

<b>1. Position Code</b>
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**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Licensing and Regulatory Affairs
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Policy & Legislative Affairs
<b>4. Civil Service Classification of Position</b> Senior Policy Executive 18	<b>10. Division</b>
<b>5. Working Title of Position (What the agency titles the position)</b> Director, Policy & Legislative Affairs	<b>11. Section</b>
<b>6. Name and Classification of Direct Supervisor</b> Marlon I. Brown, Chief Administrative Officer	<b>12. Unit</b>
<b>7. Name and Classification of Next Higher Level Supervisor</b> Orlene Hawks, Director	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W. Ottawa; 4 <sup>th</sup> floor Ottawa Bldg.; Lansing 48909

**14. General Summary of Function/Purpose of Position**  
This position serves as Director of Policy & Legislative Affairs. Additionally, this position serves as the Legislative Liaison for the Department of Licensing and Regulatory Affairs (LARA).

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time 70**\_\_\_\_\_

Provide leadership and direction for legislative and policy issues and activities for the Department of Licensing and Regulatory Affairs (LARA).

**Individual tasks related to the duty.**

- Assist in formulation of policies and programs for the department.
- Work with LARA Director, Deputy Directors, and program area directors to determine legislative priorities.
- Work with and assist the Governor's Office and legislative staff to secure introduction of legislation implementing the Department's legislative priorities.
- Track legislation affecting LARA (includes interaction with the legislation, attending meetings, etc.)
- Prepare and present testimony to legislative committees on bills affecting the Department (program areas).
- Assist and confer with legislators in resolving constituent issues involving LARA program areas.
- Assist in the development of legislation by participating in workgroups, reviewing drafts, and working with lobbyists.
- Consult with legislative staff and the Governor's Office of Legislative Affairs in preparing for committee and floor consideration of bills.
- Meet with the Governor's Office, as necessary, to discuss significant legislative issues.
- Provide timely analyses of enrolled bills to the Governor's Office.
- Plan, supervisor and monitor the activities of staff; select and assign staff; determine staffing needs.
- Establish short and long term program goals; determine and implement operating policies.
- Determine and set goals for staff members regarding annual objectives; conduct evaluations.
- Work with other Departments and agencies in state government on legislation when needed.

Duty 2

**General Summary of Duty 2**                      **% of Time 30**\_\_\_\_\_

Manage and provide guidance to staff person designated as Regulatory Affairs Officer for LARA.

**Individual tasks related to the duty.**

- Review weekly administrative rules report.
- Receive regular updates from Regulatory Affairs Officer and bureaus on controversial rulemaking proposals.
- Obtain feedback from Director, Deputy Director on rulemaking proposals, where necessary.
- Interact with the Governor's Office to provide information and secure guidance pertaining to administrative rulemaking issues.
- Respond to legislative inquiries regarding administrative rulemaking issues.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

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16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

It is often necessary to provide an immediate response to a proposed amendment without the opportunity or time to obtain feedback from the Director, other Deputy Directors, Bureau, etc. These amendments occur while working in committee or in the Capitol outside the chambers and an immediate response is necessary. Also, the Legislative Liaison is frequently asked by legislators, lobbyists, and other interested parties for a position on proposed bills that have not yet been introduced and the response is based on the Department's position on similar types of proposals (e.g., new licensures) rather than a review of the specific proposal.

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

Department position on bills pending in the Legislature require supervisor review unless the bill(s) are similar to others that have previously been introduced/discussed.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
M. Triemstra	SAM 15	E. Arasim	DS 14
N. Schafer	SEMA 11		

20. My responsibility 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.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

NOTE: Make a copy of this form for your records.

**TO BE COMPLETED BY DIRECT SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
Yes

**23. What are the essential duties of this position?**  
Serve as the Director for all Legislative activities for LARA.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**  
This position will take an active role in reviewing all legislation, rule/policies/laws being recommended and/or changed to promote business growth and job creation.

**25. What is the function of the work area and how does this position fit into that function?**  
The Office of Policy and Legislative Affairs (OPLA) coordinates legislative activity, administrative rule promulgation, and policy-making processes for LARA. The office also serves as the primary contact for legislative offices, government agencies, and other stakeholders concerning departmental programs and services. As Director, this position is responsible for the administration of these areas.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor degree in any major is required; law degree preferred.

**EXPERIENCE:**

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. *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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date