



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, October 22, 2024, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE SEPTEMBER 23, 2024, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor/Undersheriff Doehring – Sept. 2024*) 4
 - 2. MMR Monthly Update (*D. Mosholder – Sept. 2024*)
 - 3. Emergency Management Monthly Report (*R. Boike – Sept. 2024*)
 - 4. Central Dispatch Monthly Report (*D. Alworden – Sept. 2024*)
 - 5. Veterans Services Monthly Report (*K. Cline – Sept. 2024*)..... 9
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 - 9. Public Defender Attorney Wage Increases 13
- CORRESPONDENCE
- H. ADMINISTRATOR'S COMMENTS
- I. PUBLIC COMMENTS
Open to any public comment.
- J. COMMITTEE COMMENTS
- K. CHAIR COMMENTS
- L. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
September 23, 2024

The regular meeting was called to order by Chair Brian Potter at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor

Members Absent: None

Also Present: Travis Baker, Central Dispatch Deputy Director; Jami Bigger, Deputy County Administrator/HR Director; Amarah Birgy, Executive Assistant; Randy Boike, Emergency Management Specialist; Kathy Cline, Veterans Services Director; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; Roxanne Snyder, Register of Deeds; and Trent Taylor, Wexford County Sheriff.

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams to approve the Agenda. A vote was called, all in favor. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the August 27, 2024, Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (August 2024)

Mr. Sheriff Taylor, was present and informed the committee that:

- There are currently 115 inmates in the jail.
- Lieutenant McDaniel spoke with the vendor regarding the body scanner, which should be arriving this week or the first of next week.
- There will be a new Corrections Officer and a Deputy starting Monday, September 30.
- The retirement party for Paul Paten will be October 4 from 12-2pm at the Sheriff's Office.
- The new portable radios for the law enforcement division have arrived. They are having a programming issue that Lieutenant Denison is working to resolve.
- New holsters for the new firearms have arrived as well.
- He spoke with ICE and they are not sure why Wexford County Jail is on the list designed at limited cooperation. Sheriff stated that they do not intend to release that information, and they do not plan to research why the jail was on the list in the first place. They do, however, want to have a positive working relationship with all of their local partners. They are coming to the Sheriff's Office on Wednesday, September 2, at 10:30am for further discussion.
- He would like to see a resolution made stating that Wexford County is not a sanctuary county.

G.2. MMR Monthly Update (August 2024)

Mr. Mosholder, Operations Manager, was unavailable to attend the meeting. A report was provided in the meeting packet. The committee had no questions or concerns regarding the report.

G.3. Emergency Management Monthly Report (August 2024)

Mr. Randy Boike, Emergency Management Specialist, was present and informed the Committee that:

- Things have been busy.
- They are working with St. Ann's on their new plan with their new administrator.
- The school systems seem to be working well together for a common unification system.
- The Health District #10 stakeholder meeting got postponed and will now tentatively be on October 24 or 25.
- EMPG25 reports forecasted from 25-27 are coming good. The formats are changing again, and there will be a two-hour online course that will be held 25 days before the re-date.
- He has begun working with Honorable Judge Elmore, Sergeant Harnish, and Deputy Longstreet to get the Courthouse Security plan together.
- The next LPT meeting will be held October 24 at 10am in the Courthouse.

G.4. Central Dispatch Monthly Report (August 2024)

Mr. Travis Baker, Central Dispatch Deputy Director, was present and informed the Committee that:

- The fence and gate are entirely up and finished.
- There were an additional 156 phone calls for service in a two-hour period in regard to the August meeting, when the powerlines were down. There were three dispatchers available during that time, which was helpful according to Mr. Baker.
- The new employee is almost done with training and will be starting work on October 9, 2024.

