

**State of Michigan
Civil Service Commission**

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

Position Code

1. INDDCDRE

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Director's Office
4. Civil Service Position Code Description Indigent Defense Coordinator-E	10. Division Michigan Indigent Defense Commission (MIDC)
5. Working Title (What the agency calls the position) Regional Manager	11. Section
6. Name and Position Code Description of Direct Supervisor MCCOWAN, MARLA R; INDIGENT DEFENSE COORD MGR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor STALEY, KRISTEN; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work Various regions in MI / 8:00a.m. - 5:00 p.m

14. General Summary of Function/Purpose of Position

This position will be responsible for a variety of assignments including: Meeting partners in the local indigent defense delivery systems, to provide guidance, direction and technical assistance to local units of government for the purpose of improving legal representation of indigents facing criminal changes in Michigan.

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: 70

Responsible for working with the local funding units and other indigent defense system stakeholders within the specific region to design the most appropriate plans for meeting minimum standards for indigent defense in a particular county or system.

Individual tasks related to the duty:

- Meet with stakeholders/partners in the local indigent defense delivery system(s) in the designated region including but not limited to county commissioners, administrators, staff and other local government representatives, and assist with coordination of compliance plans for MIDC standards and best practices.
- Identify and meet with many key members of the local criminal justice systems including court staff, judges, criminal defense attorney practitioners, prosecutors and jail staff, to collaborate on compliance with MIDC standards for best practices in indigent defense representation. Must be able to communicate with a wide variety of audiences with varying knowledge about the MIDC and its statutory mandate.
- Respond to specific requests from local funding units and stakeholders about the standards and implementation.
- Represent the Commission at public meetings with stakeholders and funding units.
- Use extensive knowledge of the MIDC Act and its approved standards to assist local funding units with a variety of issues.
- Attend bi-monthly MIDC meetings to ensure that applicable positions formally adopted by the Commission are applied within the regions.
- Monitor the status of the region's compliance plans as they are presented to the Commission for approval. Continue communicating with local delivery systems about each plan's status and the Commission's actions.
- Prepare and deliver presentations about the work of the MIDC to all system stakeholders
- Offer practical and innovative solutions at the local level for indigent defense reform.
- Review the Commission's standards both as proposed and after the standards are approved with special attention to regional dynamics.
- As necessary, review physical locations for potential issues with compliance.
- Participate in webinars and other training for local funding units to aid in the submission of compliance plans.

Duty 2**General Summary:****Percentage: 20**

Participate in weekly check-in meetings with supervisor, semi-monthly Regional Manager meetings, and monthly staff meetings

Individual tasks related to the duty:

- Travel to Lansing semi-monthly to discuss status of various funding units within regions.
- Work with supervisor and other employees to resolve challenges that arise in regions.
- Identify and troubleshoot statewide needs; present to managers for consideration.
- Collaborate with other Regional Managers to identify potential areas of cooperation within the state between regions and identify the best way to achieve compliance with approved minimum standards with optimal efficiency.
- Conduct research to develop innovative means of meeting the standards and share results at meetings.
- Work with MIDC staff and supervisors to ensure consistent communications throughout the state.
- Communicate with supervisor via video weekly to provide updates on progress within region and identify potential issues.

Duty 3**General Summary:****Percentage: 10**

Other projects and duties as assigned.

Individual tasks related to the duty:

- Complete specific research projects assigned by the Indigent Defense Coordinator Manager.
- Work with other members of the MIDC staff as necessary to answer questions.

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

Identification of correct stakeholders, presentations to be delivered to stakeholders, initial approval of compliance plans prior to submission to the commission. The Commission approves compliance plans, but staff reviews before submission to the commission.

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

Politically sensitive issues in counties that need to be addressed with the manager's input. Communication talking points may be approved by supervisor to ensure consistency.

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.

Extensive travel to various counties within the assigned region. Work with typical office equipment.

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):**

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

See #14 and duties 1 and 2.

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 Michigan Indigent Defense Commission (MIDC) has been mandated to: collect and compile data for the review of indigent defense services in Michigan, propose minimum standards, ensure all systems providing indigent defense meet constitutional obligations for effective assistance of counsel; work with counties to implement plans to meet the standards; measure the performance of counties in providing public defense services; and award state funded grants to county systems to bring their system into compliance with the new minimum standards.

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:

Indigent Defense Coordinator 13

No specific type or amount required.

Indigent Defense Coordinator 14

One year of professional experience in legal work equivalent to an Indigent Defense Coordinator 13 or as a defense attorney.

Indigent Defense Coordinator P15

Two years of professional experience in legal work, including one year equivalent to an Indigent Defense Coordinator; or, two years of experience as a defense attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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