

**State of Michigan
Civil Service Commission
COMPENSATION
400 South Pine Street, P.O. Box 30002, Lansing, Michigan 48909**

UNCLASSIFIED POSITION DESCRIPTION

Department	Title of Position
Michigan Department Of Civil Rights	Legislative / Michigan Civil Rights Commisison Liaison
Position Code	Incumbent
SPLAPTEEA21N	
<p>As outlined in Article XI of the Constitution (see below) is this position: <input checked="" type="checkbox"/> Exempt/Policy-Making <input type="checkbox"/> Excepted <input type="checkbox"/> Exempt/Not Policy-Making</p> <p><i>Section 5: The classified state civil service shall consist of all positions in the state service except those filled by popular election, heads of principal departments, and members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of policy-making nature within each principal department.</i></p>	
<p>GENERAL SUMMARY: Briefly summarize the general function and purpose of this position.</p> <p>This position will serve as the Legislative and External Affairs Liaison between the Michigan Department of Civil Rights (MDCR) and the Governor's legislative affairs team, executive agencies, Legislators' offices, House and Senate committee chairs, Legislative agencies (i.e., House Fiscal Agency and Senate Fiscal Agency), other state departments and local units of government and educational institutions. This position will also serve as liaison and advisor to to the Michigan Civil Rights Commission.</p>	
<p>DESCRIPTION OF WORK: Briefly describe each major function or program for which the position is responsible. Use a separate numbered paragraph for each function or program.</p> <ol style="list-style-type: none"> 1. Advise MDCR Director and executive team about emerging issues and track multiple tasks concurrently while advancing the mission of MDCR. 2. Provide executive support on key and emerging justice and civil rights issues including legislation such as possible amendments to the Elliott-Lrasen Civil Rights Act (ELCRA). 3. Promote stronger relations with the Legislature and the Executive Branches and communicate with senior legislative staff and Governor's executive team as needed in terms of trouble-shooting and addressing emerging challenges and issues. Foster and maintain strong communication with new House Leadership as well as with the Senate. 4. Research issue areas relevant to MDCR and our constituencies. 5. Attend department liaison/policy advisor meetings (with multiple state agencies) hosted by Governor's Office. 6. Enhance MDCR's work and commitment to fostering, strengthening and embedding equity and racial justice throughout state departments, the Legislature and Executive branches of government as well with local units of government and educational institutions. 7. As directed by the Executive Director, serve as a liaison to the Michigan Civil Rights Commission to coordinate MCRC directives. 	

DESCRIPTION OF WORK (continued):

TO BE COMPLETED BY APPOINTING AUTHORITY

Identify any statutory sections or applicable Public Acts upon which the position functions or pay is based.

Article I, Section 2, of the Michigan Constitution
Article V, Section 29, of the Michigan Constitution
Elliot Larsen Civil Rights Act (Act 453 of 1976)

List the names and titles of employees immediately supervised by this position.

<u>Name</u>	<u>Class Title</u>	<u>Name</u>	<u>Class Title</u>
Vacant	Student Assistant		

Name and Title of Immediate Supervisor

John E. Johnson Jr., Executive Director, Michigan Department Of Civil Rights

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



Appointing Authority's Signature

6/8/2026

Date