flow of materials. Schedules the movement of all inbound and outbound goods with shipping, receiving, security and other departments as necessary. May trace lost or delayed deliveries. Tracks shortages and determines reasons for delays; provides information to various departments regarding materials status. Coordinates planned receipts of materials through appropriate channels to ensure and expedite delivery. Determines the number of drivers needed to meet delivery schedules and assigns carriers as needed. Directs the activities of commercial drivers and may have responsibility for the maintenance of company vehicles.
TDR-L3	Driver	Inventory	Drives to and from specified destinations, prepares receipt for load picked up, collects payment for goods delivered and for delivery charges, maintains vehicle log according to state and federal regulations, maintains contact with supervisor to receive instruction, inspects vehicle equipment and supplies, performs emergency roadside repairs, positions blocks and ties rope around items to secure cargo during transit. May load and unload vehicle.
LOG-M1	Logistics Manager	Inventory	Manages the logistical functions for the distribution center ensuring the entire life cycle of product movement is conducted in the most economical, effective and efficient manner. This includes analysis of product arrival to the warehouse, flow of product through the facility, movement out of the facility and to the final destination. Monitors the daily transportation plan and recommends the most economically advantageous and efficient means of delivering products. Evaluates freight classifications, tariff rates, and operating capabilities concurrent with delivery schedules and deadlines. Reviews proposals by carriers and administrative agencies for modification in rates and transportation regulations to determine their impact. Performs special research, studies, and analysis to determine the most effective flow of materials through the distribution center. Gathers information and assists in preparation of reports on contractual and export compliance status, identifying deviations. Notifies company personnel regarding contract commitments, modifications and revisions. Assists supervisors in special projects, as required. Assists in the development of the standard operating procedures and furnishes ongoing support of those procedures. Prepares correspondence when necessary.

Survey Job Code	Survey Job Title	Functional Area	Job Description
LOG-M0	Logistics Supervisor/ Assistant Manager	Packaging	Assists in the management of the logistical functions for the distribution center ensuring the entire life cycle of product movement is conducted in the most economical, effective and efficient manner. This includes analysis of product arrival to the warehouse, flow of product through the facility, movement out of the facility and to the final destination. Monitors the daily transportation plan and recommends the most economically advantageous and efficient means of delivering products. Evaluates freight classifications, tariff rates, and operating capabilities concurrent with delivery schedules and deadlines. Reviews proposals by carriers and administrative agencies for modification in rates and transportation regulations to determine their impact. Performs special research, studies, and analysis to determine the most effective flow of materials through the distribution center. Gathers information and assists in preparation of reports on contractual and export compliance status, identifying deviations. Notifies company personnel regarding contract commitments, modifications and revisions. Assists supervisors in special projects, as required. Assists in the development of the standard operating procedures and furnishes ongoing support of those procedures. Prepares correspondence when necessary.
LOG-P3	Logistics Planner/ Analyst	Packaging	Coordinates and analyzes the logistical functions for the distribution center ensuring the entire life cycle of product movement is conducted in the most economical, effective and efficient manner. This includes analysis of product arrival to the warehouse, flow of product through the facility, movement out of the facility and to the final destination. Monitors the daily transportation plan and recommends the most economically advantageous and efficient means of delivering products. Evaluates freight classifications, tariff rates, and operating capabilities concurrent with delivery schedules and deadlines. Reviews proposals by carriers and administrative agencies for modification in rates and transportation regulations to determine their impact. Performs special research, studies, and analysis to determine the most effective flow of materials through the distribution center. Gathers information and assists in preparation of reports on contractual and export compliance status, identifying deviations. Notifies company personnel regarding contract commitments, modifications and revisions. Assists supervisors in special projects, as required. Assists in the development of the standard operating procedures and furnishes ongoing support of those procedures. Prepares correspondence when necessary.
INV-M1	Inventory Manager	Packaging	Responsible for the management of the inventory function. Answers inquiries regarding order status, availability, and required dates. Provides customer information and assures that support requirements and schedules are met. Researches inventory discrepancies and makes decisions within established guidelines to correct. May make recommendations to improve inventory accuracy and maintains related records and reports.

