

## 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> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Environment and Government Operations Bureau
<b>4. Civil Service Position Code Description</b> Attorney Manager-2	<b>10. Division</b> State Operations Division
<b>5. Working Title (What the agency calls the position)</b> Attorney Manager 18 - Section Head	<b>11. Section</b> Administrative Law and Litigation Section
<b>6. Name and Position Code Description of Direct Supervisor</b> JACKSON, JENNIFER; ATTORNEY ADMINISTRATOR-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> JAMISON, ERIC; ATTORNEY ADMINISTRATOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Ottawa, Williams Bldg., Lansing MI 48915 / Monday-Friday 8 to 5 w/any extra hrs. as necessary
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position serves as Section Head within the State Operations Division, providing strategic leadership and oversight for the Division's work in administrative law, civil litigation, and matters involving the State's retirement systems. The Section Head is responsible for supervising attorneys and may also oversee non-attorney staff, ensuring effective case management, high-quality legal work, and adherence to Division priorities. In addition to managing personnel and overseeing caseloads, the Section Head maintains an active practice, personally handling administrative and litigation matters within the Division. This role combines leadership, supervisory responsibility, and direct legal advocacy to support the Division's mission.</p>	

**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: 65**

Independently manage and supervise administrative law matters, civil litigation, and legal issues involving the State's retirement systems. Provide strategic oversight, legal counsel, and representation to ensure effective case management and compliance with applicable laws, policies, and ethical standards.

**Individual tasks related to the duty:**

- Manage and maintain an active docket of administrative and civil litigation matters from initiation through resolution.
- Oversee administrative and litigation matters within the Division to ensure staff attorneys fulfill professional, ethical, and departmental responsibilities.
- Monitor and enforce compliance with all deadlines related to briefs, pleadings, discovery, witness lists, motions, and other court or administrative filings to ensure timely and accurate submissions.
- Meet regularly with staff attorneys to review caseloads, evaluate performance, provide guidance, and ensure adherence to Department policies and ethical obligations.
- Provide legal advice, counsel, and representation to the Department of Technology, Management & Budget, Office of Retirement Services, in administrative proceedings, trial courts, appellate courts, and other state and federal forums involving the State's retirement systems.
- Review the legality of proposed administrative rules and draft formal opinions, memoranda of law, and legal analyses concerning administrative rules, policies, and procedures.
- Represent the client in complex and appellate litigation before state and federal courts as necessary.

**Duty 2**

**General Summary:**

**Percentage: 20**

Management of Section

**Individual tasks related to the duty:**

- Participate actively in management meetings, contributing to strategic planning, policy development, and operational decision-making.
- Establish and communicate clear goals, objectives, and performance expectations for the Division, ensuring alignment with departmental priorities.
- Develop and deliver training and professional development programs to enhance staff competency, legal skills, and adherence to best practices.
- Prepare, review, and oversee performance evaluations to ensure accurate, constructive, and timely feedback that supports professional growth and accountability.
- Provide coaching and guidance to staff and participate in counseling and disciplinary actions when necessary, ensuring compliance with employment policies, collective bargaining agreements, and applicable laws.

**Duty 3**

**General Summary:**

**Percentage: 15**

Miscellaneous duties and responsibilities

**Individual tasks related to the duty:**

- Assist First Assistant and Division Chief as needed.
- Assign and answer citizen letters.
- Participate in department-wide initiatives.
- Prepare and review communications to internal and external stakeholders.

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

The Section Head is expected to make independent decisions related to the management of administrative hearings and litigation files.

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

The Section Head must seek supervisor review of all settlements, and important litigation decisions in cases with high publicity, high dollar value, involve the constitutionality of a state statute or that may significantly impact state government.

**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.**

Work is primarily performed in an office, hearing room, or courtroom setting. Physical effort may consist of transporting case files between the office and the court. The position may require some travel. Use of general office equipment, including extensive use of a personal computer, is part of the daily work.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VACANT	ATTORNEY STAFF-E	MAISE, JOHN A	ATTORNEY SENIOR-A 16

**Additional Subordinates**

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

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

Serve as the Section Head of Administrative Law and Litigation Support of the State Operations Division. To handle litigation files, provide supervision over litigation assigned to the division and assist in management of the Division. Regular in-person attendance on assigned days 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.**

Requestws conversion of this position to the newly created Attorney Manager 18 classification as part of the attorney classification and pay request changes approved by the SPD on 11/30/22

**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 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 of state government on matters related to FOIA and OMA. Further, the State Operations Division manages the e-discovery contract with the state's vendor, and provides legal advice on e-discovery to both the Department of Attorney General and all state agencies. Non-legal staff assigned to State Operations provide IT services for the Department. The Division also handles litigation and administrative hearings along with a significant appellate practice, which is specific to this position.

**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:**

Experience in litigation and/or administrative proceedings; experience in providing legal counsel to state agencies; highly developed legal research and writing skills; ability to work well under pressure and ability to assess, set priorities among and competently handle, several extremely complex and sensitive legal matters at the same time. Excellent organization and communication skills. Management experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Membership in good standing with the State Bar of Michigan.

*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.*

\_\_\_\_\_  
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