**State of Michigan**
**Civil Service Commission**

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

**Position Code**

1. ATTMGR2A24N

# 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.)**<br>MCLEAN, KELLEY T | **8. Department/Agency**<br>ATY GNRL CENTRAL OFFICE |
| **3. Employee Identification Number**<br>485176 | **9. Bureau (Institution, Board, or Commission)**<br>Consumer and Regulatory Enforcement Bureau |
| **4. Civil Service Position Code Description**<br>ATTORNEY MANAGER-2 | **10. Division**<br>Health, Education & Family Services Division |
| **5. Working Title (What the agency calls the position)**<br>Section Head | **11. Section**<br>Licensing & Family Service |
| **6. Name and Position Code Description of Direct Supervisor**<br>SERVICE, STEPHANIE; ATTORNEY ADMINISTRATOR-2 | **12. Unit** |
| **7. Name and Position Code Description of Second Level Supervisor**<br>HARRIS, TONI L; ATTORNEY ADMINISTRATOR-3 | **13. Work Location (City and Address)/Hours of Work**<br>3030 W GRAND BLVD; DETROIT, MI 48202 / Monday - Friday 8:00 a.m. to 5:00 p.m. |

**14. General Summary of Function/Purpose of Position**

The Section Head for the Health Services Section serves as legal counsel to the HEFS Division's client agencies, and associated boards, department, bureaus, divisions, and commissions, and the Department of Attorney General in all aspects of varied and highly complex food and cash assistance and related public funding and service benefits (such as state disability assistance, state emergency relief, home help, home health, mental health and behavioral health services), Medicaid eligibility, divestment, and long-term care benefits, adult protective services, and other related matters. In addition, the Section Head position serves as legal counsel in all aspects of varied and highly complex administrative and legal actions related to the Adult Foster Care Facility Licensing Act, 1979 PA 218; Articles 6 (substance abuse) and Article 17 (facilities and agencies – Parts 201, 208, 213, 214, 215, 217, and 219) of the Public Health Code, 1978 PA 368; Chapter 1 (psychiatric hospitals and psychiatric units), Chapter 2A (substance use disorder services), and Chapter 7 (state licensed psychiatric hospitals and units) of the Mental Health Code, 1974 PA 258; and the Deaf Persons' Interpreters Act, 1982 PA 204.

The Section Head carries a case load of litigation, administrative hearings, and appeals in all state courts, and in federal district courts and circuit courts of appeal. The Section Head supervises 2 to 4 attorneys, makes case assignments, reviews attorneys' draft Division level advice and appellate briefs, and performs other management functions as requested by the Division Chief and First Assistant. The Section Head also oversees the work of other Division attorneys on assignments relating to the Section's substantive areas of practice, in coordination with other HEFS Section Heads, the First Assistant and the Division Chief. The Section Head reports directly to the First Assistant.

**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:** **60**

Provide legal counsel and representation to the State of Michigan, Department of Health and Human Services, the Department of Lifelong Education, Advancement and Potential, and the Department of Licensing and Regulatory Affairs, associated boards, commissions, bureaus, divisions, and departments, and their staff, as well as the Department of Attorney General in assigned areas related to the substantive law practiced in the section.

**Individual tasks related to the duty:**

- Carry a workload of litigation, administrative, and general assignment files, primarily related to the substantive law practiced within the section.
- Provide guidance to Clients relating to successful legal strategies and Division level advice.
- Prepare and/or review attorneys' division level advice, briefs, and recommendations before submitting for supervisor review.
- Keep supervisors informed of all significant legal or sensitive issues pertaining to the clients.
- Monitor and track all client agency requests for formal or informal advice and ensure written or oral advice is catalogued and retrievable for future reference.
- Provide legal services to all of the Division's client agencies as the needs of the Division warrant.

Perform such other litigation and consulting responsibilities as may be assigned by the Division Chief or First Assistant.

**Duty 2**

**General Summary:** **Percentage:** **40**

Management and supervisory activities

**Individual tasks related to the duty:**

- Manage the day-to-day operation of the Section.
- Approve time, leave requests, and travel and travel reimbursement requests from attorneys in the Section.
- In consultation with the First Assistant and Division Chief, issue formal written counseling and reprimands.
- Mentor, work with, and oversee assigned Section attorneys and other HEFS attorneys handling assignments in the substantive areas of the Section.
- Assure that the record management systems of the Department and Division are maintained by the Section.
- Make assignments to himself/herself, to attorneys in the Section, and to SAAGs as appropriate, and monitor workload distribution.
- Review and approve work performed by attorneys in the Section, other HEFS attorneys who perform the substantive work of the Section, and SAAGs
- Oversee and monitor SAAG work, billings, and contracts
- Evaluate the performance of staff during the course of the year, and in the formal performance evaluation process.
- Maintain documentation for attorney performance issues and disciplinary matters that arise in the Division.
- Assure adherence of the staff to the performance standards of the Department and Division.
- Regularly communicate with First Assistant and Division Chief to ensure they're fully advised of significant/sensitive issues to the Department, client or about employee performance.
- Prepare and review reports of Section activity information as requested, and provide to First Assistant and head secretary for timely submission to the Department, Division Chief or Client agency.
- Perform such other management and administrative responsibilities as may be assigned by the Division Chief or First Assistant.

