

**State of Michigan
Civil Service Commission**

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

Position Code

1. ADMSPLA

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 LEO-MSHDA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Admin Law Specialist-A	10. Division Legal Affairs
5. Working Title (What the agency calls the position) Staff Attorney	11. Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, CHARLOTTE; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MEYERS, MARGARET A; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

14. General Summary of Function/Purpose of Position

This senior-level position reviews and analyzes complex multi-family loan proposals, conducts multi-family initial and final closings and prepares MSHDA legal documents associated with these closings; reviews and evaluates proposed and current MSHDA programs; drafts and/or reviews and edits proposed legislation and rules, program parameters, procedures and policy and/or office bulletins; interprets federal regulations and programs and provides guidance on putting MSHDA programs into compliance with federal requirements; may act as a hearings officer in informal administrative hearings upon request; creates templates for complex legal documents for various programs; reviews real estate and bond closing documents upon request for MSHDA limited obligation and, if assigned, general bond obligations; drafts Staff Reports, resolutions and selected documents for pass-through (limited obligation) bond closings; conducts research on various legal matters; consults and liaisons with the Department of Attorney General on various matters; provide specialized guidance on the Freedom of Information Act, the Open Meetings Act, MSHDA Administrative rules and real estate owned transactions; mentor less experienced attorneys and performs related work as assigned by the Director or Deputy Director of Legal Affairs.

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: 40

Reviews multi-family loan proposals and resolves legal issues and underwriting requirements associated with those loan proposals. Prepares legal documents for, resolves issues arising from, and conducts initial and final closings for these loans as well as for workout proposals. Advises staff on various issues associated with the performance of these loans including resolution of legal issues during construction, asset management of the assets, loan servicing of the loan, and the exercise of lender remedies following a default (e.g., workouts – loan modifications, acceptance of deeds in lieu of foreclosure, and foreclosure). Makes recommendations consistent with best legal and industry practices to address and resolve real property law and programmatic issues. Provides guidance to staff on various legal issues relating to mortgage loans and workouts.

Individual tasks related to the duty:

- Underwriting Analysis – reviews legal documents associated with loan proposals such as sponsor entity documentation and approval, zoning ordinance requirements, PILOT ordinance adoption, land control, title commitment, environmental requirements and makes recommendations for curing legal issues that arise; determines compliance with applicable state and federal regulatory requirements; reviews staff reports for conformity with MSHDA program parameters and other MSHDA requirements; and drafts feasibility and loan commitment resolutions for MSHDA Board approval.
- Loan Closings – prepares MSHDA legal documents associated with the initial and final loan closings; reviews borrowers' legal documents to assure conformance with all loan requirements; conducts initial and final loan closings; and conducts closings for workouts. Routinely independently resolves legal issues relating to loan closings.
- Construction and Asset Management Oversight –advises MSHDA staff on construction related issues and asset management related issues during loan servicing, including but not limited to: enforcement of building loan and other construction loan agreements, general contractor, subcontractor and supplier issues, settlement of construction claims, title insurance issues, construction litigation, loan workouts, leasing and tenant related issues, real estate tax issues, non-compliance matters, management agent issues, marketing and management related issues, and advice on other lender remedies including foreclosures, deeds in lieu of foreclosure and workouts.
- Creates written guidance such as memos and articles for staff highlighting and addressing various legal issues relating to mortgage loans and workouts; presents information directly to staff in trainings and staff meetings.

Duty 2

General Summary:

Percentage: 25

Provides competent and professional analysis of proposed state and federal regulations; performs legal research on real property law, state and federal housing programs, MSHDA bonds and other matters of interest to MSHDA; prepares agreements and memoranda of understanding between federal and state agencies; participates if assigned in bond closings; analyzes changes or new proposals for MSHDA housing and housing initiative programs and related legal functions.

Individual tasks related to the duty:

- Drafts/reviews and edits legislation including amendments to MSHDA Act.
- Drafts/reviews and edits MSHDA rules and prepares comments on proposed state and federal regulations.
- Researches questions and prepares memoranda and correspondence relating to litigation or potential litigation and advises MSHDA executive staff on possible risks and options for resolution.
- Analyzes affordable housing issues and problems and provides advice to executive staff on structuring housing and community development programs.
- Drafts MSHDA Board Resolutions.
- Participates if assigned in MSHDA bond closings, including the preparation of official statements, bond documents, and MSHDA Board Resolutions approving the sale of bonds.
- Conducts informal hearings upon request.
- Conducts research, interprets and provides advice on existing and proposed state and federal laws, regulations, housing policies and procedures and MSHDA bonds.
- Independently creates and revises legal forms as needed to address business issues and changes in federal housing programs or implement new MSHDA programs.
- Writes articles and internal memoranda on state and federal regulations relating to real property law, housing programs, MSHDA and/or MSHDA bonds.
- Gives presentations at various conferences and to MSHDA staff on best practices and new issues in the affordable housing industry and other selected matters.

