

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. DPTLTCHEQ77R

**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> DEPARTMENT OF STATE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Legal Services Administration
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL TECHNICIAN-E	<b>10. Division</b> Office of Hearings and Administrative Oversight
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MCGINN, ANNA M; DEPARTMENTAL SUPERVISOR-3	<b>12. Unit</b> Appeal Support Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> TULLOCH-BROWN, COLLEEN A; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W ALLEGAN ST; LANSING, MI 48915 / Monday – Friday, 8:00 A.M. – 5:00 P.M.

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

The incumbent of this position handles difficult telephone inquiries regarding advanced interpretation of driving status and eligibility of drivers, determines action on petitioners for restoration of driving privileges, orders to show cause and other legal documents regarding driving privileges; schedules cases with hearing officers statewide, tracks Section cases before the courts, and performs other related functions.

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: 45**

Respond to difficult telephone inquiries from petitioners, judges and court personnel, prosecuting attorneys and other attorneys in the legal community, Assistant Attorneys General, law enforcement, and Department branch office personnel seeking information on driving status and eligibility of individuals or information on driver license appeal cases filed in the courts.

**Individual tasks related to the duty:**

- Review and interpret individual master driving records.
- Determine the status and eligibility of an individual to have a valid driver license.
- Interpret departmental and section practices, Michigan Vehicle Code, Standard Action Manual, offense codes, and any other relevant documents as appropriate to the individual driving record being reviewed.
- Provide authority for actions taken by section as appropriate.
- Have knowledge of the laws in the effect at the time of the offense in decision-making process.

**Duty 2**

**General Summary:**

**Percentage: 15**

Review requests for hearing and unusual or difficult to interpret petitions for restoration of driving privileges, orders to show cause or notices of hearing for appeal of section actions, assess documentation and determine necessary actions.

**Individual tasks related to the duty:**

- Review documents for relief being sought and interpret if requested relief corresponds with actions on master driving record and compliance with Michigan Vehicle Code.
- Process record corrections to master driving records in CARS.
- Prepare request for action sheet identifying proper laws in effect at time of offense, court jurisdiction, and appropriateness of service of process upon Department.
- If not complete or clear, correspond to petitioner and attorney as appropriate.
- Prepare and sign miscellaneous correspondence to attorneys and petitioners.

**Duty 3**

**General Summary:**

**Percentage: 15**

Schedule petitioners for hearings statewide.

**Individual tasks related to the duty:**

- Review resources available to determine hearing officer and site availability; date, time and place of hearing; and appropriate time allotted per case.
- Utilize videoconferencing equipment where feasible to minimize travel as much as possible.
- Pull case files and mail notices to hearing officers, petitioners, attorneys, and law enforcement.
- Print and mail notices of hearing.

**Duty 4**

**General Summary:**

**Percentage: 10**

Upon receipt of final orders issued by hearing officers and courts, review documentation for appropriateness and process orders.

**Individual tasks related to the duty:**

- Review final order for appropriateness, including that it is a true copy in proper form.
- Review decision for compliance with statute. Process restricted license, denial or dismissal, or remand as appropriate, including preparation of bedsheet license, DI-159 Authorization for Restricted license, and input of action into section mini-mainframe for update to Department's mainframe.
- Review ex parte orders for statutory authority and appropriateness.
- Complete daily and weekly flash desk report.
- Contact attorney if order does not comply with statute for more information. Discuss possible appeals with supervisor.
- Process record corrections to master driving records.
- Modify and issue restricted licenses.
- Process amended and corrected orders.

#### **Duty 5**

##### **General Summary:**

**Percentage: 10**

Determine appropriate action following notice of violation of driving privileges.

##### **Individual tasks related to the duty:**

- Review and process major and minor violations under the ignition interlock program.
- Review unusual and complicated orders of violation for appropriate action.
- Review reinstatement of original action where appropriate, including placing flash on master driving record and sending letter to driver.
- Where it is determined no violation occurred, place flash on master driving record indicating referral was evaluated.

#### **Duty 6**

##### **General Summary:**

**Percentage: 5**

Upon receipt of request for administrative record for appeals to the courts, prepare documentation and track the request as appropriate throughout the appeal cycle.

##### **Individual tasks related to the duty:**

- Review, interpret and prepare analyses of court opinions for departmental distribution as appropriate.
- Prepare documents as requested, including notarized proof of service, certified driving record, case file and transcript.
- Forward documentation to Court of Appeals Clerk, petitioner's attorney, attorney for respondent at lower court level, and Attorney General.
- Process Court of Appeals requests for transcript of circuit court proceedings.
- Make any ordered changes to master driving record on section's mini-mainframe.

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

Advise attorneys by telephone or letter regarding a petitioner's appeal rights. Determine whether a circuit court order is in compliance with statute and if not determine the appropriate steps for action. Accuracy in decision-making is very important on all paperwork and inputting of data onto an individual's permanent master driving record. Errors could result in a driver being stopped and arrested if status on their master driving record is incorrect.

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

Upon receipt of court orders outside the court's jurisdiction or statute, provide documentation to supervisor for final determination on processing of order. Record corrections to a master driving record require written approval from the supervisor.

#### **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, standing, walking and occasional lifting of paper materials.

#### **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?**

Respond to and interpret difficult inquiries from the legal community on driving status and eligibility of specific drivers. Interpret legal documents and determine necessary actions to be taken. Schedule cases for hearing officers and notify all parties statewide. Track section cases before the courts.

**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?**

The Administrative Hearings Section conducts driver license appeal hearings, manages circuit court appeals and orders involving driver license suspensions and revocations and is responsible for oversight of the ignition interlock program. The section also prepares case files and background material, including transcripts of administrative hearings for the Attorney General and prosecutors who represent the Department in circuit court appeal cases. The incumbent in this position handles the advanced or more unusual and difficult to interpret cases in the section, including interpretation and discussion (written and verbal) with the legal community on driver status and eligibility.

**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:**

Departmental Technician 7 - One year of experience performing experienced-level administrative support activities equivalent to the 7-level in state service. Departmental 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 advanced-level administrative support activities equivalent to the 8-level in state service. Departmental Technician E9 - 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 advanced secretarial or supervisory administrative support activities equivalent to the 9-level in state service. Alternate Education and Experience Departmental Technician 7 - Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement. Departmental Technician 8 - Possession of a Bachelor's degree may be substituted for the experience requirement. Departmental Technician E9 - Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Michigan Vehicle Code. Knowledge of general office practices. Knowledge of filing and general record keeping such as logs, tickler files, etc. Knowledge of correct English usage, spelling, and punctuation. Ability to read and interpret master driving records. Ability to compare data from two or more sources for accuracy and completeness. Ability to interpret and compare data to determine what action should be taken. Ability to alphabetize, numerically rank, sort, and batch documents. Ability to interpret and apply instructions and guidelines. Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Position requires incumbent be a United States Citizen and pass a thorough background investigation to comply with Public Act 7 of 2008, Public Act 23 of 2008, and the Memorandum of Agreement between the State of Michigan and the Department of Homeland Security.

**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

2/17/2023

\_\_\_\_\_  
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