

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

ADMINISTRATIVE LAW SPECIALIST MANAGER

JOB DESCRIPTION

Employees in this job function as professional managers, directing the work of Administrative Law Specialists who work directly for or on behalf of constitutionally or statutorily created quasi-judicial Boards and/or Commission(s) performing legal analysis and researching and drafting decisions. The employee may also 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 exercises extensive independent judgment to make decisions in carrying out assignments that have substantial impact on services or programs. The work requires knowledge of state and federal regulatory statutes, practices, procedures, policies, rules, guidelines, and standards required to regulate and supervise entities, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job.

Position Code Title - Admin Law Specialist Manager-1

Administrative Law Specialist Manager 17

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

Position Code Title - Admin Law Specialist Manager-2

Administrative Law Specialist Manager 18

The employee serves a second-line manager with responsibility for directing the work of subordinate Administrative Law Specialists 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 recommendations and decisions of Administrative Law Specialists and holds conferences on questionable issues.

Develops legislation, policies, and procedures for executive approval.

Advises Administrative Law Specialists as to techniques in the conduct of cases.

Conducts conferences with the specialist 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.

Directs research of state and federal statutes and other applicable statutes to identify potential violations of the law.

Provides technical legal assistance to Administrative Law Specialist staff and other office/bureau staff in identifying, interpreting, and applying state and federal legislation and regulations.

Assists bureau managers and division staff in interpreting and understanding state and federal laws and regulations.

Analyzes new and existing state and federal legislative and regulatory initiatives.

Develops recommendations for actions and assesses compliance with such actions.

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 agency 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.

Considerable knowledge of the fundamental principles of law.

Considerable knowledge of the nature and use of tools of legal study.

Considerable knowledge of the Michigan legislative process.

Considerable knowledge of public policy making processes.

Considerable knowledge of legal research techniques.

Considerable knowledge of the statutes and regulations of the regulatory authority.

Considerable knowledge of procedures in investigating complaints, claims, enforcement actions, etc.

Considerable knowledge of equal employment opportunity policies and procedures.

Considerable knowledge of legal writing techniques.

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

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate specialists.

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 Specialist Manager 17

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

Administrative Law Specialist Manager 18

Five years of professional experience equivalent to an Administrative Law Specialist including three years equivalent to an Administrative Law Specialist P15, or two years equivalent to an Administrative Law Specialist 16, or one year equivalent to an Administrative Law Specialist 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

<u>Job Code</u>	<u>Job Code Description</u>	
ADMSPLMGR	ADMINISTRATIVE LAW SPECIALIST MANAGER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Admin Law Specialist Manager-1	ADLSMGR1	NERE-078
Admin Law Specialist Manager-2	ADMLMGR2	NERE-128P

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07/05/2015