

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

Position Code 1. ADMSPLE

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 LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services (MRS)
4. Civil Service Position Code Description Admin Law Specialist-E	10. Division Executive
5. Working Title (What the agency calls the position) Administrative Law Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor ADAMS, SIGRID J; SENIOR MANAGEMENT EXECUTIVE	12. Unit Central Office
7. Name and Position Code Description of Second Level Supervisor BECKHORN, STEPHANIE; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 320 S. Walnut St., Lansing, MI 48933 / Monday – Friday 8:00 am to 5:00 pm

14. General Summary of Function/Purpose of Position

This Administrative Law Specialist position within Michigan Rehabilitation Services (MRS) provides specialized legal and administrative support focused on the unique legal and regulatory framework governing vocational rehabilitation services for individuals with disabilities in Michigan. The incumbent will apply a deep understanding of federal and state laws, regulations, policies and procedures related to the Rehabilitation Act, the American with Disabilities Act and other relevant legislation to ensure MRS operation and service delivery are legally sound and in compliance. This role involves providing expert consultation, conducting legal research and analysis, developing and implementing policies and procedures specific to MRS.

This position is located within MRS and serves as the statewide legal specialist. The position is responsible for a range of assignments providing fact and/or legal interpretations at an entry level. Provides legal support to the bureau performing legal research and analysis relative to a broad variety of laws, policies and legal issues.

In addition, this position serves as the liaison between MRS and the Michigan Attorney General's Office. The Attorney General and designated Assistant Attorneys General provide attorney/client privileged legal advice to state agencies and officers and represent them in court. This position will collaborate with the Department of Attorney General and does not provide those services on behalf of the agency. This position works closely with the MRS policy unit to participate in any legal consultation. This position is a statewide legal specialist supporting national efforts to address disability rights, funding opportunities, and RSA guidelines. This position conducts research and reviews other states' approaches to VR services. The position is also responsible for responding to requests for legal research, court hearings, appeals and complex VR customer cases. Serves as a liaison among Michigan Attorney General staff to implement court orders and rulings, attend hearings, and provide guidance to the Bureau Director on bureau policies and mandates. Additional responsibilities include the provision of guidance to district level staff, managers, and Division Directors. The position also includes the authoring of memoranda, as directed by the Bureau and Division Director, for use with policy setting agendas as well as other duties assigned.

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

Serve as the statewide Administrative Law Specialist

Individual tasks related to the duty:

- Provide expert interpretation and application of federal and state laws, regulation and policies specific to vocational rehabilitation, disability rights and related areas such as Social Security, employment law, etc. to MRS staff and management.
- Develop, review and revise MRS-specific policies, procedures to ensure compliance with applicable laws and regulations, promoting best practices in service delivery and administrative functions.
- Conduct in-depth legal research and analysis on complex issues related to MRS programs, eligibility criteria, service provision and other customer-related matters, prepare legal arguments, presenting evidence and ensuring due process.
- Work with the Attorney General's office to assist in advising MRS Leadership on potential legal risks and liabilities, developing strategies to mitigate these risks and ensure ongoing compliance with relevant legal and regulatory requirements.
- Develop and deliver training to MRS staff on relevant legal and regulatory updates, policies and procedures to enhance their understanding and ensure consistent application.
- Collaborate with other state agencies, legal counsel, advocacy groups and community partners on legal and policy matters impacting MRS and individuals with disabilities.
- Monitor and analyze proposed and enacted federal and state legislation and regulations related to vocational rehabilitation and disability rights, assessing their impact on MRS operations and recommending appropriate responses.
- Review and analyze contracts, agreements and other legal documents related to MRS services and partnerships to ensure legal compliance and protect the interests of the bureau.
- Provide consultation to MRS Counselors and supervisors on complex cases involving legal or regulatory interpretation, ensuring consistent and legally sound decision making.
- Work with the Attorney General's office to repace legal documents, reports and correspondence to legal opinions, policy recommendations, administrative proceedings and compliance activities.
- Perform other duties as assigned, consistent with the responsibilities of an Administrative Law Specialist focused on vocational rehabilitation.