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

Unless otherwise directed by the Division Chief or First Assistant, all routine trial and administrative strategy throughout the course of litigation and if necessary, any post-hearing or post-trial proceedings; delivery of routine legal advice involving applicable statutes, rules, policies, and procedures to the client agencies; making assignments or legal tasks to other staff based upon complexity of issues; evaluating work product of legal tasks assigned to Assistant Attorneys General and self to ensure consistency with applicable law and Department of Attorney General policies and procedures.

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

Initiation of litigation, settlement authorizations, appellate matters including authorization to appeal; review of appellate briefs prior to submission for Solicitor General approval; briefs filed in federal court and briefs filed in state and federal courts of appeals are all reviewed by the First Assistants and/or the Division Chief of the Division, in accordance with Department of Attorney General policy; review of Attorney General formal or informal opinions; review of written Division-level advice to the client; review of conclusions, opinions, and client advice regarding significant legal interpretations having a major impact on the client, the Department, or applicable law; written employee counseling or reprimands; trial and administrative strategy and legal advice involving an especially important case or issue of significant public and/or media interest; decisions such as assignment of matters, including assignment of team members, certain client interactions depending upon the nature of the matter involved (such as those involving the Governor's office); decisions which may require input/approval from the Executive Division of our Department, among others; and decisions to hire expert witnesses or to travel out of state.

**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.**

Normal physical effort associated with providing professional legal, management, and administrative services including operating various office equipment (copier, fax, telephone, etc), extensive use of computer equipment, extensive verbal communication face-to-face or via telephone or e-mail, carrying or otherwise transporting large volumes of documents/exhibits, etc. The work may require travel both in and out of state. The environment is usually an office, courtroom, or hearing room environment. However, handling cases may require visits to other locations.

**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.**

| NAME | CLASS TITLE | NAME | CLASS TITLE |
|---|---|---|---|
| VACANT | ATTORNEY SENIOR-A | SILWANOWICZ, KIRSTEN | ATTORNEY SENIOR-A 16 |
| ZACK, AMANDA E | ATTORNEY STAFF-E 15B | VACANT | ATTORNEY STAFF-E |

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

| | | | |
|---|---|---|---|
| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | 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?**

NA

**23. What are the essential functions of this position?**

To perform the day-to-day job duties as a working supervisory attorney as described above and in the Civil Service job specifications. The position requires supervision of attorneys both in Detroit and Lansing. As such, it requires travel to Lansing on a regular basis. Regular in-person attendance is an essential function of this position.

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

The division has been going through restructuring. The PD is being updated to accurately reflect that this manager's responsibilities pertain to Health Services related matters associated with DHHS Operations and LARA, Bureau of Community and Health Systems.

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

The Section provides legal advice and representation to the State of Michigan, Department of Health and Human Services, the Department of Licensing and Regulatory Affairs, the Department of Lifelong Education, Advancement and Potential, related boards, commissions, agencies, divisions, and bureaus, and the Department of Attorney General in the many complex state and federal matters, child welfare, public assistance, child and adult licensing, and mental health care programs for lower income families and individuals, federal and state. The Section Head provides legal advice to the agencies and defends class action lawsuits challenging statutes, policies and regulations that implement state and federal child welfare and mental health care programs for lower income citizens. The position fits into the division because the Health, Education & Family Services Division is assigned all of the major litigation involving the child welfare programs, Medicaid, mental health care, and other state and federal assistance programs, as well as general litigation matters involving the Division's client agencies. The Section will be assigned some of the most complex, difficult and critical cases in these areas, including cases of first impression without legal precedent, and those cases having a major fiscal impact. Attorneys in the Section handle litigation, administrative hearings, appeals, requests for Division level advice, and general assignments. Under the supervision of the First Assistant, the Section Head serves as a working attorney, carries a caseload and supervises the work of the Section. The Section Head participates in the overall management of the Division.

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

**EDUCATION:**

Possession of a Juris Doctorate degree from an accredited school of law.

**EXPERIENCE:**

**Attorney Manager 18**
Five years of post-bar admission legal experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Highly developed skills and experience in litigation and administrative hearing practice. Excellent research and writing skills and abilities. Ability to work well with co-workers, clients, court personnel, opposing counsel, experts, etc. Skill and ability in multi-tasking, setting priorities and working well under pressure. Skill and ability to teach, train, and mentor less- experienced attorneys in litigation practice, legal writing, civil procedure, and developing trial skills. Knowledge of the operations and structure of the Department, the division, and its client agencies. Ability to carry out assignments even if not in total agreement with a legal position or managerial decision taken. Respectful of client position and relationships. Knowledge of supervisory techniques.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Membership in good standing in the Michigan State Bar

***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.**

NA

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

ROBIN NOVAK 10/15/2026

**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.***

KELLEY MCLEAN

**Employee** **Date**