

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. ADMEXMEA08N

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Office of Administrative Hearings and Rules
<b>4. Civil Service Position Code Description</b> ADMINISTRATIVE LAW EXAMINER-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Administrative Law Examiner	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> JACOBSEN, LORI A; ADMINISTRATIVE LAW MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> LONG, JAMES E; ADMIN LAW ADMINISTRATOR-2	<b>13. Work Location (City and Address)/Hours of Work</b> Various Assigned Facilities / Primarily remote work from home; M-F- 8 am-4:30 pm
<b>14. General Summary of Function/Purpose of Position</b> Conducts formal administrative hearings for prisoners in the following areas: (1) Misconduct violations (primarily Class I); (2) Classification to segregation; (3) Legal Property; (4) Visitor restrictions; (5) High or very high risk classifications; and (6) Other administrative hearings as assigned.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 90**

Conduct administrative hearings and issue written decisions in a variety of cases referred by the Department of Corrections, including major misconduct violations (primarily Class I), classification to segregation, legal property, visitor restrictions, high or very high risk classifications and other administrative hearings as assigned.

**Individual tasks related to the duty:**

- Conduct hearings with prisoners and/or visitors, including interviewing witnesses when necessary, reviewing the record which can include such evidence as written statements, documents, video footage, and audio recordings and taking a statement from the prisoner and/or visitor.
- Preside over hearings and oral arguments concerning disputed fact and/or law.
- Type a written detailed decision on the issues of fact and reasons for that decision and ensure the decision complies with all applicable statutes, administrative rules and department policies. In the case of misconduct violations, assign a sanction if the prisoner is found guilty. Communicate with facility staff as to the decision/sanction. Ensure that facility staff receives a copy of the decision to provide to the prisoner and/or visitor.
- Cooperate with facility (prison) staff in the logistics of conducting hearings with prisoners and/or visitors.
- Issue decisions in a timely manner

**Duty 2**

**General Summary:**

**Percentage: 5**

Ensure the hearing decisions comply with statutes, administrative rules, policy directives, court decisions and other documents provided by the Michigan Office of Administrative Hearings and Rules; timely complete at Michigan Department of Corrections and LARA required training.

**Individual tasks related to the duty:**

- Identify issues, relevant legal authority and procedural questions.
- Regulate participation of parties. Rule on motions, objections, the relevance of testimony and exhibits and other procedural matters.
- Participate in training and staff meetings as directed by the Administrative Law Manager.
- Keep current of changes to policy, rules, statutes, etc.

**Duty 3**

**General Summary:**

**Percentage: 5**

Conduct other administrative hearings and related duties as directed by the Administrative Law Manager.

**Individual tasks related to the duty:**

- Assist in the development of best practices in areas of responsibility

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Administrative Law Examiners are independent fact finders at all formal administrative hearings under MCL 791.251 et seq. and have discretion in assigning a sanction upon a finding of guilt within the limits set forth in applicable Department of Corrections policy. Decisions concerning misconducts, risk classification and segregation may directly impact a prisoner's classification and the security of the facility. Visitor restriction decisions affect prisoners and members of the public who may not be permitted visits at correctional facilities.

**17. Describe the types of decisions that require the supervisor's review.**

All Administrative Law Examiner decisions are subject to appeal to the Michigan Department of Corrections by prisoners, visitors, or wardens who disagree with an Administrative Law Examiner's decision. Appeals are reviewed by the Hearings Administrator and State circuit courts.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Physical activities include sitting at a desk throughout the day with frequent typing. Position also requires conducting some hearings via videoconference and reviewing video recordings. Hearings involve a remote work location requiring reliable internet access at the employee's expense. The position requires travel to, and working within, a prison setting on an as-needed basis. When working in a prison setting, there will be exposure to and interaction with prisoners and Michigan Department of Corrections staff. While working in a prison, the position requires adherence to Department of Corrections security policies and procedures.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Conducting formal administrative hearings with prisoners and/or visitors.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.****25. What is the function of the work area and how does this position fit into that function?**

The position acts as an administrative hearing examiner; conducting the assigned hearings and performing related tasks.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.****EDUCATION:**

Possession of a Juris Doctorate degree from an accredited school of law.

**EXPERIENCE:****Administrative Law Examiner 13**

No specific type or amount is required.

**Administrative Law Examiner 14**

One year of professional experience in legal work equivalent to an Administrative Law Examiner 13 or Administrative Law Specialist 13, or one year of experience as an attorney.

**Administrative Law Examiner P15**

Two years of professional experience in legal work, including one year equivalent to an Administrative Law Examiner 14 or Administrative Law Specialist 14, or two years of experience as an attorney.

Preference: State Bar licensure for at least two years.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Requires knowledge of the referring departmental programs, regulatory and precedent decisions.

Ability to work with prisoners during potentially hostile situations.

Must be able to work independently of on-site supervision and able to perform under stressful conditions.

Requires proficient typing and computer skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Membership in good standing in the Michigan State Bar

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date