Duty 2

General Summary:

Percentage: 30

Coordinate with the Attorney General's office and leadership

Individual tasks related to the duty:

- Assist the Attorney General's office with litigation involving hearings, appeals, lawsuits, arbitration and consultation.
- Confer with the Attorney General's Office as necessary to oversee litigation that impacts the bureau and assist with litigation preparation
- Function as the point person for the provision of legal guidance for bureau contracts, grant agreements, and memorandums of understanding as requested by the Bureau Director.
- Apply statutes, court orders, administrative rules, regulations, and case law to specific fact patterns and make recommendations on how to ensure policy complies with state and federal law and regulations.
- Facilitate requests for mediation hearing in coordination with the Policy unit and Attorney General's office.
- Attend CAP meetings – subgroup meetings regarding appeals, hearings, cases of sensitive nature, etc.
- Attend meetings, training, conferences, seminars
- Prepare training materials
- May provide expert testimony, as requested

Duty 3**General Summary:****Percentage: 5**

Maintenance of records and reports related to the position.

Individual tasks related to the duty:

- Maintain case files, records, court and legal documents
- Provide technical support to divisions and districts
- Monitor and update case status and reporting for MRS Leadership

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned

Individual tasks related to the duty:

Other duties as assigned

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

- Decisions for which there is precedent or for which the bureaus position is known.

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

Any decision that would affect another department or another administration within the department. When the law is silent, no guidelines or instructions are available, or significant ambiguities exist. Decisions that involve new or policy changes.

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.

Normal office environment. Sitting at a workstation for long periods of time and use of laptop computer. This position may include small amounts of travel.

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?

This position plans, organizes, directs, and controls the work activities of the division. This position is responsible for the administrative oversight of managers, consultants, specialists and support staff for the administration and integration of the Workforce Innovation and Opportunity Act (WIOA) legislation into the vocational rehabilitation system for the State of Michigan, specifically, Michigan Rehabilitation Services. This position is located within MRS and serves as the statewide legal specialist. Coordinates with the Attorney General's office and leadership. Maintains records and reports related to the divisions.

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

New position

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

This position would provide direct legal consultation and technical assistance to all divisions, District managers and VR counselors. This includes answering specific legal questions related to customer eligibility, scope of services, informed choice, due process rights and the interpretation of individual plans for employment. This specialist would be the go-to legal resource for complex customer-specific issues that arise at the local level. Furthermore, the position would facilitate the resolution of customer complaints at an informal level and provide legal guidance to district staff on how to effectively address and resolve customer concerns before they escalate to formal administrative appeals, ensuring that MRS actions are legally sound and defensible.

Act as a liaison for legal matters between the district offices and the Attorney General's office by streamlining communication and information flow when district-level issues require the involvement of the Attorney General's office, assisting in the preparation of necessary documentation and legal responses. It is understood that the Attorney General and designated Assistant Attorneys General provide attorney/client privileged legal advice to state agencies and officers and represent them in court. This position will collaborate with the Department of Attorney General and does not provide those services on behalf of the agency.

Provide proactive legal advice to the bureau director on the legal implications of new MRS programs, initiatives, or proposed changes to service delivery. This includes assessing legal risks and opportunities related to the VR federal grant, innovative service approaches and interagency agreements. Conduct detailed analysis of proposed state and federal legislation or regulations that could impact MRS operations, funding or customer services. Advise the bureau director on systemic legal vulnerabilities within MRS operations and assist in developing strategies to mitigate risk.

Review and negotiate the legal terms of significant policies, contracts, interagency agreements and MOUs that impact MRS as a whole ensuring they align with state and federal law and protect MRS interests.

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:

Administrative Law Specialist 13

No specific type or amount is required.

Administrative Law Specialist 14

One year of professional experience in legal work equivalent to an Administrative Law Specialist 13 or Administrative Law Examiner 13, or as an attorney.

Administrative Law Specialist P15

Two years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist 14 or Administrative Law Examiner 14; or, two years of experience as an attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of legal research procedures.

Knowledge of legal writing techniques, jargon and terms

Ability to write and speak effectively.

Ability to present ideas clearly and effectively

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Knowledge of statutory and regulatory authority, rules and procedures associated with programs adjudicated by the agency.

Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.

Ability to interpret complex rules, regulations, policies, statutes, case law and rulings.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Knowledge of the preparation of memoranda of law.

CERTIFICATES, LICENSES, REGISTRATIONS:

Be in good standing with the Michigan Bar Association

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.

None

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

CLAY BOAK

8/18/2025

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