Survey Job Code	Survey Job Title	Functional Area	Job Description
INV-A5	Inventory Supervisor/ Assistant Manager	Warehouse	Responsible for the direct supervision of employees working in the inventory function. Answers inquiries regarding order status, availability, and required dates. Provides customer information and assures that support requirements and schedules are met. Researches inventory discrepancies and makes decisions within established guidelines to correct. May make recommendations to improve inventory accuracy and maintains related records and reports.
INV-A3	Inventory Specialist/ Associate	Warehouse	Maintains supply and inventory levels for products and materials. Answers inquiries regarding order status, availability, and required dates. Provides customer information and assures that support requirements and schedules are met. Researches inventory discrepancies and makes decisions within established guidelines to correct. May make recommendations to improve inventory accuracy and maintains related records and reports.
PAD-M1	Packaging Manager	Fulfilment	Responsible for the management of the packaging function.
PAD-L5	Packaging Supervisor/ Assistant Manager	Fulfilment	Responsible for the direct supervision of employees in the packaging function.
PAD-L3	Packaging Associate/ Specialist	Fulfilment	Measures, weighs, counts and packages products and materials. Affixes labels, tickets, or tags. May operate a computer system and / or manual tracking of information to facilitate flow of merchandise through the distribution center. May operate warehouse machinery (non-forklift) in accordance with established procedures as needed to maintain the warehouse stock.
WHS-M1	Warehouse Manager	Shipping	Manages employees in the warehouse. Handles, allocates and transfers material, product, equipment, kits, supplies and shortages. May utilize small hand tools and operate materials handling equipment including skids, pallet handlers, hand trucks, and the like to maintain continuous flow. Unloads and stocks incoming merchandise, picks outgoing merchandise and loads outbound trailers. Prepares merchandise for shipment. Checks, verifies and audits merchandise and enters data into a database to ensure that correct merchandise has been received and that merchandise is as expected and not damaged or defective. Identifies, separates, labels, and palletizes merchandise. Verifies and maintains stock documentation and shortage reports.
WHS-L5	Warehouse Supervisor/ Assistant Manager	Retail	Responsible for the direct supervision of employees in the warehouse. Handles, allocates and transfers material, product, equipment, kits, supplies and shortages. May utilize small hand tools and operate materials handling equipment including skids, pallet handlers, hand trucks, and the like to maintain continuous flow. Unloads and stocks incoming merchandise, picks outgoing merchandise and loads outbound trailers. Prepares merchandise for shipment. Checks, verifies and audits merchandise and enters data into a database to ensure that correct merchandise has been received and that merchandise is as expected and not damaged or defective. Identifies, separates, labels, and palletizes merchandise. Verifies and maintains stock documentation and shortage reports.

Survey Job Code	Survey Job Title	Functional Area	Job Description
WHS-L3	Warehouse Associate/Clerk/Worker	Retail	Responsible for the expedient and accurate handling of merchandise into and/or out of the warehouse. Handles, allocates and transfers material, product, equipment, kits, supplies and shortages. May utilize small hand tools and operate materials handling equipment including skids, pallet handlers, hand trucks, and the like to maintain continuous flow. Unloads and stocks incoming merchandise, picks outgoing merchandise and loads outbound trailers. Prepares merchandise for shipment. Checks, verifies and audits merchandise and enters data into a database to ensure that correct merchandise has been received and that merchandise is as expected and not damaged or defective. Identifies, separates, labels, and palletizes merchandise. Verifies and maintains stock documentation and shortage reports.
FUL-M1	Fulfilment Manager	Retail	Responsible for the management of the Fulfilment function.
FUL-M0	Fulfilment Supervisor	Retail	Responsible for the direct supervision of employees in the Fulfilment function.
FUL-L3	Fulfilment Associate	Retail	Receives orders from sales, picks, pulls, packs and labels products for shipment. Verifies stock availability and replenishes as needed. May operate warehouse machinery (non-forklift) in accordance with established procedures as needed to maintain the warehouse stock. Examines and inspects containers, materials, and products in order to ensure that packing specifications are met in preparation to be forwarded to shipping department. Removes completed or defective products or materials. May operate a computer system and / or manual tracking of information to facilitate flow of merchandise through the distribution center.
STM-X1	Director of Retail	Retail	Top role responsible for the management, and development of all company retail stores in an effort to achieve all market and budget objectives. Oversees designated retail operations and ensures that all company policies and procedures are followed. Provides leadership and direction to sales management teams and coordinates assigned activities for related sales, advertising, pricing, and marketing programs. Monitors sales performance, incentive and compensation programs. Modifies or creates improved programs designed to maximize market success. Provides excellent customer service, strong leadership and upholds all visual and operational standards within the department. Analyzes sales statistics gathered by staff to determine sales potential and inventory requirements.