G.5. Veterans Services Monthly Report (August 2024)

Ms. Kathy Cline, Veterans Services Director, was present and informed the committee that:

- They had two burials in the month of August.
- There were 91 veterans in the office for the month of August.
- She restated that there were 450 total attendees that came to the Veteran's Expo. Four of which were out of state. There were 23 total counties represented. Ms. Cline also reaffirmed how the Senior Appreciation Day at Cadillac High School was a success.
- On September 27, there will be a meeting at the Veterans Park.

G.6. Resolution 24-19 Recognizing Paul Paten for His Dedicated Service

A motion was made by Comm. Bush and supported by Comm. Taylor to forward to the full board a recommendation to approve Resolution No. 24-19 Extending Appreciation for Paul Paten's Dedicated Service. A vote was called, all in favor. Motion passed, 4-0.

G.7. On-site Flu Clinic

A motion was made by Comm. Adams and supported by Comm. Bush to forward to the full board a recommendation to approve Cadillac Family Physicians provide on-site flue immunizations and Wexford County pay the full \$35 for any employee whose cost is not covered by insurance. A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR’S COMMENTS

Mr. Joe Porterfield, County Administrator/Equalization Director, informed the Committee that:

- Ms. Bigger is working hard on completing the spreadsheets for the wages & benefits, and he has been working on the budget.
- Himself and Ms. Bigger will be at conference for the next three days.
- He will be working on a resolution regarding Wexford County and ICE.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:15 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Amarah Birgy, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

September

2024

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 21 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 2 Court Bailiff's.

The Law Enforcement Division received 722 calls for service. Of those calls, 197 reports were taken. As a result of those complaints, 38 arrests were made, and 53 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	722
Total Complaints Taken	197
Felony/Misdemeanor Arrests	38
Citations Issued	53

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	9
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports No Deputy is currently assigned.

Intelligence Reports

Arrests

Assist Other Agencies

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Office.

Total Civil Papers Received	133
Total Civil Papers Completed	107

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	76	Pistol Permits Issued	76
Concealed Pistol Licensing	23	Denied Permits	0
Other	7	Indiv. Pistols registered	86
Court	1		
Total Prints.....	107		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 30 animals, adopting 14 and reuniting 7 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	62
Total Complaints/Reports	10
Animal Bites	11
Citations Issued	4
Animals Lodged in Pound	30
Animals Adopted Out	14
Animals Transferred to Rescue	3
Animals Claimed by Owners	7
Animals Euthanized	5

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	115
Total number of inmates Booked	105
Total Inmates Booked –Year to date	888
Total Number of Inmates Released	94
Number Released-Year to date	854
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- September 11 – 12th, 2024: Deputies Koponen and Ramirez attended Sig P320 and 365 Armor Courses, the training was provided by Sig Sauer and was held at Kirtland Community College in Grayling.
- September 16 -18th & 24 -26th, 2024: Corrections Sergeants Batten and Rowell attended First Line Supervisor Training, provided by Michigan State University.

Wexford County Animal Shelter				Reporting Month September 2024					
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners within 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section 9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1	Altered	Not Altered	Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month
Dogs	2	17	19	5	2	7	3	5	0
Cats	6	1	7	0	7	7	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		75.00	30.00		105.00
Sterilization Deposits	0.00	175.00		0.00	50.00		225.00
Ordinance Fee Refunds							
Reclaim Fees	7 animals reclaimed						205.00
Donations Received							

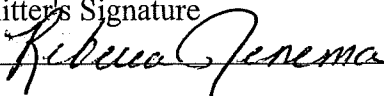
References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Reported
Rebecca Jenema

Date Submitted
10-02-2024

Submitter's Signature



Phone
231-779-9530

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

8 October, 2024

Veterans Services Monthly Report

September 2024

- Veterans who received emergency assistance -3
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-2
- County Burial Benefits ineligible-0
- Veterans seen in office-103
-

The office continues to be busy helping veterans and their families. The 2024 Grant came to an end on September 30th, and 4th quarter reporting was submitted. The Outreach program and the counseling program are running smoothly. We were able to help a veteran that called and was suicidal.

