

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) Liquor Control Commission
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Licensing
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Special Licenses
6. Name and Position Code Description of Direct Supervisor JENKS, BRITTANY; DEPARTMENT SUPERVISOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANTHONY, JACQUELINE; STATE ADMIN. MANAGER	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Hwy, Lansing, MI 48917/ 8am--5pm Monday -Friday

14. General Summary of Function/Purpose of Position

Performs all of the steps of the licensing process Special Licenses issued by the Michigan Liquor Control Commission for nonprofit organizations, beer festivals, and wine auction events by reviewing and evaluating entity formation documents, articles of incorporation, lease agreement, or other property documents, surety bonds, premises diagrams, police and local governmental unit approval documents, and other related documents to verify eligibility. Works with applicants to ensure applications are complete and ready for Commission consideration, including phone calls, emails, and letters to applicants to explain the required items for application completeness and compliance with the Liquor Control Code and administrative rules. Prepares consent agendas and dockets for presentation of applications to the Commission for consideration. Handles telephone and email inquiries from licensees, local law enforcement agencies, local units of government and police departments, attorneys, and other interested parties relative to Special License applications and the statutory and rule provisions that apply to Special Licenses.

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: 80

This position is responsible for the licensure of the more than 9,000 Special License applications submitted annually to the Michigan Liquor Control Commission (MLCC). This position reviews applications and supporting documentation, issues approved Special Licenses to applicants upon the Commission approval or communicates denial information to applicants and applicable police departments upon denial of a Special License pending the formal denial order. This position researches information and details on proposed applications for Special Licenses to ensure the qualifications of applicants and works with the Enforcement Division to ensure compliance with the Liquor Control Code and administrative rules.

Individual tasks related to the duty:

- Evaluate the initial application, including entity formation documents, articles of incorporation, lease agreement or other property documents, surety bonds, premises diagrams, police and local governmental unit approval documents, and other related documents for acceptability in connection with all Special License applications, including Special Licenses for non-profit organizations for on-premises consumption and/or wine auctions and for Beer Festival Special Licenses.
- Prepares and sends written correspondence relative to any deficiencies with the application that must be provided to complete the application in accordance with Liquor Control Code and administrative rules.
- Communicates with local police agencies to verify local law enforcement approvals or to notify the local police agency when an event proposed for licensure under a Special License has been cancelled, denied, or rescheduled.
- Analyze applicant responses and documents to ensure applications meet the statutory and rule requirements before presentation to the Commission or when applications do not meet the requirements, recognize those deficiencies in order to present them to the Commission for a decision.
- Prepares detailed information for the Commission to consider for Special License applications that are placed on a docket for further consideration by the Commission. This includes information about past or pending Liquor Control Code violations by the applicant, details about applications proposed for a location that may pose a risk to the health, safety, and welfare of the patrons, and applications that do not meet the requirements of the Liquor Control Code and administrative rules or that appear to be attempting to circumvent the law.
- Advises management on trends in licensing to alleviate future issues and processing backlogs as well as to identify possible attempts to circumvent the Code and rules.
- Prepares recommendation of approval or denial of licensure.
- Upon Commission approval, issue Special Licenses to applicants and close out files in the AIMS system.
- Upon request, provide the Enforcement Division documentation and background information on specific applications.
- Assist in tracking applications that may be in violation of the Liquor Control Code and administrative rules.
- Suggests updates, changes, improvements to enhance the AIMS and records management systems for better workflow.
- Set up all Special License applications in the AIMS and records management systems, ensuring that the data in the records are accurate and up-to-date due to the age of many of the organizations that apply for Special Licenses.
- Review all Special License applications received by the MLCC to verify eligibility under Liquor Control Code and administrative rules.

Duty 2

General Summary:

Percentage: 15

Handles telephone and email inquiries from licensees, local law enforcement agencies, local units of government, attorneys, and other interested parties relative to Special License applications, and statutory and rule requirements for Special Licenses.

Individual tasks related to the duty:

- Communicate effectively with applicants, local law enforcement, local governmental unit, and attorneys via telephone and email relative to the review and clarification of application requirements.
- Works with applicant organizations to help educate them on the requirements for and limitations of Special Licenses.
- Research, evaluate and prepare responses to licensing questions with regards to written correspondence and telephone inquiries and status of license applications.
- 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 Special License requirements. Assist educating with regard to Special License requirements and process.
- Record trends of incoming questions or problems with application in order to proposed modifications to informational materials and application forms or process changes.
- Assist with application form and informational document updates to ensure simple, effective forms and up-to-date, easy to understand informational materials for applicants and other interested parties.
- Keep track of trends in license applications to ensure adequate processing times during peak Special License season in the late spring through early autumn.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned and as time permits.

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

Review and evaluate Special License applications and make a recommendation for approval and/or denial for licensing to the Commission.

The decisions made and information provided can affect this bureau, applicants, licensees, attorneys and local authorities.

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

Requests for clarification of the Michigan Liquor Control Code, Administrative Rules and policies of the Commission. Written submissions for process changes that go against current policies in place set by the commission.

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?

Position description prepared by management.

23. What are the essential functions of this position?

Duty 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 function of the work area is to issue Special Licenses to more than 9,000 entities on an annual basis. The Licensing Division is responsible for licensure of over 18,000 retail licenses and over 6,000 non-retail licenses. This position issues Special Licenses in the Licensing Division of the Michigan Liquor Control Commission.

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:

Department Technician 7 - One-year experience performing experienced level (E7 level) office support activities.

Department Technician 8 - One year of experience as a technician or paraprofessional equivalent to the entry level in state service. OR One year of experience performing administrative support activities equivalent to the 8-level in state service.

Department Technician 9 - Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service. OR One year of experience performing administrative support activities equivalent to the 9-level in state service. OR One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

A working knowledge of the Michigan Liquor Control Code, administrative rules, and policies governing the various types of Special License applications, the Commission's retail and non-retail licensing process; ability to communicate logically and effectively both verbally and in writing. Ability to make independent decisions.

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