

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPSPL3E22N

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 MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Legal Affairs
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-3	10. Division Public Health & Community Services Legal Division
5. Working Title (What the agency calls the position) Public Health Legal Specialist	11. Section Public Health and Legal Services Section
6. Name and Position Code Description of Direct Supervisor HENDRICKS, ERIC J; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BARRON, KATIE L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 235 S. Grand Ave., Lansing, MI / Monday - Friday 8:00 - 5:00

14. General Summary of Function/Purpose of Position

This position functions as a legal specialist for the Population Health Administration in the Public Health Legal Division within the Bureau of Legal Affairs. This position is responsible for specialized legal knowledge on complex issues primarily for the WIC program but also for other public health programs including maternal and infant health, division of HIV/STD programs, smoke free air, and tobacco-related programs. This position is also responsible for legal guidance to the entire department on contract issues. This position requires independent judgment and discretion, as well as advanced knowledge of applicable areas of law, and therefore requires a Juris Doctor degree. This position is responsible for responding to the legal needs that impact the Public Health Administration leadership and staff, primarily for the WIC program.

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 legal guidance to Public Health Administration leadership and staff on complex issues involving the WIC program.

Individual tasks related to the duty:

- Conduct legal research and analysis as required. Review and interpret laws and regulations applicable to the WIC program to provide legal guidance to Public Health Administration leadership and staff.
- Proficient in the construction of the federal regulations, guidance, and State law relating to the WIC program.
- Assist with the identification and resolution of legal issues and concerns relating to the WIC program including the RFP process, Open Application, the State Plan, and audits.
- Assist Attorney General's office on legal matters related to the WIC program as assigned.
- Develop tools and resource materials to provide general legal guidance to the WIC program staff.
- Review and stay informed on current and proposed state and federal laws related to the WIC program.
- Assist WIC staff in responding to legislative inquiries and inquiries from the USDA.
- Coordinate and work with legal staff in other state agencies and outside entities as needed.

Duty 2

General Summary:

Percentage: 35

Provide legal guidance to the entire department on contract issues.

Individual tasks related to the duty:

- Work with the Financial Operations Administration, and in particular the Bureau of Grants and Purchasing, on all matters related to contracting, awarding grants, requests for proposals, and purchasing.
- Review and interpret contracts and advise department leadership and staff on those contracts
- Prepare and communicate responses and guidance to department leadership and staff, including preparation of legal memoranda.
- Conduct legal research and analysis as required.
- Review and interpret laws and regulations applicable to the department programs to provide legal guidance regarding those programs' contracts and grants.
- In addition to maintaining files in the Legal database, develop a system for prioritizing and tracking your own requests and responses.
- Assist Attorney General's office on legal matters related to department contracts as assigned.
- Develop tools and resource materials to provide general legal guidance on contract issues.
- Coordinate and work with legal staff in other state agencies and outside entities as needed.

Duty 3

General Summary:

Percentage: 10

Provide legal guidance to Public Health Administration leadership and staff on complex and programs such as maternal and infant health, division of HIV/STD programs, smoke free air, and tobacco-related programs.

Individual tasks related to the duty:

- Conduct legal research and analysis as required. Review and interpret relevant laws and regulations applicable to provide guidance to Public Health Administration leadership and staff.
- Prepare and communicate responses and guidance to Public Health Administration leadership and staff, including preparation of legal memoranda. In addition to maintaining files in the Legal database, develop a system for prioritizing and tracking own requests and responses.
- Proficient in the interpretation of the Public Health Code, particularly as it relates to complex issues and programs such as maternal and infant health, division of HIV/STD programs, smoke free air, and tobacco-related programs.
- Provide legal support, expertise, and perspective to Public Health Administration leadership and program staff for initiatives, workgroups, committees, and other meetings.
- Provide legal review and guidance related to administrative rules, legislation, contracts, and policies and procedures that impact the Public Health Administration especially in those areas listed in this duty.
- Assist Attorney General's office on legal matters related to the WIC program as assigned.
- Develop tools and resource materials to provide general legal guidance to the WIC program staff.
- Review and stay informed on current and proposed state and federal laws related to the WIC program.
- Assist WIC staff in responding to legislative inquiries and inquiries from the USDA.
- Coordinate and work with legal staff in other state agencies and outside entities as needed.

Duty 4

Other duties as assigned.

Individual tasks related to the duty:

- Perform legal research and analysis of codes, statutes, case decisions, attorney general opinions, administrative rules, and other rulings of law and facts as assigned by section manager, division, bureau, or administration director.
- Prepare legal memoranda and written analysis as assigned by section manager, division, bureau, or administration director.
- Provide support to division and legal affairs staff regarding privacy and security matters affecting the entire department, work closely with the MDHHS Compliance Office on legal issues arising from and relating to agreements to share and receive data, within the Department or with outside entities and individuals.
- Perform other duties as assigned by section manager, division, bureau, or administration director.

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

Independent decision-making required in this position includes legal exercise of a great deal of judgment and discretion in analyzing and applying various federal and state laws to provide guidance that affects complex issues and programs. These decisions potentially affect the entire department and other state agencies.

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

When the law is silent, no guidelines or instructions are available, or significant ambiguities exist. Highly complex or visible decisions, or those of a particularly sensitive nature. Decisions that involve departments or agencies outside of MDHHS.

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 work is performed in a typical office setting requiring some sitting, standing, bending and the extended use of a computer.

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?

This position is the legal subject matter expert in issues impacting the Public Health Administration, specifically as it relates to complex issues primarily for the WIC program but also for other public health programs such as EMS, trauma, public health and emergency preparedness, Maternal Infant Health Plan, synthetic drug issues, opioids, healthy homes lead abatement, and smoke free air and tobacco-related programs.

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

SPR is being updated to "Possession of Juris Doctorate degree from an ABA-accredited law school. Licensed to practice law in any jurisdiction of the United States, and not disbarred or suspended from practicing law in any jurisdiction of the United States."

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

This position is the legal subject matter expert in issues impacting the Public Health Administration, specifically as it relates to complex issues primarily for the WIC program but also for other public health programs such as such as maternal and infant health, division of HIV/STD programs, smoke free air, and tobacco-related programs. This position is also responsible for legal guidance to the entire department on contract issues.

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.

Selective Position Requirement (SPR): Possession of Juris Doctorate degree from an ABA-accredited law school. Licensed to practice law in any jurisdiction of the United States, and not disbarred or suspended from practicing law in any jurisdiction of the United States.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Ability to independently plan, coordinate and expedite special projects.

Excellent legal analysis, research, and writing skills, including the ability to analyze and apply law to complex factual scenarios and to explain legal analysis to program staff and leadership.

Knowledge of Michigan Compiled Laws, including the Public Health Code and the Administrative Procedures Act, as well as a familiarity and understanding of current health policy issues.

Knowledge, understanding and ability to use Westlaw and other legal research tools.

Excellent communication skills, verbal and written.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Selective Position Requirement (SPR): Possession of Juris Doctorate degree from an ABA-accredited law school. Licensed to practice law in any jurisdiction of the United States, and not disbarred or suspended from practicing law in any jurisdiction of the United States.

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.

None

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

ANTHONY TODARO

5/30/2025

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