Kathy Cline, Director

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Human Resources
FOR MEETING DATE: October 22, 2024
SUBJECT: Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 5, 10, 15, 20, 25, 30, and 35 years. The following employee should be recognized at the next Board of Commissioners meeting for his service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Joe Porterfield	Equalization/Administration	15

Joe Porterfield began his employment with Wexford County on November 9, 2009, as the Equalization Director. On February 16, 2022, Joe was appointed as the interim Co-Administrator in addition to his position as Equalization Director. And, on January 4, 2023, Joe became dually employed when he took on the role of County Administrator.

RECOMMENDATION:

It is recommended that the Human Resources/Public Safety Committee present a Certificate of Appreciation to Mr. Porterfield at the Board of Commissioners meeting on November 20, 2024.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: October 22, 2024
SUBJECT: Reappointment to the Construction Board of Appeals

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Mark Richardson (Plumbing Contractor) and Mr. Randy Williams' (Building Contractor) terms on the Construction Board of Appeals are set to expire on October 31, 2024. Both incumbents have been contacted and expressed interest in reappointment. No other applications have been received.

RECOMMENDATION:

Administration recommend the Human Resources/Public Safety Committee forward a recommendation to the full board to reappoint Mark Richardson and Randy Williams to the Construction Board of Appeals with a term expiring October 31, 2027.



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

October 17, 2024

Wexford County Administration
437 E Division St
Cadillac, MI 49601

Re: Additional Roster Position

Dear Mr. Porterfield,

The Wexford County Sheriff's Office is requesting an additional roster position. This position would be for a MCOLES certified Court Security Officer for the Wexford County Courthouse. This position would be a non-union position within the Sheriff's Office with a starting wage rate of \$29.06. This rate is based on the other non-union certified Officer that currently serves as the School Resource Office for the Career Technical Center.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trent Taylor', is written over a white background.

Trent Taylor
Sheriff

TJT/jah

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: October 22, 2024
SUBJECT: Public Defender Attorney Wage Increases

SUMMARY OF ITEM TO BE PRESENTED:

Chief Public Defender, Bob Champion, is requesting approval to increase the 2025 wages for the Public Defenders in his office. The Michigan Indigent Defense Commission has approved the increases in the new grant agreement. The hourly increases Mr. Champion is requesting are reflected in green in the chart below.

Administration is recommending a 4% increase for all nonunion personnel for 2025. The chart below shows the financial impact of Administration’s proposed annual increase versus the MIDC’s approved increase. The Prosecutor’s annual wages with the 4% increase are included for comparison.

Job Description	Current Hourly Rate	Cost of Proposed Admin. Increase	MIDC Proposed Hourly	Cost of Proposed Admin. Increase	Cost of Proposed MIDC Increase	Admin. Proposed Annual Pay 2025	MIDC Proposed Annual Pay 2025	Prosecutor's Annual Pay 2025
Chief Public Defender	\$53.74	\$55.89	\$59.32	\$4,470.96	\$11,611.60	\$116,245	\$123,386	\$124,800
Chief Assistant Public Defender	\$39.85	\$41.44	\$46.24	\$3,315.52	\$13,291.20	\$86,204	\$96,179	\$96,200
Assistant Public Defender	\$31.95	\$33.23	\$40.96	\$2,658.24	\$18,740.80	\$69,114	\$85,197	\$78,000
Staff attorney	\$31.95	\$33.23	\$40.96	\$2,658.24	\$18,740.80	\$69,114	\$85,197	\$78,000
Staff attorney	\$31.95	\$33.23	\$35.08	\$2,658.24	\$6,510.40	\$69,114	\$72,966	-

Mr. Champion is also requesting the Public Defenders’ work week be changed from 37.5 hours to 40 hours. This change would allow more time for MIDC reporting requirements such as docket time, training, etc. The difference is 130 hours annually. The annual increase for this change would be \$25,611 to \$53,375 depending on what decision the Board makes in terms of wage increases.

