

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.

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| 2. Employee's Name (Last, First, M.I.) BEACH, BRYAN W | 8. Department/Agency ATY GNRL CENTRAL OFFICE |
| 3. Employee Identification Number 1065109 | 9. Bureau (Institution, Board, or Commission) Consumer and Regulatory Enforcement Bureau |
| 4. Civil Service Position Code Description ATTORNEY MANAGER-2 | 10. Division Health, Education and Family Services |
| 5. Working Title (What the agency calls the position) Attorney Manager 18 - Section Head | 11. Section Public Assistance and Medicaid |
| 6. Name and Position Code Description of Direct Supervisor SERVICE, STEPHANIE; ATTORNEY ADMINISTRATOR-2 | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor HARRIS, TONI L; ATTORNEY ADMINISTRATOR-3 | 13. Work Location (City and Address)/Hours of Work 525 W. Ottawa Street, Lansing, MI 48909 / 8 a.m. - 5 p.m. Monday-Friday |

14. General Summary of Function/Purpose of Position

The Section Head for the Litigation/Employment Section serves as legal counsel to the HEFS Division's client agencies, and associated boards, department, bureaus, divisions, and commissions, and the Department of Attorney General in prosecuting or defending all aspects of varied and highly complex litigation, including labor and employment matters, state constitutional law challenges, class actions, and §1983 civil rights claims, state and federal litigation and appellate matters, and other matters as requested by the Department, the Division Chief, or the First Assistant. The Section Head carries a case load of general assignments, litigation, administrative hearings, and appeals in all state courts, and in federal district courts and circuit courts of appeal, particularly in the area of labor and employment. This position requires the candidate to independently review and research all claims, conduct extensive discovery and other pretrial practice, and to supervise and mentor other division attorneys performing this work when assigned to litigation handled by the division. The candidate is a trial attorney responsible for all trial preparation and appeals associated with his or her cases. The Section Head also supervises 2 to 4 attorneys, makes case assignments, reviews attorneys' draft Division level advice and appellate briefs, and performs other management functions as requested by the Division Chief and First Assistant. The Section Head also oversees the work of other Division attorneys on assignments relating to the Section's substantive areas of practice, in coordination with other HEFS Section Heads, the First Assistant and the Division Chief. The Section Head reports directly to the First Assistant.

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

Provide legal counsel and representation to the State of Michigan, Department of Health and Human Services, the Department of Lifelong Education, Advancement and Potential, and the Department of Licensing and Regulatory Affairs, associated boards, commissions, bureaus, divisions, and departments, and their staff, as well as the Department of Attorney General in assigned area of complex litigation practice, particularly in the area of labor and employment, including for the division's client agencies above as well as the Department of Education, or file and handle complex litigation on behalf of the state in the assigned specialized area of practice.

Individual tasks related to the duty:

- -Perform such other litigation and consulting responsibilities as may be assigned by the Division Chief or First Assistant.
- -Carry a workload of litigation, administrative, and general assignment files, primarily related to the substantive law practiced within the section.
- -Provide guidance to Clients relating to successful litigation strategies and Division level advice.
- -Prepare and/or review attorneys' division level advice, briefs, and recommendations before submitting for supervisor review.
- -Keep supervisors informed of all significant legal or sensitive issues pertaining to the clients.
- -Monitor and track all client agency requests for formal or informal advice and ensure written or oral advice is catalogued and retrievable for future reference.
- -Provide legal services to all of the Division's client agencies as the needs of the Division warrant.

Duty 2

General Summary:

Percentage: 30

Management and supervisory activities.

Individual tasks related to the duty:

- -Maintain documentation for attorney performance issues and disciplinary matters that arise in the Division.
- -Manage the day-to-day operation of the Section.
- -Approve time, leave requests, and travel and travel reimbursement requests from attorneys in the Section.
- -In consultation with the First Assistant and Division Chief, issue formal written counseling and reprimands.
- -Mentor, work with, and oversee assigned Section attorneys and other HEFS attorneys handling assignments in the substantive areas of the Section.
- -Assure that the record management systems of the Department and Division are maintained by the Section.
- -Make assignments to himself/herself, to attorneys in the Section, and to SAAGs as appropriate, and monitor workload distribution.
- -Review and approve work performed by attorneys in the Section, other HEFS attorneys who perform the substantive work of the Section, and SAAGs
- -Oversee and monitor SAAG work, billings, and contracts
- -Evaluate the performance of staff during the course of the year, and in the formal performance evaluation process.

