

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. ADMSPLE
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LEO-LABOR AND ECON OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Employment Relations (BER)
<b>4. Civil Service Position Code Description</b> ADMIN LAW SPECIALIST-E	<b>10. Division</b> Labor Relations
<b>5. Working Title (What the agency calls the position)</b> BER Staff Attorney	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> MCBRIDE, SIDNEY; SENIOR MANAGEMENT EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> EGAN, SEAN M; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> CADILLAC PLACE, Ste 2-750 DETROIT 48202 M-F 8-5 FLEXIBLE/ HYBRID 3 DAYS IN OFFICE, 2 DAYS REMOTE AFTER PROFICIENT

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

The position performs various legal related functions for the agency mostly related to cases filed under the agency statutes (Public Employment Relations Act (PERA), Labor Relations and Mediation Act (LMA), Act 312) and other laws and legal authority that regulates the collective bargaining relationships between employers (public and some private sector), unions and employees.

The position mainly performs legal research, legal memos, drafts and finalizes MERC decisions and orders for approval of the Commission, and assists in managing the Commission's case docket.

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**

Prepare MERC case decisions by conducting legal research, drafting case memos for deliberation with the Commission, preparing proposed and final case decisions based on the case record, MERC and other legal precedent and Commission deliberation and recommendations. This includes preparing, reviewing and/or editing preliminary decisions based on case record materials such as-- ULP charges, election petitions, answers to charges and petitions, ALJ's case record (including testimony/exhibits, post-hearing briefs etc.; ALJ Decision and Recommended Orders (DRO); Exceptions, Objections, Responses and other case filings.

**Individual tasks related to the duty:**

- Prepare soundly supported draft and final legal decision and orders containing conclusions of law accompanied by discussion and analysis setting forth sound reasoning. Final decisions must address issues raised by the Parties' and be consistent with past precedent or support any legal deviations.
- Thoroughly review the case materials including but not limited to the ALJ's case record including the ALJ's orders, and the MERC record including any supporting or objecting filings, responses, motions, documents, and other filings by the parties.
- Research and analyze prior MERC decisions, MI Appellate Court decisions, and applicable decisions of the National Labor Relations Board, Federal courts and Public Employment Relations Boards from other states.
- Conduct legal research using library volumes and computerized research tools such as WESTLAW or LEXIS.
- Conduct thorough review of the record, along with extensive research and analysis of the evidence and applicable law. Consult and edit draft decisions a MERC Commissioner.
- Prepare legal memos for case discussions with the Commission on pertinent issues and legal precedent related to each case.

**Duty 2**

**General Summary:**

**Percentage: 20**

Manage and oversee docket of the Michigan Employment Relations Commission.

**Individual tasks related to the duty:**

- Monitor all Commission cases ensuring cases are processed expeditiously in accordance with internal procedures/guidelines/deadlines during all stages of the case's pendency.
- Follow internal procedures for assigned cases that have been appealed to the Court of Appeals, ensure maintenance of complete records; direct and/or oversee preparation of docket sheet and record for filing with Court pursuant to its request. Communicate with parties and Courts when necessary.
- Review work of any law clerks, paralegal and other staff to ensure their responsibilities are properly conducted.
- Ensure that appropriate system entries and filings are processed accurately and timely manner into the agency's case management system(s) to reflect and produce accurate docket sheets, case histories and case summary reports.
- Prepare various reports for the Commissioners, BER staff or others on MERC case related activity.
- Respond timely and accurately to Commissioner inquiries regarding cases and consult with Commissioners case related issues, as necessary.

**Duty 3**

**General Summary:**

**Percentage: 10**

Oversee and handle escalated inquiries from parties, attorneys, legislature, or out-of-state agencies on MERC cases and authority which may involve questions regarding the statutes that MERC enforces, MERC procedures, recent statutory changes impacting MERC etc.

**Individual tasks related to the duty:**

- Serve as a secondary resource for responding to inquiries from general public, parties, other State and federal agencies, legislators, etc.
- Respond timely and accurately to such inquiries, or reasonably provide alternative resources.
- Prepare and update agency materials and other Help Aids provided to agency staff, on the website and outreach activities (e.g., Frequently Asked Questions; Guide to Public Sector Labor Relations, etc.).

