

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

ADMINISTRATIVE LAW MANAGER

JOB DESCRIPTION

Employees in this job function as supervisors of Administrative Law Examiners who preside over administrative law hearings, perform legal analysis and research, and make recommendations or decisions regarding the legal and factual issues of a case relating to the regulatory authority, rules, and procedures of the assigned department or agency. The employee may also conduct hearings and make either recommendations or decisions. The employee exercises extensive independent judgment to make decisions in carrying out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be utilized to determine appropriate courses of action. The work requires knowledge of the techniques applied in the conduct of litigated controversies, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job.

Position Code Title - Administrative Law Manager-1

Administrative Law Manager 17

The employee serves as a first-line manager with responsibility for directing the work of subordinate Administrative Law Examiners.

Position Code Title - Administrative Law Manager-2

Administrative Law Manager 18

The employee serves either as a first-line supervisor of Administrative Law Examiner 17 positions or as a second-line manager with responsibility for directing the work of subordinate Administrative Law Examiners through first-line managers.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews either recommendations or the decisions of examiners and holds conferences on questionable issues.

Conducts hearings in accordance with federal and state regulations, statutory and common-law rules of evidence, and Department/Commission rules.

Coordinates legal proceedings with Attorney General's office regarding court review of Department/Commission matters before the county circuit courts, Michigan Court of Appeals, and Michigan Supreme Court.

Develops legislation, policies, and procedures for approval of the Department/Commission.

Advises examiners as to techniques in the conduct of hearings.

Conducts conferences of the examiner staff to discuss interpretations of the law and procedures to be followed.

Directs the preparation and compilation of precedent material to be used as proven resource material.

Participates in meetings and conferences and speaks before groups on questions/topics of concern.

Establishes and directs the use of standard procedures and forms.

Coordinates the compiling of statistical data.

Provides assistance to the Department/Commission in drafting laws, regulations, and policy statements with respect to contested claims.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 17 level and thorough knowledge is required at the 18 level.

Knowledge of the fundamental principles of law.

Knowledge of the nature and use of tools of legal study.

Knowledge of legal research techniques.

Knowledge of the statutes and regulations of the regulatory authority.

Knowledge of procedures in investigating claims.

Knowledge of appeal and hearings procedures and forms used in contested claims.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of legal writing techniques.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate examiners.

Ability to present ideas clearly and effectively.

Ability to research, analyze, and summarize complex cases for which there are no decided precedents.

Ability to assimilate quickly oral and written data, to analyze facts, and draw logical conclusions.

Ability to communicate effectively, both verbally and in writing.

Working Conditions

None

Physical Requirements

None

Education

Possession of a Juris Doctorate degree from an accredited school of law.

Experience

Administrative Law Manager 17

Four years of professional experience equivalent to an Administrative Law Examiner, including two years equivalent to an Administrative Law Examiner P15 or one year equivalent to an Administrative Law Examiner 16.

Administrative Law Manager 18

Five years of professional experience equivalent to an Administrative Law Examiner, including three years equivalent to an Administrative Law Examiner P15, or two years equivalent to an Administrative Law Examiner 16, or one year equivalent to an Administrative Law Examiner 17 or Administrative Law Manager 17.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

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ADMINISTRATIVE LAW MANAGER

Position Title

Position Code

Pay Schedule

Administrative Law Manager-1

ADLWMGR1

NERE-078

Administrative Law Manager-2

ADLWMGR2

NERE-079

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07/05/2015