Survey Job Code	Survey Job Title	Functional Area	Job Description
STM-M2	Retail Manager – District/Region/Area	Retail	District/Regional/Area Manager responsible for the management, and development of multiple retail stores in an effort to achieve all market and budget objectives. Oversees designated retail operations and ensures that all company policies and procedures are followed. Provides leadership and direction to sales management teams and coordinates assigned activities for related sales, advertising, pricing, and marketing programs. Monitors sales performance, incentive and compensation programs. Modifies or creates improved programs designed to maximize market success. Provides excellent customer service, strong leadership and upholds all visual and operational standards within the department. Analyzes sales statistics gathered by staff to determine sales potential and inventory requirements.
STM-M1	Store/General Manager	Retail	Store Manager responsible for the supervision, development and management of a retail store in an effort to achieve all market and budget objectives. Oversees designated retail operations and ensures that all company policies and procedures are followed. Provides leadership and direction to sales management teams and coordinates assigned activities for related sales, advertising, pricing, and marketing programs. Monitors sales performance, incentive and compensation programs. Modifies or creates improved programs designed to maximize market success. Provides excellent customer service, strong leadership and upholds all visual and operational standards within the department. Analyzes sales statistics gathered by staff to determine sales potential and inventory requirements.
STM-M0	Store Supervisor/ Assistant Manager	Purchasing	Assistant Manager responsible for the direct supervision, development and management of a retail store in an effort to achieve all market and budget objectives. Oversees designated retail operations and ensures that all company policies and procedures are followed. Provides leadership and direction to sales management teams and coordinates assigned activities for related sales, advertising, pricing, and marketing programs. Monitors sales performance, incentive and compensation programs. Modifies or creates improved programs designed to maximize market success. Provides excellent customer service, strong leadership and upholds all visual and operational standards within the department. Analyzes sales statistics gathered by staff to determine sales potential and inventory requirements.
STM-T4	Senior Budtender/ Customer Retail Associate	Purchasing	Assists customers in determining which products and services best fit their needs and interests them in the merchandise. Promotes the sale of merchandise by meeting or exceeding standards for productivity. Maintains awareness of all product requirements and information, promotions and advertising. Maintains inventory and provides customer service. Accountable for accurate and complete sales transactions.

Survey Job Code	Survey Job Title	Functional Area	Job Description
STM-T3	Budtender/ Customer Retail Associate	Purchasing	Assists customers in determining which products and services best fit their needs and interests them in the merchandise. Promotes the sale of merchandise by meeting or exceeding standards for productivity. Maintains awareness of all product requirements and information, promotions and advertising. Maintains inventory and provides customer service. Accountable for accurate and complete sales transactions.
STM-A1	Receptionist/ Front Desk	Security	Responsible for greeting and assisting new and existing customers. Controls the general customer flow within the store.
PHM-M1	Pharmacy Manager	Security	Responsible for managing the pharmacy at dispensaries, ensuring that patients are provided with an excellent customer experience. Ensures that patients receive the correct dosage as well as education and counseling as needed. Expected to complete a prospective drug utilization review to assess the appropriateness of the therapy, dose, route, duration, allergies and drug interactions, contraindications, and possible misuse.
PHM-P3	Pharmacist	Security	Responsible for managing the dispensing of cannabis products to patients at dispensaries and for providing patients with an excellent customer experience. Ensures that patients receive the correct dosage as well as education and counseling as needed. Expected to complete a prospective drug utilization review to assess the appropriateness of the therapy, dose, route, duration, allergies and drug interactions, contraindications, and possible misuse.
PUR-X1	Director of Purchasing/ Procurement	Facilities	Responsible for the corporate management of the purchasing/procurement function. Manages sources, evaluates, negotiates and prices products for assigned categories. Monitors sales and margins through vendor negotiations and promotional opportunities. Maximizes sales and profitability through the development and implementation of a strategy, analysis and appropriate reaction to sales. Responsible for providing overall leadership, direction and support for the function.
PUR-M1	Purchasing/ Procurement/ Buyer Manager	Facilities	Manages sources, evaluates, negotiates and prices products for assigned categories. Monitors sales and margins through vendor negotiations and promotional opportunities. Maximizes sales and profitability through the development and implementation of a strategy, analysis and appropriate reaction to sales. Responsible for providing leadership, direction and support for the buying function. Develops and implements buying programs and procedures to achieve buying management goals.
PUR-P3	Purchasing Associate	Facilities	Sources, evaluates, negotiates and prices products for assigned categories. Monitors sales and margins through vendor negotiations and promotional opportunities. Maximizes sales and profitability through the development and implementation of a strategy, analysis and appropriate reaction to sales. Develops and implements buying programs and procedures to achieve buying management goals.