**Duty 4**

**General Summary:**

**Percentage: 5**

Develop and participate in posting relevant material on MERC website and in training and education for the general public and the labor relations community. Prepare comprehensive training materials for staff, constituents, and for Act 312 Arbitrators and Fact Finders and take the helm in arranging training programs and events.

**Individual tasks related to the duty:**

- Prepare or assist in the preparation case summaries on issued MERC decisions and Court opinions reviewing Commission decisions.
- Prepare case summaries for website, various publications and in materials used in agency sponsored seminars and trainings.
- Serve as presenter on MERC case decisions and practices at trainings sponsored by the agency or other organizations for education and outreach effort to the labor relations community. This includes professional associations, labor organizations, management groups, and public officials who request presentations concerning policies, procedures of the Commission and its case law.
- Promote Bureau customer service mission and goals in all venues.
- Regularly prepare and contribute materials on current and new agency related activity to industry related resources such SBM Lawnotes, ALRA Newsletters and other legal publications.
- In consultation with Bureau Director, take the lead in preparing and facilitating training sessions for staff, constituents, and panel members to ensure that all are well-apprised of statutory changes and are well-armed to administer/enforce applicable statutes.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other related duties as assigned.

**Individual tasks related to the duty:**

- Other related duties as assigned.

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

Initial research and drafting case decisions before or after consultation with the Commissioners or Bureau Director.

Final decisions result after Commission and Director input, and after Commission approval at an Open Public Meeting.

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

- All final case decisions must be approved by the Director and Commission before formal issuance.
- Other decisions that require Director's review and/or approval include:
  - Recommendations to change agency processes or published materials.
  - Changes to internal case handling procedures must be approved by the Bureau Director.
  - Complex or novel issues are discussed with the Bureau Director.
  - Sensitive policy matters regarding the agency and the Commission are discussed with the Bureau Director.

**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.**

Frequent long hours sitting and performing writing and research; occasional lifting or moving of bulky case files. Contentious situations in labor disputes are encountered periodically.

**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?

1. Conduct legal research and writing on case disputes and other agency related legal issues.
2. Prepare legal memos and engage in robust case deliberation with Commissioners including any follow-up inquiries from a Commissioner or Bureau Director.
3. Draft, edit, finalize approved Commission decisions and orders that adjudicate pending case disputes under PERA and the LMA; and in managing the case docket for the Michigan Employment Relations Commission (MERC).

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

Updates to the duties and responsibilities to accurately reflect the current role within the bureau. Overall function of the position remains the same; however, minor verbiage updates to summary, duties, tasks, and decision-making processes have been made.

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

The Bureau of Employment Relations provides high-quality support to the Michigan Employment Relations Commission in its mission to foster cooperative and effective collective bargaining relationships between in public and private workplaces throughout Michigan by using conflict resolution processes to seek timely resolution of labor disputes, and provided education and training. The Bureau's Labor Relations and Mediation divisions administer several labor statutes, primarily involving the public sector. The Labor Relations division prepares and issues the Commission's decisions on unfair labor practice charges filed by employers, employees and unions. It also edits and completes the preparation of decisions on petitions for election by public employees on the issue of representation by a union, on clarifying existing bargaining units, and on issues arising under the Police/Fire Compulsory Arbitration Act. The BER ALS assists the Commissioners, Bureau Director and others with ensuring compliance with these statutory mandates and proper administration and enforcement of these laws.

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:**

This position has a Selective Position Requirement (SPR) that requires the incumbent to have labor relations or labor law experience.

**Administrative Law Specialist 13**

Six months of experience in labor relations or labor law.

**Administrative Law Specialist 14**

One year of professional experience in labor relations or labor law equivalent to an Administrative Law Specialist 13 or Administrative Law Examiner 13, or as an attorney.

**Administrative Law Specialist P15**

Two years of professional experience in labor relations or labor law, including one year equivalent to an Administrative Law Specialist 14 or Administrative Law Examiner 14; or, two years of experience as an attorney.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to speak and write effectively; ability to write accurate, logical and concise legal decisions; diplomacy and tact in dealing with the public. Significant knowledge of the statutes administered by BER (PERA, LMA and Act 312); in labor law and labor relations concepts; and in federal labor relations statutes. Considerable knowledge and ability to utilize/ conduct research in labor relations research tools and publications.

**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.

None

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

CLAY BOAK

4/2/2026

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date