

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DPTLTCHW64R
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## 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> Liquor Control Commission
<b>4. Civil Service Position Code Description</b> Departmental Technician-E	<b>10. Division</b> Licensing
<b>5. Working Title (What the agency calls the position)</b> Departmental Technician	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ASHTON, SHERRY; DEPARTMENTAL SUPERVISOR	<b>12. Unit</b> 4
<b>7. Name and Position Code Description of Second Level Supervisor</b> ANTHONY, JACQUELINE; STATE ADMIN MANAGER	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St., Lansing, MI / Monday thru Friday; 8:00am - 5:00pm

**14. General Summary of Function/Purpose of Position**

Performs those duties as the final phase of the retail licensing process by reviewing Commission Orders, legal documentation, creating notification letters and checklists. Duties also entail assisting the public, business industry, and local units of government as they seek information and technical assistance regarding the MLCC and as it relates to the licensing process. This position will research, consult and respond to inquiries from Commission staff regarding licensing procedures within Unit 4, and to ensure compliance under the Michigan Liquor Control Code and the rules and regulations. This position is also for the review and acceptance of routine final inspections submitted by the Commission's Enforcement Division.

**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: 60**

Responsible for the review and interpretation of Commission Orders and informing all interested parties of the Commission's decision for approval or denial of license applications

**Individual tasks related to the duty:**

- Review and interpret all Commission Orders as it relates to retail licensing.
- Create a Denial letter for denied files and submit to interested parties.
- Determine from Commissioners Order, additional information needed for liquor license. Inform attorney, licensee, applicant, parties of interest of final documents to be submitted prior to a license being issued. Items may include a Contract for License, Final Inspection Notice, Bills of Sale, Lease Agreements, Mortgages, Land Contracts, Promissory Notes and Security Agreements, Liens. Each file is unique in what is needed. Document items needed; monitor progress until final documents are returned to our office. Once submitted, documents will be reviewed by this position for compliance under MLCC Code and Rules prior to issuance of license. Review Commissioners Order again to be sure all items needed have been submitted and any final inspection by police, local governmental unit, or enforcement regulation agent is complete and submitted to the file.
- Inform and explain to interested parties of any discrepancies.
- Research, evaluate and prepare responses to the more complex questions with regards to written correspondence and telephone inquiries and status of license applications, majority of which are legislative initiated. Must be able to interpret MLCC rules, regulations, policies and procedures.
- Reviews and accepts final inspections submitted by the Commission's Enforcement Division.

**Duty 2**

**General Summary:**

**Percentage: 20**

Answers inquiries regarding functions, rules, regulations, policies and procedures. Proposes revisions in rules, regulations, and procedures

**Individual tasks related to the duty:**

- Meet with customers, licensees, attorneys, etc. in the office to discuss items required for application compliance and completeness.
- Assist the public, business industry, and local units of government via phone, e-mail, letter, etc. seeking information and technical assistance regarding the Closing Packet compliance.
- Assist in proposing procedures to streamline processes.
- When rules and regulations are changed through legal mandate by legislature, write, revise, and process a new procedure to accommodate changes and ensure consistency and compliance.

**Duty 3**

**General Summary:**

**Percentage: 20**

Other duties as assigned

**Individual tasks related to the duty:**

- Assist supervisor and managers with conducting informational staff meetings. Prepare documentation for staff.
- Receives and reviews for compliance, the final inspections prior to issuance of final license.
- Initiate the 180 day accounting process for follow up of new licensees; generate an investigation compliance check after the 180 days for Enforcement Division to inspect new licensee for books and records to ensure compliance.

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

Interpret Commission's written Orders and create letters and checklists dependent upon the outcome for additional information. Once additional information is submitted, review, determine if the legal documents are acceptable and in compliance to complete the application process.

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

Progressing forward after determining numerous discrepancies have occurred.

**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.**

Work is performed in an office environment where computer, telephone, fax machine, and copier are required.

**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?**

As detailed in Duties 1, 2 and 3.

**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 function of the work area is to complete the process for all retail licensing applications for licensure. Employees are involved with reviewing legal documentation, working with computer equipment, phones and other standard office equipment. All employees assigned to this work area conduct the same duties by reviewing Commission Orders, submitting letters, obtaining required documents for approved applications, advising denied applicants of the Commission decisions and appeal procedures and notifying and advising applicants/licensees of any other Commission decisions or requirements. In general, this work area has the primary responsibility for review, assimilating and collating documentation for all retail licensing requests from the applicants, enforcement division, local municipalities and local law enforcement bodies for completion; and ensuring that the documentation received is complete and relevant to the subject request.

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

EDUCATION:

Possession of a high school diploma or a GED certificate.

**EXPERIENCE:**

One year experience performing experienced level (E7 level) office support activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

A working knowledge of the Commission's on and off premises licensing process; ability to communicate logically and effectively both verbally and in writing.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*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