Survey Job Code	Survey Job Title	Functional Area	Job Description
SEC-M1	Security Manager	Facilities	Plans, organizes, directs, and controls the activities and staff involved in developing and administering the company security policies, procedures and programs. Provides security controls of company facilities, equipment, and materials. Recommends procedures and systems for visitor control, employee identification, security clearance administration, and the safeguard of company facilities, equipment, material, and employee property. Provides security control through direction of a guard force or through retention of contract services. Investigates security and related problems and maintains liaison with appropriate law enforcement agencies. May work with governmental agencies to establish procedures ensuring compliance with government security clearance requirements. Responsible for the employment, employee motivation, counseling, discipline, and changes in status of employees supervised. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads. Requires a well-rounded knowledge of industrial security practices and government security requirements.
SEC-M0	Security Supervisor	Environmental Health	Provides first-level supervision to employees engaged in site security and protection. May be responsible for security activities of an assigned shift or geographic area. Ensures that security practices are enforced and implemented by assigned security staff. Investigates security problems and refers those beyond authority to appropriate management and law enforcement entities. Responsible for the employment, training, employee motivation and discipline of assigned employees. Excludes working leads. Typically manages the day-to-day workflow of subordinate Non-Eempt workers.
SEC-A3	Security Guard	Environmental Health	Responsible for preventing and reducing loss of company assets, and providing protection to employees and customers while at company facilities. Ensures all persons entering the facility have proper identification and authorization. Checks all bundles, briefcases, purses, and totes before associates leave the facility. May be responsible for processing inbound and outbound vehicles. Monitors the facility through the use of CCTV and emergency alarm systems and performs periodic checks of the systems. Monitors and assists in problem resolution with these systems which may require programming, operating and testing security software. Assists in the investigation of dishonest employees, loss of company assets or criminal activity on company property, in compliance with Loss Prevention Procedures. Completes incident reports involving suspected theft, criminal offenses, or any unusual incidents occurring in the facility. May also be responsible for first aid, job related safety, and accident investigation.

Survey Job Code	Survey Job Title	Functional Area	Job Description
FMM-X1	Facilities Maintenance Director	Environmental Health	<p>Directs and controls the activities and staff involved in the design, construction, coordination, modification, maintenance, and administration of company facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors company facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of company facility resources. Evaluates proposals and bids for various design, contracting, and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems, equipment which may benefit the company in its facilities programs. Responsible for the employment, employee motivation, counseling, discipline, and changes in status of employees supervised. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads. Requires a well-rounded knowledge of facilities design, construction, administration and maintenance as would normally be acquired by a Bachelor's Degree in Civil Engineering or a related technical discipline and 10+ years of progressively responsible facilities development/ construction activities, including the supervision of related staff.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
FMM-M1	Facilities Maintenance Manager	Environmental Health	<p>Plans, organizes, directs, and controls the activities and staff involved in the design, construction, coordination, modification, maintenance, and administration of company facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors company facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of company facility resources. Evaluates proposals and bids for various design, contracting, and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems, equipment which may benefit the company in its facilities programs. Responsible for the employment, employee motivation, counseling, discipline, and changes in status of employees supervised. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads. Requires a well-rounded knowledge of facilities design, construction, administration and maintenance as would normally be acquired by a Bachelor's Degree in Civil Engineering or a related technical discipline and 5 years of progressively responsible facilities development/construction activities, including the supervision of related staff.</p>
FMM-T5	Facilities Maintenance Supervisor/ Assistant Manager	Environmental Health	<p>First level supervisor responsible for a wide variety of maintenance operations including equipment installation, facilities equipment repair and preventive maintenance. Maintenance functions include building, grounds, electrical, air-conditioning and mechanical systems. Coordinates with outside contractors for service contracts. Responsible for the employment, training, employee motivation and discipline of assigned employees. Excludes working leaders. Typically manages the day-to-day workflow of subordinate nonexempt workers. Requires broad knowledge of electrical and mechanical maintenance activities. Experience may include specialized work experience, e.g., electrical, plumbing, etc. Four years maintenance experience and skilled trade apprenticeship equivalency.</p>

