

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

Position Code
1. DEPTALTE

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Liquor Control Commission
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Enforcement
5. Working Title (What the agency calls the position) Dept. Analyst 9-P11	11. Section Enforcement
6. Name and Position Code Description of Direct Supervisor BRANER, ROBERT H; STATE ADMINISTRATIVE MANAGER-1	12. Unit Lansing
7. Name and Position Code Description of Second Level Supervisor SWOPE, KAYLA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7109 W Saginaw Hwy; Lansing, MI 48917 / Monday-Friday 8am-5pm

14. General Summary of Function/Purpose of Position

This position is responsible for ensuring compliance with the legislatively mandated MLCC Enforcement Division's Direct Shipper laws. The Michigan Liquor Control Code of 1998, 1998 PA 58, MCL 436.1203 requires investigations and audits of entities shipping alcohol directly to Michigan consumers. The Enforcement Division's Direct Shipper project is currently made up of Regulation Agents and Regulation Managers located throughout the State of Michigan. This position provides program planning, training, gathering and analyzing metrics for the program and conducting research to assist the team. This position is responsible for the monitoring and evaluation of the program operation and recommending process improvements. P.A 22 of 2025, Section 401 (2) legislatively mandates the Michigan Liquor Control Commission (MLCC) to provide an annual report to the legislature and the subcommittees. This position is responsible for completion of said annual report to the legislature detailing the Commission's actions toward investigation and audit of the illegal shipping of wine into Michigan and the results of these activities

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: 85

Perform program planning, program policies and procedures specific to the Enforcement Division's Direct Shipper laws as mandated by the legislature.

Individual tasks related to the duty:

- Conduct investigations into unlicensed shippers of alcohol, gathering supporting evidence, and drafting formal cease and desist memos or RFFLA's (requests for further legal action) to enforce compliance with alcohol shipping regulations.
- Responsible for identifying and researching unlicensed entities involved in the illegal shipment of alcohol.
- Review shipping records, verify adherence to MLCC Code and Rules, and determine appropriate enforcement action when violations are identified.
- Review reports and assign investigations to various MLCC Enforcement Districts located throughout the state to be taken against licensees that have not successfully completed the statutorily required annual licensing renewal process.
- Conduct research by compiling and analyzing tax reports submitted to the MLCC Financial Management Division to ensure compliance with reporting and shipping requirements.
- Analyze MLCC's product registry to verify compliance requirements for licensed Michigan direct shippers of alcohol.
- Analyze MLCC licensed entities from MLCC database found to be shipping alcohol into Michigan for to verify compliance with Michigan liquor control codes and rules
- Work with the Attorney General's Office to initiate formal cease and desist letters and RFFLA's (requests for further legal action) against unlicensed entities engaged in the illegal shipment of alcohol into Michigan.

Duty 2

General Summary:

Percentage: 10

Collect, review, maintain, organize, and disburse data for various Enforcement Office team projects.

Individual tasks related to the duty:

- Analyze and summarize regional regulation needs and make recommendations for the most cost-effective alternatives to meet work objectives for the Enforcement Division
- Attend hearings and/or provide testimony based on violations submitted on MLCC licensed entities.
- Conduct follow up checks on previously submitted RFFLA's (requests for further legal action) to verify compliance with filed lawsuits by the Michigan Attorney General's Office.
- Conduct follow up checks on previously submitted violations and verifying compliance with issued orders by the Michigan's Attorney General's Office.
- Maintain and manage MiDSET's evidence collection.
- Compile and analyze data as needed for financial information and business reporting
- Update maintain, and present training for new direct shipper team members.
- Research policies and procedures as they relate to liquor laws and report findings to Deputy Director.

Duty 3

General Summary:

Percentage: 5

Perform special assignments and other duties as directed by the Enforcement Deputy Director.

Individual tasks related to the duty:

- Reviews policy and legislative changes and updates policies, procedures, and manuals to ensure consistency and compliance specific to MiDSET.
- Provides metric analysis and reporting to the manager overseeing the program to support decision-making and performance improvements specific to MiDSET program.
- Perform miscellaneous tasks as assigned
- Support other division projects as needed.

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

This position is responsible for aligning the needs of MiDSET team, law enforcement agencies, licensees, and the general public with the goals of the MLCC. Situations that are clearly addressed by established guidelines, policies, or procedures; matters involving straightforward application of the MLCC Code and Administrative Rules; and routine implementation of existing forms, policies, and processes.

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

Situations where no established guideline exists. Challenges to interpretation of the MLCC Code and Administrative Rules. Changes in established forms or policies.

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.

Normal office setting. Position must adhere to time frames and meet deadlines.

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):

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|---|--|
| ☐ 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. |

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 the position are as outlined in duties 1-4. All the duties are essential to the effective operation of the division and are critical to the position.

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

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

The Enforcement Division is responsible for ensuring compliance with the state's liquor laws and rules of the Commission. Additionally, the division is responsible for a full background check and rigorous investigation of the parties subject to licensure. Also, the division is responsible for licensee audits, compliance, violations, warnings, reducing illegal importation of alcohol into Michigan, effectuating license suspensions/revocations, and seizure of evidence. In addition to the regulation of liquor establishments in the state of Michigan, the Enforcement Division also provides training/education to applicants, licensees, and local law enforcement agencies. This position serves as the analyst of the MLCC Enforcement Division Direct Shipper project. The position also works on the annual "non-renewal" project. This position fulfills an integral role of the division and the bureau as a whole and is instrumental in achieving the goals and mission of the MLCC as well as the Michigan Legislature.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain confidential and sensitive information.

Strong Microsoft Excel knowledge preferred (Ability to make pivot tables, tables, graphs/charts, v-look ups, formulas, etc.)

Good communication, both written and verbal.

Ability to interpret laws, rules, and regulations

Thorough ability to access, gather, analyze, and summarize information from a variety of sources

Knowledge of using computer software such as database programs.

Appropriate decision making skills.

Strong organizational skills are paramount.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

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.