

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL3

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Legal
4. Civil Service Position Code Description Departmental Specialist-3	10. Division Public Health Legal Division
5. Working Title (What the agency calls the position) Environmental Health Legal Specialist	11. Section Public Health & 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 48933 / Monday-Friday, 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position serves as a legal specialist designated to advising the Environmental Health Bureau (EHB) within the Public Health Administration (PHA). The position resides in the Public Health Legal Division within the Legal Affairs Administration. This position is responsible for specialized legal knowledge on complex issues and programs within the EHB including, but not limited to, the Natural Resources and Environmental Protection Act (NREPA), air pollution, water contamination, toxic waste, disease causing organisms, and the intersection between environmental pollutants and health problems. This position works closely with both EHB and PHA staff, and sometimes interacts with the Michigan Attorney General's Office Environment and Natural Resources Division (ENRA), Michigan's Environment, Great Lakes, and Energy (EGLE), and the Michigan PFAS Action Response Team (MPART).

This position requires independent judgment and discretion, as well as advanced knowledge of applicable areas of law. This position is responsible for responding to the legal needs that impact the Public Health Administration leadership and staff.

The position provides specialized legal guidance and assists the Public Health Administration with the review of administrative rules, legislation, contracts, and policies and procedures specific to this position's areas of expertise, and for providing legal perspective and guidance to leadership and program staff.

The Attorney General and designated Assistant Attorneys General provide attorney/client privileged legal advice to state agencies and officers and represent them in court. This position collaborates with the Department of Attorney General and does not provide those services on behalf of the agency.

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: 80

Serve as the statewide legal specialist to EHB and PHA leadership and staff on complex issues and programs involving environmental health.

Individual tasks related to the duty:

- Conduct legal research and analysis as required. Review and interpret relevant laws to provide legal guidance to Public Health Administration leadership and staff.
- Identify opportunities for collaboration between state agencies to better address environmental health threats, including through review of state law and comparison to peer states.
- Identify methods by which Michigan's environmental health laws can be used to more effectively protect the public health, including by reducing the impact of environmental health disparities and inequities.
- Identifying and evaluating legal and other risks presented by the Department's action or inaction, including the risk of litigation, risk to public trust in the Department, risks to the public health, and risk to the Department's operations.
- 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 requests and responses.
- Expert in the construction of the Public Health Code and other applicable state statutes concerning environmental health and public health generally.
- Assist with the identification and resolution of legal issues and concerns especially in those subject matter areas listed in this duty.
- Provide assistance to Attorney General's office on legal matters related to the Public Health Administration as assigned.
- Develop tools and resource materials to provide general legal guidance to Public Health Administration leadership and staff as needed, especially in those areas listed in this duty.
- Review and stay informed on current and proposed state and federal laws related to environmental health, including assisting EHB with review of draft bills and policy proposals.
- Coordinate and work with legal staff in other state agencies and outside entities as needed.

Duty 2

General Summary:

Percentage: 20

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.
- Prepare fact sheets related to environmental laws and rules to assist program staff within the EHB in performing their daily tasks and job functions.
- Research and study state environmental health laws to develop and maintain expertise in their application, identifying potential areas for improvement and collaboration among state agencies.
- 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 impacting the EHB and PHA. These decisions potentially affect the entire department and other state and federal 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. Decisions that likely lead to significant alterations in existing departmental processes. Highly complex or visible decisions, or those of a particularly sensitive nature. Decisions that involve departments or agencies outside of MDHHS, including but not limited to the Department of Attorney General or the Executive Office of the Governor.

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 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 Provide formal written counseling.

N Approve leave requests.

N Approve time and attendance.

N Orally reprimand.

N Assign work.

N Approve work.

N Review work.

N Provide guidance on work methods.

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's Environmental Health Bureau. This position is responsible for responding to the legal needs that impact the Public Health Administration leadership and staff, especially those areas listed above.

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 Public Health Legal Division is responsible for providing legal support, guidance, and litigation support to various Michigan Department of Health and Human Services (MDHHS) program areas within the Public Health Administration. This position specializes in environmental health for the Environmental Health Bureau. This position is responsible for providing legal guidance and assisting the Public Health Administration with the review of administrative rules, legislation, contracts, and policies and procedures specific to this position's areas of expertise, and for providing legal perspective and guidance to leadership and program staff in committees and meetings as needed.

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 public health policy issues related to environmental health.
- Knowledge, understanding and ability to use Westlaw and other legal research tools.
- Excellent communication skills, both 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

6/27/2025

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