

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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Legal Services Administration
4. Civil Service Position Code Description ADMIN LAW SPECIALIST-A	10. Division
5. Working Title (What the agency calls the position) Administrative Law Specialist 16	11. Section
6. Name and Position Code Description of Direct Supervisor CRAINE, KHYLA D; CHIEF LEGAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANDERSON, CHRISTINA H; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St., Lansing, MI 48933 / Monday- Friday; 8:00 a.m. - 5:00 p.m.
14. General Summary of Function/Purpose of Position This position serves as a recognized legal resource for Legal Services Administration regarding legislative and regulatory issues, within the Department's areas of responsibility including the Michigan Vehicle Code, the Motor Vehicle Service and Repair Act, and the Driver Education Provider and Instructor Act. The incumbent will assist and advise the Chief Legal Director and other Department of State staff, and other interested parties on issues involving these laws and administrative rules. This position also acts as the Department's Freedom of Information Act (FOIA) Coordinator and the Regulatory Affairs Officer.	

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: 40

Review and analyze the most complex factual and legal issues concerning the Michigan Vehicle Code (1949 PA 300, as amended), the Motor Vehicle Service and Repair Act (1974 PA 300, as amended), and the Driver Education Provider and Instructor Act (DEPIA) (2006 PA 384), and the administrative rules and court decisions pertaining to those acts; provide information and guidance to the bureau director, administration director, other Department of State staff, and other interested parties.

Individual tasks related to the duty:

- Review and analyze legal questions and issues relating the Michigan Vehicle Code, DEPIA, and the Motor Vehicle Service and Repair Act.
- Review and analyze changes from federal laws and regulations that impact the Department including REAL ID Act, Commercial Driver's License and License Permit.
- Direct and participate in the development of policies and procedures needed to implement laws administered by the bureau.
- Prepare written legal responses to inquiries from the public and Departmental staff.
- Review and research complex issues relating to the motor vehicle, individual licensing and credentialing, dealerships, and other non-elections related issues.
- Perform specialized legal research projects as requested.

Duty 2

General Summary:

Percentage: 25

Coordinate the Department's Freedom of Information Act (FOIA) program, and serve as the Department's Regulatory Affairs Officer.

Individual tasks related to the duty:

- Manage the FOIA portal including the contract, system updates, and training for new FOIA coordinators.
- Coordinate and oversee various business areas response to FOIA requests.
- Ensure timely and appropriate responses to FOIA requests.
- Coordinate the response of FOIA requests involving the executive office staff, including the Secretary.
- Provide regular training to business areas about FOIA law and responsibilities.
- Serve as departmental expert on matters related to FOIA; provide overall guidance to staff handling routine FOIA responses.
- Perform as Regulatory Affairs Officer for the Department of State.

Duty 3

General Summary:

Percentage: 25

Review, analyze and assist in addressing alleged violations of the Michigan Vehicle Code, Motor Vehicle Service and Repair Act, and Driver Education Provider and Instructor Act and determine appropriate disposition of these matters.

Individual tasks related to the duty:

- Review allegations of violations by automobile dealers, repair facilities, mechanics, and driver education providers and instructors.
- For specific cases/complaints, determine if violations of the Michigan Vehicle Code, the Motor Vehicle Service and Repair Act, or the Driver Education Provider and Instructor Act have occurred and are supported by sufficient evidence.
- Draft compliance conference compliance complaints and participate in pre-hearing compliance conferences. Negotiate appropriate settlement agreements (e.g., assurances of discontinuance, suspension agreements and probation agreements).
- Present the evidence and testimony in contested case hearings for the purpose of establishing that violations of law have occurred.

Duty 4

General Summary:

Percentage: 10

Analyze legislative and other policy issues related to the department's regulatory functions and provide feedback; propose and/or draft legislation as requested.

Individual tasks related to the duty:

- Analyze and review legislation and department policies pertaining to automobile dealers, repair facilities, mechanics, and driver education providers and instructors.
- Recommend and draft proposed legislation, administrative rules, guidelines, regulations, declaratory rulings and interpretive statements affecting the Michigan Vehicle Code, Motor Vehicle Service and Repair Act, and Driver Education Provider and Instructor Act.
- At the bureau director's request, serve as a liaison between the Bureau of Regulatory Services, the Department of Attorney General, other state and federal agencies, and attorneys in private practice and the public.
- Coordinate bureau responses to inquiries from interest groups, members of the legal community, other governmental agencies, and the public as requested.
- Represent the department on committees and in meetings pertaining to legal issues concerning the department's regulatory responsibilities.
- Communicate with and assist outside organizations and in areas of mutual interest (e.g., Michigan Automobile Dealers Association, Michigan Sheriffs Association, Prosecutors' Association of Michigan, etc.).

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

- Review proposed legislation, administrative rule, or policy as it engages with existing laws and regulations.
- Drafting of legal review / guidance of inquiries from Departmental staff or external partners/stakeholders.

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

- Final legal interpretation of change in current Departmental policy or guidance to be distributed to the public, regulated entities, or Departmental staff.
- Issues of a highly complex nature.
- Issues involving the Secretary or Executive office.
- New or unusual issues that have not previously been presented or handled by the Department.
- Issues that involve interpretation or communication of bureau-wide or department-wide policy.

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 duties of this position are typically performed in a normal office environment.

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

This position serves as a recognized legal resource for Legal Services Administration regarding legislative and regulatory issues, within the Department's areas of responsibility including the Michigan Vehicle Code, the Motor Vehicle Service and Repair Act, and the Driver Education Provider and Instructor Act. The incumbent will assist and advise the Chief Legal Director and other Department of State staff, and other interested parties on issues involving these laws and administrative rules. This position also acts as the Department's Freedom of Information Act (FOIA) Coordinator and the Regulatory Affairs Officer.

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

Updating PD to reflect current duties.

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

The core functions of the Legal Services Administration (LSA) include legal support and prosecution; driver examinations and hearings; test administration; license issuance. This position serves as a legal resource for LSA regarding legislative and regulatory issues.

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 16

Three years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist P15 or an Administrative Law Examiner P15; or, three years of experience as an attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to think clearly and logically.
- Ability to write effectively and to identify the ramifications of decisions.
- Ability to interact effectively with agency staff, the legal community and the public.
- Expert knowledge of the Michigan Vehicle Code, Motor Vehicle Service and Repair Act, and Driver Education Provider and Instructor Act.
- Expert knowledge Freedom of Information Act requirements.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing in the 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.

Appointing Authority

4/7/2026

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