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

Unless otherwise directed by the Division Chief or First Assistant, all routine trial and administrative strategy throughout the course of litigation and if necessary, any post-hearing or post-trial proceedings; delivery of routine legal advice involving applicable statutes, rules, policies, and procedures to the client agencies; making assignments or legal tasks to other staff based upon complexity of issues; evaluating work product of legal tasks assigned to Assistant Attorneys General and self to ensure consistency with applicable law and Department of Attorney General policies and procedures.

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

Initiation of litigation, settlement authorizations, appellate matters including authorization to appeal; review of appellate briefs prior to submission for Solicitor General approval; briefs filed in federal court and briefs filed in state and federal courts of appeals are all reviewed by the First Assistants and/or the Division Chief of the Division, in accordance with Department of Attorney General policy; review of Attorney General formal or informal opinions; review of written Division-level advice to the client; review of conclusions, opinions, and client advice regarding significant legal interpretations having a major impact on the client, the Department, or applicable law; written employee counseling or reprimands; trial and administrative strategy and legal advice involving an especially important case or issue of significant public and/or media interest; decisions such as assignment of matters, including assignment of team members, certain client interactions depending upon the nature of the matter involved (such as those involving the Governor's office); decisions which may require input/approval from the Executive Division of our Department, among others; and decisions to hire expert witnesses or to travel out of state.

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 physical effort associated with providing professional legal, management, and administrative services including operating various office equipment (copier, fax, telephone, etc), extensive use of computer equipment, extensive verbal communication face-to-face or via telephone or e-mail, carrying or otherwise transporting large volumes of documents/exhibits, etc. The work may require travel both in and out of state. The environment is usually an office, courtroom, or hearing room environment. However, handling cases may require visits to other locations.

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.

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------------|----------------------|-------------|--------------------|
| SNEDEN, HEATHER L | ATTORNEY SENIOR-A 16 | VACANT | ATTORNEY SENIOR-A |
| VACANT | ATTORNEY STAFF-E | VACANT | LEGAL ASSISTANT-E |

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

To perform the day-to-day job duties as a working supervisory attorney as described above and in the Civil Service job specifications. Regular in person attendance on assigned days is an essential function of this position.

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

Requesting to update the Position Description, as the position and section now includes much more litigation than previously.

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

The Section provides legal advice and representation to the State of Michigan, Department of Health and Human Services, the Department of Licensing and Regulatory Affairs, the Department of Lifelong Education, Advancement and Potential, related boards, commissions, agencies, divisions, and bureaus, and the Department of Attorney General in the many complex state and federal matters involving labor and employment issues, child welfare, public assistance, child and adult licensing, and mental health care programs for lower income families and individuals, federal and state. The Section Head provides legal advice to the agencies and defends class action lawsuits challenging statutes, policies and regulations that implement state and federal child welfare and mental health care programs for lower income citizens. The position fits into the division because the Health, Education & Family Services Division is assigned all of the major litigation involving the child welfare programs, Medicaid, mental health care, and other state and federal assistance programs, as well as general litigation matters involving the Division's client agencies, including labor and employment matters. The Section will be assigned some of the most complex, difficult and critical cases in these areas, including cases of first impression without legal precedent, and those cases having a major fiscal impact. Attorneys in the Section handle litigation, administrative hearings, appeals, requests for Division level advice, and general assignments. Under the supervision of the First Assistant, the Section Head serves as a working attorney, carries a caseload and supervises the work of the Section. The Section Head participates in the overall management of the Division.

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

EDUCATION:

Graduation from an accredited law school.

EXPERIENCE:

Attorney Manager 18

Five years of post-bar admission legal experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Highly developed skills and experience in litigation and administrative hearing practice. Excellent research and writing skills and abilities. Ability to work well with co-workers, clients, court personnel, opposing counsel, experts, etc. Skill and ability in multi-tasking, setting priorities and working well under pressure. Skill and ability to teach, train, and mentor less- experienced attorneys in administrative hearing and litigation practice, civil procedure, and developing trial skills. Knowledge of the operations and structure of the Department and DHHS. Ability to carry out assignments even if not in total agreement with a legal position or managerial decision taken. Respectful of client position and relationships. Knowledge of supervisory techniques.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing with Michigan State Bar.

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.

ROBIN NOVAK 4/28/2026

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.

BRYAN BEACH

Employee Date