

Position Code

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

**POSITION
DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form 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
	Attorney General
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Environment and Government Operations
4.Civil Service Position Code Description	10.Division
Attorney Staff-E	State Operations Division
5.Working Title (What the agency calls the position)	11.Section
Staff Attorney	Transaction
6.Name and Position Code Description of Direct	12.Unit
David Pell Attorney Administrator 1	
7.Name and Position Code Description of Second	13.Work Location (City and Address)/Hours of Work
Jennifer Jackson Attorney Administrator 2	525 W. Ottawa St., Lansing, MI; 8 a.m. to 5 p.m., Monday-Friday, with additional hours, as necessary. In person & hybrid.

14. General Summary of Function/Purpose of Position

This staff-level attorney performs a range of legal assignments in support of state agencies. Under the supervision of the Division Chief, First Assistant, or Attorney Manager, the attorney primarily handles transactional and advisory matters, including drafting, reviewing, and negotiating contracts and other legal documents, and providing general legal advice and guidance to client agencies. The position also involves representing agencies in administrative proceedings and in state and federal courts as assigned. In addition, the attorney advises client agencies on legal issues related to electronic discovery and records management in connection with state and federal litigation.

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 of Duty 1 % of Time 50

The attorney provides a full spectrum of legal services to state agencies in connection with the procurement of goods and services and other general transactional matters. This includes offering strategic legal counsel to support agency operations and ensure compliance with applicable laws, regulations, and policies. The Assistant Attorney General plays a critical role in guiding agencies through legally sound decision-making processes that support effective and compliant government operations.

Individual tasks related to the duty.

- Draft, review, revise, and negotiate a wide variety of legal documents, including contracts, memoranda of understanding, interagency agreements, and data sharing agreements.
- Provide legal support for contracts involving technology products and services, including software licensing, cloud computing, cybersecurity, data hosting, and system implementation; ensure compliance with IT procurement standards, data privacy laws, and intellectual property protections.
- Provide legal analysis and advice on the structure, form, and legal sufficiency of solicitations, contracts, and other transactional documents to ensure compliance with law and sound procurement practices.
- Identify, assess, and address legal issues that arise in connection with transactional matters, often involving complex factual contexts.
- Conduct thorough legal research to determine applicable statutes, rules, regulations, and case law relevant to contracts, technology, and public procurement.
- Deliver clear, timely, and solution-oriented legal advice—both oral and written—on a broad range of transactional and operational issues affecting client agencies.
- Prepare formal and informal legal opinions, memoranda, and other written guidance to address legal questions raised by client agencies, with a focus on actionable, real-world application.
- Collaborate with agency leadership and staff to support the development, interpretation, and implementation of policies and procedures consistent with state law and best practices in public sector contracting and administration.

Duty 2

General Summary of Duty 2 % of Time 25

Defend state agencies and employees in civil litigation and administrative proceedings.

Individual tasks related to the duty.

- Appear in state and federal courts and state administrative tribunals.
- Act as counsel handling a docket of individually assigned litigation on behalf of assigned client agencies and other special assignments.
- Perform a full range of litigation activities, including legal research, drafting pleadings, pre-trial discovery, witness identification and preparation, motion practice and court appearances throughout the completion of the litigation (including all trial functions) and appeals.
- Maintain client relations, strategy identification and risk assessment.

Duty 3

General Summary of Duty 3 % of Time 20

Provide legal advice related to eDiscovery matters including advising internal divisions within the Department.

Individual tasks related to the duty.

- Performs legal research and analysis to resolve complex eDiscovery issues with broad implications for the state, the public, client agencies, and internal departmental divisions.
- Conducts research of applicable statutes, case law, rulings, and precedents for use in court and/or administrative proceedings, and to support legal opinions, internal guidance, and other eDiscovery-related documents.
- Provides legal advice and strategic guidance on eDiscovery methods, workflows, and best practices for court litigation, administrative hearings, and internal departmental matters.
- Advises and consults with other divisions within the Department on eDiscovery obligations, risk mitigation, compliance, and defensible data management practices.
- Participates in and leads negotiations regarding Electronically Stored Information (ESI), including the development of discovery protocols in state and federal courts.
- Manages document review projects, including oversight of review strategy, technology use, quality control, and production processes.

Duty 4

General Summary of Duty 4 % of Time 5

Provide other assistance as may be needed.

Individual tasks related to the duty.

- Assists attorneys and staff with legal and administrative projects as assigned to support Division priorities and workload demands.
- Provides cross-functional support to other units within the Division during peak periods, staffing shortages, or high-priority matters.
- Supports the implementation of Division policies, procedures, and process improvements.
- Participates in special projects, initiatives, and committees as assigned by Division leadership.
- Assists with training, onboarding, or mentoring of staff on procedures, systems, and best practices.
- Performs other related duties as assigned to support the effective operation of the Division.

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.

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

The incumbent makes the types of decisions encountered when assisting government clients in properly applying the law, providing preventative counselling and when representing government clients in litigation. In general, the degree of independence will vary with the complexity of the assignment.

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

All written documents and legal advice having broad ramifications to the state, the public, or specific departmental operations are reviewed with the Attorney Manager, First Assistant, or Division Chief upon completion of appropriate legal research and prior to recommendation of the solution to the issue being addressed. Decisions involving filing of court pleadings, including claims, appeals, retention of expert witnesses, and settlement.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is typically performed in an office setting, which may require long periods of computer and office equipment usage. The work may also require attending meetings, court proceedings, administrative hearings, depositions, etc., which may entail travel and transporting legal files, related materials, and audio and video equipment to other sites.

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. (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>
N/A			

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

The essential functions of this position include providing legal representation and counsel to various state agencies, boards, commissions, officers, and employees. The position also involves analyzing complex legal issues and offering both written and oral legal advice.

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

N/A

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

The State Operations Division has a diverse legal practice. Legal services are provided to a variety of state agencies, including DTMB, MSP, MSHDA, Michigan Education Trust, Michigan Strategic Fund, Michigan State Public Safety Communications System, and the Office of Retirement Services, among others. In addition, the Division provides legal advice, training, and representation for all state government on matters related to FOIA and OMA. The Division manages the eDiscovery contract with the state's vendor and provides legal advice and litigation support on eDiscovery to the Department and legal advice on eDiscovery issues to all state agencies. The Division also handles litigation and administrative hearings along with significant appellate practice. This position is assigned to the Division's Transactions Section and focuses on handling transactions to support DTMB's work, eDiscovery matters and litigation.

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

EDUCATION:

Possession of a juris doctor degree from an accredited school of law.

EXPERIENCE:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of fundamental subjects of law, research procedures, court procedures, practices, and procedures of the Department. Ability to communicate effectively both verbally and in writing, to use judgment, tact, and discretion, to analyze facts and draw logical conclusions, and to maintain accurate records.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing in the Michigan State Bar Association.

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

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

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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