Survey Job Code	Survey Job Title	Functional Area	Job Description
EMM-T3	Facilities Maintenance Technician	Environmental Health	Responsible for the repair, maintenance, installation and enhancement of machinery and mechanical equipment within the Distribution Center. Mechanical responsibilities may apply to equipment, machinery, electrical and / or HVAC. Trouble shoots to diagnose source of failure. Performs alignments, adjustments and tests associated with the installation, relocation and / or refurbishment of machinery and equipment. May work from mechanical drawings and schematics in accordance with standard practices. May read and interpret hydraulic, pneumatic, and electrical schematics and drawings. May also be responsible to install, maintain and repair facility electrical equipment and systems. Installs electrical equipment and fixtures including circuit breakers, controllers, switches, motors, meters, conduit, relays, transmission systems and the like. Reads and interprets blueprints, construction drawings, wiring diagrams, schematics and follows verbal instructions to plan and layout conduit, install transmission equipment and ensure proper operation of installed electrical equipment and systems. Implements preventative maintenance programs. Records and analyzes preventative maintenance and unscheduled maintenance logs. Recommends and may implement improvements to enhance performance and availability of machinery / equipment. May include parts fabrication as necessary. Participates in review of proposed machinery / equipment purchases.
HSE-M1	Environmental Health & Safety Manager	Environmental Health	Responsible for developing and maintaining company OSHA programs to identify and eliminate hazardous conditions affecting employee and community safety. Provides for the timely reporting and investigation of accidents, injuries and potential OSHA violations. Establishes and implements employee and management training programs to increase employee and management awareness of potential hazards. Represents the company when coordinating with regulatory agencies, prepares and presents reports and analyses of site conditions and recommends remedial actions. Manages recycling program and actively promotes said programs throughout the organization. Promotes environmental action internally and externally by increasing employee education and general public's awareness of company's commitment to environmental friendly programs. Stays current with a broad range of environmental concerns including landfill issues, recyclable materials, energy conservation, alternative energy uses, and alternative vehicle options. May coordinate CPR training, safety training and annual health testing programs. Responsible for the purchasing of necessary first aid materials. May lead sustainable project initiatives and internal sustainability practices encompassing environmental responsibility, utility and energy reduction, sustainable power sources, materials selection and waste minimization, and pollution prevention. May demonstrate Sustainable Development technical expertise to assist customers in meeting their business and project sustainability objectives, promote best-value solutions, and support project delivery.

Survey Job Code	Survey Job Title	Functional Area	Job Description
HSE-M0	Environmental Health & Safety Supervisor	Environmental Health	Supervises employees and has responsibilities as an individual contributor. Responsible for developing, implementing and monitoring industrial safety, environmental engineering, occupational health and industrial hygiene programs to ensure compliance with federal, state and local environmental health and safety regulations. Ensures proper handling, storage and disposal of hazardous material according to governmental regulations. Maintains chemical inventory. Compiles chemical profiles and Material Safety Data Sheets. Conducts safety and environmental tests, audits and investigations of chemicals, air, water and soil. Conducts safety and environmental training. Under limited direction, responsible for developing, implementing and monitoring company environmental safety programs and policies to ensure compliance with federal, state and local environmental health and safety regulations. May administrator/coordinate workers compensation compliance.
HSE-T3	Environmental Health & Safety Technician	Environmental Health	Responsible for developing, implementing and monitoring industrial safety, environmental engineering, occupational health and industrial hygiene programs to ensure compliance with federal, state and local environmental health and safety regulations. Ensures proper handling, storage and disposal of hazardous material according to governmental regulations. Maintains chemical inventory. Compiles chemical profiles and Material Safety Data Sheets. Conducts safety and environmental tests, audits and investigations of chemicals, air, water and soil. Conducts safety and environmental training. Under limited direction, responsible for developing, implementing and monitoring company environmental safety programs and policies to ensure compliance with federal, state and local environmental health and safety regulations. May administrator/coordinate workers compensation compliance.