

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPTALTEL43Y

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) Cannabis Regulatory Agency
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Legal Division
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Discipline Resolution Section
6. Name and Position Code Description of Direct Supervisor FILIMON, KATHERINE; STATE ADMINISTRATIVE MANAG	12. Unit
7. Name and Position Code Description of Second Level Supervisor GRISSOM, ALYSSA; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2407 North Grand River, Lansing MI / Monday - Friday 8:00a.m. - 5:00p.m.

14. General Summary of Function/Purpose of Position

This position serves as a legal analyst for the Discipline Resolution Section within the Legal Division of the Cannabis Regulatory Agency (CRA). This position is responsible for conducting compliance conferences, considering mitigation, and recommending disciplinary sanctions for licensed marijuana businesses whose violations of the marijuana laws or administrative rules have been substantiated. This position is also responsible for 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 cases are processed 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 conducting compliance conferences and attempting to resolve disciplinary matters without the need for administrative hearing

Individual tasks related to the duty:

- Conduct compliance conferences with licensees and their attorneys to resolve the alleged violations of the rules.
- Consider mitigation provided by licensees and their attorneys.
- Develop and provide settlement offers with appropriate resolutions, including disciplinary sanctions.
- Interprets existing and proposed laws, policies, and procedures as they relate to as to the disciplinary process.
- Draft consent orders with negotiated settlement terms to resolve disciplinary matters.
- Drafts warning letters and orders of withdraws when necessary.
- Coordinate and prepare the transfer of cases to the Department of Attorney General to schedule an administrative hearing and represent the CRA.

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.
- 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 a licensee's conduct violates the terms of a final order, or 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, repetitive hand movement, 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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ 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?

As defined in box 15.

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

There was a reorganization of what was the Legal Section. The section became its own division with two sections created Disciplinary Evaluation and Discipline Resolution, with evaluation focusing on duties related to disciplinary evaluation and Discipline Resolution focused on the resolution aspect. This PD summary and duties were updated to reflect only the duties the resolution analyst would perform and removes work being done by the evaluation 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?

As defined in box 15.

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

Appointing Authority

6/9/2025

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