Duty 3

General Summary:**Percentage: 20**

Advises various MSHDA Programs, based on assignment by Director of Legal Affairs or Deputy Director of Legal Affairs. Programs to which attorney may be assigned include, but are not limited to, Housing Initiatives, Rental Development, Single Family, and Mortgage Credit Certificate, Government and Media Relations, Tax Credit Allocation Section, Tax Credit Compliance Monitoring Section, and MSHDA Asset Management Division, and any other divisions to which he or she may be assigned, on various matters such as loan servicing, the Low-Income Housing Tax Credit, compliance, and other state and federal regulatory requirements associated with MSHDA programs, including, but not limited to, tenant eligibility and physical inspection requirements.

Individual tasks related to the duty:

- Reviews and analyzes loan documents and/or federal law and regulations on issues including tenant eligibility, physical inspection and program compliance requirements.
- Participates in dispute resolution process to bring housing developments into compliance.
- Participates and makes recommendations for changes in compliance monitoring policies and procedures.
- Interprets and determines applicability of various federal and state regulatory requirements.
- Researches and interprets federal housing laws and regulations to resolve complex issues and disputes with U.S. Department of Housing and Urban Development.
- Responds to and/or defends MSHDA if assigned during federal audits of MSHDA programs.
- Researches and interprets Internal Revenue Code and Treasury regulations and other guidance to resolve complex issues and disputes with borrowers relating to the Low-Income Housing Tax Credit and Qualified Residential Project Bonds.

Duty 4**General Summary:****Percentage: 15**

Takes on special projects and works independently on special projects or ad hoc committees as assigned by the Director or Deputy Director of Legal Affairs. Serves as inhouse counsel to selected divisions at the Authority.

Individual tasks related to the duty:

- Undertakes special projects improve work processes or comply with federal program requirements and works independently on special projects at the request of the Director or Deputy Director of Legal Affairs.
- Researches and drafts memoranda on complex legal issues pursuant to requests of Director or Deputy Director of Legal Affairs.
- Learns new affordable housing programs or regulatory policies governing affordable housing programs and implements program requirements through the preparation of legal forms.
- Learns legislation or rules that may impact Authority and prepares learning materials to inform other legal staff.
- Gives presentations to staff within selected divisions on program and housing fundamentals on request.

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

Independent decisions include but are not limited to: determinations of the legality of or authorization for specific transactions or actions to be taken by division directors or the agency as a whole; the interpretation and implementation of state and federal statutes and regulations that affect the business strategy of a division or the agency; the negotiation of complex contracts and business transactions involving the agency; These decisions substantially affect actions taken by the agency or its divisions and the success of those actions.

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

Whenever a decision is made with respect to a business or internal matter that requires the approval of or a final decision from MSHDA senior executive staff before it should be implemented.

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.

Typical office environment with limited bending and lifting.

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?

The essential duties of this position are to review and analyze multi-family loan proposals, conduct multi-family initial and final closings and prepare MSHDA legal documents associated with these closings; review and evaluate proposed and current MSHDA programs; draft proposed legislation and rules, program parameters, procedures and policy and/or office bulletins; prepare comments on federal regulations and programs, act as a hearings officer in informal administrative hearings upon request; review real estate and bond closing documents for MSHDA general and limited bond obligations; conduct research on various legal matters; consult with the Department of Attorney General on various litigation matters; provide specialized guidance on FOIA; and perform related work as assigned by the Director or Deputy Director of Legal Affairs.

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

Reclassifying to approved Senior-level standards as employee is functioning under the capacity and meets the required experience and education.

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

The Legal Affairs Division provides a variety of legal related services to MSHDA with most emphasis on its multi-family loan programs, single-family loan programs, Low Income Housing Tax Credit Program, Housing Choice Voucher Program, Housing Development Fund Program, compliance monitoring and matters involving the MSHDA. This position serves as a Senior Administrative Law Specialist.

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

EDUCATION:

Possession of a Juris Doctorate from an accredited law school.

EXPERIENCE:

Administrative Law Specialist 16

Three years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist P15 or an Administrative Law Examiner P15; or, three years of experience as an attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some combination of affordable housing, community development, real estate, and business transaction law preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing with the Michigan 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.

N/A

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

AMBER MARTIN

2/2/2026

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