

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

Position Code 1. DEPTTRE

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 TREASURY CENTRAL PAYROLL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Tax Policy
4. Civil Service Position Code Description Departmental Analyst Trainee-E	10. Division
5. Working Title (What the agency calls the position) Litigation Coordinator	11. Section
6. Name and Position Code Description of Direct Supervisor WILKINSON, LANCE; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor GUILFOYLE, JEFFREY P; SENIOR CHIEF DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Austin Building, 430 W Allegan, Lansing MI / M-F 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

The position serves as the Departmental Analyst for flow-through entity (FTE) and partnership tax matters, Alternative Dispute Resolution (ADR), and Offer-in-Compromise (OIC) Independent Administrative Review. This position will also serve as the Litigation Coordinator and Litigation Hold Coordinator. This position will also serve as the Records Management Analyst for the Bureau of Tax Policy. This position also serves as the liaison for 505(b) Bankruptcy Court Prompt Determination Requests. Position will perform special projects as assigned. Position handles confidential/sensitive documents.

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: 50

Provide professional research and analytical support for partnership and flow-through entity (FTE) technical tax issues referred to the Bureau of Tax Policy for guidance.

Individual tasks related to the duty:

- Provide professional research and analytical support for partnership tax and FTE technical tax issues referred to the Bureau of Tax Policy for guidance.
- Make recommendations on policies and procedures.
- Participate in Treasury workgroups and trainings pertaining to FTE and partnership tax issues.
- Attend meetings and represent Tax Policy's interests in Department meetings regarding FTE and partnership tax issues.
- Assist with developing forms and systems to implement and administer the FTE tax and refunds.
- Draft internal and public facing guidance in the form of FAQs, notices, Revenue Administrative Bulletins, and Internal Policy Directives on the implementation and operation of this tax.
- Provide verbal and written response to tax policy and administrative questions from various departmental units regarding FTE and partnership tax issues.
- Serve as liaison with members of audit staff and other divisions to discuss and resolve policy issues and decisions relating to this tax.
- Provide technical assistance to the Tax Policy Division legal staff regarding the FTE tax.
- Prepare written responses to technical inquiries from tax professionals regarding FTE tax and partnership tax issues.
- Support litigation efforts of the Attorney General's office in matters arising from the implementation of the FTE tax.

Duty 2

General Summary:

Percentage: 15

Serve as Litigation Hold Coordinator for the department.

Individual tasks related to the duty:

- Serve as Litigation Hold Coordinator for the Attorney General's Data Preservation Initiative. Create, develop, and maintain procedures and guidelines, create forms and schedules, disseminate and monitor Legal Hold Notices, Preservation Questionnaires, and Petitions/Complaints to comply with document retention guidelines in substantive tax litigation cases.
- Identify and report all Treasury Custodians, data, record types and locations of physical and electronic records related to Attorney General court cases.
- Identify what equipment and records are subject to legal hold. Serve as the custodian for all equipment and for all data provided by DTMB in response to a legal hold.
- Identify which individuals need to have a DTMB-244 form submitted to initiate the formal legal hold process, and complete DTMB forms as needed throughout the legal hold process.

Duty 3

General Summary:

Percentage: 15

Serve as Records Management Analyst for the Bureau of Tax Policy.

Individual tasks related to the duty:

- Review the Bureau's retention schedules, makes recommendations for changes needed in schedule, drafts changes and provide to document coordinator for finalizing.
- Create and maintain method to implement retention schedule for the Bureau's electronic data.
- Assist Bureau employees with implementing and maintaining retention schedules for electronic data.
- Identify data that must be retained for legal holds.
- Manage data saved on Isilon server.

Duty 4

General Summary:

Percentage: 15

Serve as the Litigation Coordinator for the department.

Individual tasks related to the duty:

- Serve as the liaison between the department and the Attorney General's office regarding litigation.
- Create, implement, and maintain method of tracking litigation involving the department, and create, generate, and analyze reports for Director regarding litigation data. Monitor litigation involving the department and keep Director advised on status of litigation.
- Review and analyze incoming litigation and draft requests for legal representation when needed for specific litigation matters.

- Serve as liaison to U.S. Bankruptcy Court in matters pertaining to 505(b) Requests for Prompt Determination of Tax Liabilities. Develop and update detailed written procedures following guidelines for handling and responding to Requests for Prompt Determinations. Draft written correspondence to Tax Processing Units, summarize requests and statutorily required processing time frames. Track, monitor and maintain reports on all requests received from bankruptcy trustees. Advise Attorney General's Office of any court motions needed due to processing delays. Verify, confirm and update bankruptcy court contact information annually as required by federal rules of bankruptcy procedure.
- Provide back-up assistance to the Litigation Specialist as needed.

Duty 5

General Summary:

Percentage: 5

Other duties and special projects as assigned.

Individual tasks related to the duty:

- Develop, make recommendations on, review, and administer procedures and forms for the bureau.
- Provide Hearings Case Management (HCM) technical support to referees, executive secretary, and general office assistants.
- Serve on internal process review teams as requested by Director and/or Administrator.
- 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.

Determine nature of litigation issues, how they compare with established departmental tax policies, and how those tax policies should be presented in the litigation. Answer inquiries on sensitive and/or highly confidential matters with individuals at all levels of state government and the public. Work independently with very little supervision. Determine and prioritize work projects and assignments to maintain strict deadlines and heavy workloads. Determine whether an ADR application or OIC independent administrative review request should be accepted.

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

Those representing new or inconsistent application of tax policies.

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.

This position is conducted in a standard office environment. Some travel and public speaking is 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):

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?

Serve as the Department Litigation and Litigation Hold Coordinator and serve as the Bureau's Records Management Analyst. Provide executive support to the bureau director and division administrator. Provide technical assistance on ADR applications and OIC administrative review requests. Provide professional research and analytical support for partnership tax and FTE technical tax issues referred to the Bureau of Tax Policy for guidance.

Includes all requirements listed in Section 18 of the position description.

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 Bureau of Tax Policy is responsible for administering all aspects of departmental policies and tax statutes. Defense of those positions in litigation is an associated function, which is facilitated by this analyst position.

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

EDUCATION:

Possession of a bachelor's degree in any major.

Alternate Education -Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Analyst 9 - No specific type or amount is required.

Departmental Analyst 10 - One year of professional experience.

Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Experience

Four years of experience as an advanced 9-level worker in an ECP Group One classification OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification OR Two years of experience as a first-line supervisor in an ECP Group Three classification OR One year of experience as a second-line supervisor in an ECP Group Three classification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Michigan Tax Tribunal, Court of Claims, Court of Appeals, and Michigan Supreme Court operations, and Attorney General litigation interactions with Treasury. Ability to develop responses to an infinite variety of factual scenarios by applying law, policy and procedures resulting in responses that are consistent with established departmental tax policy.

Experience working with taxes administered under the provision of the Revenue Act (1941 PA 122) and property tax Principal Residence Exemption, and familiarity with the functioning of the Department of Treasury, Michigan Tax Tribunal, and Court of Claims is a plus.

Knowledge of the principles and practices of research and analysis.

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the principles and methods of research, statistics, operational analysis, cost analysis, and finance of public and private programs.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of the legislative process and governmental organization and structure.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to prepare requests for proposals and program agreements.

Ability to organize, evaluate, and present information effectively.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

Ability to design forms.

Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Position will have FTIPRINT Fingerprint subclass code as position will have access to Federal Tax Information (FTI).

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.

SALLY VAN VYVE

11/22/2022

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