

1. Position Code
ATYSPL1

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

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 GOVERNMENTAL OPERATIONS BUREAU
4. Civil Service Classification of Position STAFF ATTORNEY 15/16	10. Division CIVIL RIGHTS & SPECIAL INITIATIVES
5. Working Title of Position (What the agency titles the position) ASSISTANT ATTORNEY GENERAL	11. Section
6. Name and Classification of Direct Supervisor NEIL GIOVANATTI, DIVISION CHIEF	12. Unit
7. Name and Classification of Next Higher-Level Supervisor LISA GEMINICK, BUREAU CHIEF	13. Work Location (City and Address)/Hours of Work G. MENNEN WILLIAMS BUILDING, LANSING OR CADILLAC PLACE, DETROIT 8:00 A.M. TO 5:00 P.M. W/ANY NECESSARY EXTRA HOURS

14. General Summary of Function/Purpose of Position

The position serves as a staff attorney in the Civil Rights and Special Initiatives (CRSI) Division who will split time between the civil rights work and special initiatives work as needs arise and as directed by the Division Chief. For civil rights, the staff attorney will provide legal advice and representation to the Michigan Civil Rights Commission and Department of Civil Rights. This includes representing MCRC and MDCR in civil litigation in both state administrative and state/federal court proceedings. For special initiatives work, the staff attorney will assist senior attorneys with complex litigations in a variety of subject areas having a substantial impact on the jurisprudence of multiple clients, the State, and the nation.

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 **40**__

Under the guidance and direction of a senior-level attorney, provide legal representation and counsel to the State of Michigan and its various departments in special initiatives litigations that address unique and precedential issues having a substantial impact on the State and the nation.

Individual tasks related to the duty.

- Serve as counsel for the State on multi-jurisdiction and national cases; this role includes providing legal representation for all aspects of civil litigation, including appeals.
- Coordinate and advise DAG Executive, the Executive Office of the Governor, and state department executive officials related to multi-jurisdiction and national litigations.
- Coordinate with state departments to prepare for and successfully litigate national cases.
- Identify emerging national legal issues for litigation or potential amicus participation.
- Perform such other litigation and consulting responsibilities as may be assigned by the Division Chief or DAG Executive.

Duty 2

General Summary of Duty 2 % of Time **10**__

Under the guidance and direction of a senior-level attorney, provide legal representation and counsel to the State of Michigan, DAG Executive, the Executive Office of the Governor, and state department related to unique and complex legal issues confronting the State.

Individual tasks related to the duty.

- Research and provide legal counsel through briefs, memorandums, and correspondence on unique and complex issues impacting the State on a variety of legal topics.
- Serve as co-counsel, often with attorneys from other divisions, on litigations addressing cross-cutting legal issues of jurisprudential significance; this role involves providing legal representation for all aspects of civil litigation, including appeals.
- Evaluate and provide recommendations for participation in multi-jurisdiction amicus briefs, comment letters, and other multi-jurisdiction filings.

Duty 3

General Summary of Duty 3 % of Time **50**__

Provide legal representation and counsel the Michigan Department of Civil Rights (MDCR) and Michigan Civil Service Commission (MCRC).

Individual tasks related to the duty.

- Provide legal representation for MDCR, MCRC, and their officials/staff in civil litigations, including appeals.
- Research and provide legal counsel through briefs, memorandums, and correspondence to MDCR and MCRC on civil rights, constitutional law, and other legal topics.
- Maintain client relations, strategy identification, risk assessment (and where appropriate, damage control/settlement).

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Identify legal issues and factual matters that are most important to the State's success in the litigation; develop case strategies and briefs; coordinate, develop, and implement a strategy for discovery and implement the decisions made; evaluate and prepare motions designed to fulfill litigation strategy including dispositive motions, etc. These decisions are often determinative of the outcome of the litigation for the State.

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

Administrators are involved in 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), and participation in multi-jurisdiction matters; and decisions which may require input/approval from the Executive Division of our Department, among others. Administrators are also involved in decisions to settle litigation through negotiations or acceptance of case evaluations; decisions to hire expert witnesses or to travel out of state; decisions to appeal an adverse ruling, formal written division level legal advice, and review of briefs filed in state/federal courts (depending on the skill and experience of the attorney) and briefs filed in state and federal courts of appeals are all reviewed by the Division Chief and often the Solicitor General's Office, in accordance with Department of Attorney General policy.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Normal physical effort associated with providing professional legal services including: operating various types of 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 typically an office or courtroom environment, handling of cases may require site visits to a wide variety of locations.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

N/A – New Position Establishment

23. What are the essential duties of this position?

The position serves as a staff attorney in the CRSI Division who will split time between the civil rights work and special initiatives work as needs arise and as directed by the Division Chief. For civil rights, the staff attorney will provide legal advice and representation to the Michigan Civil Rights Commission and Department of Civil Rights. This includes representing MCRC and MDCR in civil litigation in both state administrative and state/federal court proceedings. For special initiatives work, the staff attorney will assist senior attorneys with complex litigations in a variety of subject areas having a substantial impact on the jurisprudence of multiple clients, the State, and the nation.

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

N/A – New Position Establishment.

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

The CRSI Division holds two evolving roles. Related to civil rights, CRSI advises and represents the Michigan Civil Rights Commission; Department of Civil Rights; Michigan Women's Commission; Black Leadership Advisory Council; Michigan Hispanic/Latino Commission; Michigan Asian Pacific Affairs Commission; Michigan Middle-Eastern American Affairs Commission. Related to special initiatives, CRSI advises and represents the State of Michigan and various departments in multistate federal litigations, reproductive health matters, and other complex litigations as directed by DAG Executive. This position will split time between the civil rights work and special initiatives work as needs arise and as directed by the Division Chief.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Graduation from an accredited law school.

EXPERIENCE:

Attorney-Staff P15

No specific type or amount is required.

Attorney-Senior 16

Minimum of four (4) years of post-bar admission legal experience. It is highly desirable to have experience with civil litigation and writing briefs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of fundamental subjects of law. Knowledge of research procedures. Ability to prepare briefs and argue cases before state and/or federal courts and agencies. Knowledge of court procedures. Knowledge of practices and procedures of the Department of Attorney General. Ability to communicate effectively both verbally and in writing. Ability to use judgment, tact and discretion. Ability to analyze facts and draw logical conclusions. Ability to maintain accurate records.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing in the State Bar of Michigan

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

27. 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

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

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

Appointing Authority's Signature

Date