

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DEPTALTEK59Y

**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> Cannabis Regulatory Agency
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b> Legal Division
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst	<b>11. Section</b> Disciplinary Evaluation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> GRISSOM, ALYSSA; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 2407 NORTH GRAND RIVER, LANSING MI / Monday - Friday 8:00 a.m. - 5:00 p.m.

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

This position serves as a legal analyst for the Disciplinary Evaluation Section within the Legal Division of the Cannabis Regulatory Agency (CRA). This position is responsible for reviewing investigative findings, drafting administrative documents, and analyzing legislation and other legal matters related to the Marihuana Facilities Licensing Act (MMFLA), Michigan Regulation and Taxation of Marihuana Act (MRTMA), and Michigan Medical Marijuana Act (MMMA). Further, this position is responsible for actively managing its caseload of administrative cases and ensuring determinations on investigative findings are made timely and within the Division's established metrics.

**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 reviewing investigative findings, drafting and processing administrative documents, and analyzing legislation and other legal matters.

**Individual tasks related to the duty:**

- Reviews/analyze investigative reports, marijuana business records, disciplinary documents from other regulatory agencies, statements, and other evidence to determine violations of the MMMFLA, MRTMA, MMMA, and associated administrative rules.
- Interprets existing and proposed laws, policies, and procedures as they relate to as to the disciplinary process.
- Draft warning letters, formal complaints, administrative closures, final orders, and other administrative documents.
- Peer-review administrative documents drafted by co-workers.
- Communicate with assistant attorney generals representing the CRA on specific cases and coordinate the transfer of litigation files to the Department of Attorney General when appropriate.

**Duty 2**

**General Summary:**

**Percentage: 25**

Responsible for information requests and the development and implementation of changes to policy and/or the administrative rules.

**Individual tasks related to the duty:**

- Coordinates division response to FOIA, subpoenas, search warrants, and legal hold requests to maintain compliance. Make decisions with regard to interpreting operating procedures, laws, and policies.
- Analyze and recommends appropriate redactions on investigation reports for respondents.
- Provide recommendations and input for policy changes or proposed policy changes.
- Analyze proposed administrative rules and statutory changes and provide recommendations on how to implement the changes.

**Duty 3**

**General Summary:**

**Percentage: 5**

Perform other duties as assigned

**Individual tasks related to the duty:**

- Assist with the collection of data and preparing legislative reports.
- Assist with evaluating processes and implementing improvements.
- Reviews and proposes updates to procedures.
- Conducts audits of draft documents from peers.
- Complete special projects assigned by the division director, operations director, or executive director.

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

Independent judgment is used to determine if the evidence gathered during an investigation substantiates a violation of statute or administrative rules. Independent judgment is also used in attempting to negotiate settlement terms with licensees regarding appropriate sanctions. Prioritization of work activities to achieve department goals. The decisions have significant impact on licensees and the patients who utilize the services of licensees.

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

When statutes, rules or procedures are unclear or new programs or projects have been introduced; when review for budgetary impact is necessary, and in circumstances where department or agency policy must be determined. Application of statute/rules to complicated situations; policy decisions establish a precedent; areas which impact others within the Marijuana Regulatory Agency.

**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.**

The job is performed in a general office setting environment. The position requires minimal physical effort or exertion. Physical effort would be sitting, standing and walking to other areas and transporting files within the office. Environmental conditions would be limited to exposure to the heating and cooling of the building during the 8-hour day. The position requires extensive use of a personal computer.

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 #15 for details.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The agency had a restructure, with the legal section becoming a its own Division - the Legal Division. The Legal Division divided duties into two sections Disciplinary Evaluation and Displine Resolution, this PD is being updated to reflect the duties that will be performed by the departmental analyst in the Evaluation Section removing duties that will be completed by the Resolution Analyst. No new duties were created, only verbiage changes to better reflect current duties.

25. What is the function of the work area and how does this position fit into that function?

Within the Cannabis Regulatory Agency, the Legal Section is responsible for the coordination of all legal and policy research; coordination of representation for administrative hearings with the Department of Attorney General; legal drafting and review; and responding to inquiries under the Freedom of Information Act, 1976 PA 442. This position performs all analytical functions to support section responsibilities.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience****Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to analyze program regulations and break them down into steps which can be documented into procedures and utilized.

Good oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work well with customers under stressful circumstances.

Knowledge of the principles and practices of research and analysis.

Knowledge of the legislative process.

Requires excellent English language and grammar skills for correspondence and communicating with a variety of people.

Ability to work with varied personalities.

Good personal communication and public relation skills.

Ability to coordinate a variety of tasks using a variety of laws, rules, policies and procedures.

Ability to interact daily with regulated professionals, general public and coworkers.

Computer experience required.

Knowledge of departmental and administrative rules, regulations, policies and procedures.

Knowledge of the principles of administrative management and office procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**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.

NA

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

PAIGE EMMONS

6/9/2025

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