Following is the supporting documentation Mr. Champion has provided for his request.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the full board to approve the Public Defender’s work week be based on 40 hours and to grant the Public Defenders the same increase that will be given to all other nonunion employees for 2025.

Wexford Missaukee Public Defenders

FY2025

August 2024 Finance Committee report for FY2025 MIDC Grant

Wexford Missaukee Public Defenders Office currently has 3 support staff, 1 social worker, 1 full time investigator and 3 attorneys covering both Missaukee and Wexford Counties. We have two openings for assistant public defenders.

The public defender's office fiscal year begins on October 1 of each year. The MIDC Grant for FY2025 was just approved by MIDC.

The greatest challenge facing our office and offices around the state of Michigan is the recruitment and retention of attorneys. Currently, there are 72 openings for public sector attorneys (public defense and prosecutor's office). Some public sector offices are now offering signing bonuses to attract new attorneys. This shortage of attorney's is also impacting our ability to find contracted conflict attorneys for Wexford and Missaukee counties. In one case, in February the defendant waited over 3 weeks for an attorney to represent them. We are now contracting with attorneys in Grand Rapids, met and the U.P. to find qualified attorneys.

This shortage of contract attorneys was impacting circuit and probate court matters in the area of PPO and child support enforcement. Starting at the end of 2023, our office took over representation in these matters, if the person was facing the possibility of incarceration.

We have completed our 1st, 2nd, and 3rd quarter reports to the MIDC. We have met the mandated standards 1 through 8 all while remaining under our approved budget for the 2024 fiscal year. However, it is anticipated that we will not be able to comply with standard 6 due to our being short of staff.

MIDC has approved the FY2025 grant and budget. By statute, our local counties' exposure to the cost of indigent defense is limited by statute. There is **no dollar** increase in the FY2025 for local share to Wexford and Missaukee Counties. The "local share" for Wexford is **\$87,091.00** and Missaukee is **\$59,221.00** which is a total of **\$148,052.00**. The "local share" is defined as "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the three fiscal years immediately preceding the creation the MIDC under this act,

excluding money reimbursed to the system by individuals determined to be partially indigent.

MIDC Standards Compliance

LARA approved new Standards 6 and 7 on October 24, 2023, we are mandated to fully implement and comply starting October 1, 2024.

Standard 6

Standard 6 is a minimum standard for indigent defense workloads:

The caseload of indigent defense attorneys shall allow each lawyer to give each client the time and effort necessary to ensure effective representation. Neither defender organizations, county offices, contract attorneys, nor assigned counsel should accept workloads that, by reason of their excessive size, interfere with the rendering of quality representation.[1]

These workloads will be determined over time through special Michigan specific weighted caseload studies.[2] Until the completion of such studies, defender organizations, county offices, public defenders, assigned counsel, and contract attorneys should not exceed the caseload levels adopted by the American Council of Chief Defenders – **150 felonies or 400 non-traffic misdemeanors[3] per attorney per year**. If an attorney is carrying a mixed caseload which includes cases from felonies and misdemeanors, or non-criminal cases, these standards should be applied proportionally.[5]

These caseload limits reflect the maximum caseloads for full-time defense attorneys, practicing with adequate support staff, who are providing representation in cases of average complexity in each case type specified.

To date, we have been able to fully comply with Standard 6 with the assistance of summer student attorneys, but due to loss of an attorney in April of 2024. It is anticipated we will be out of compliance by October 1, 2024. See attachment.

Standard 7

The MIDC standard 7 is a minimum standard for qualification and review:

A. Basic Requirements. In order to assure that indigent accused receive the effective assistance of counsel to which they are constitutionally entitled, attorneys providing defense services shall meet the following minimum professional qualifications (hereafter "basic requirements"):

1. Satisfy the minimum requirements for practicing law in Michigan as determined by the Michigan Supreme Court and the State Bar of Michigan; and
2. Comply with the requirements of MIDC Standard 1, relating to the Training and Education of Defense Counsel.

B. Qualifications. Eligibility for particular case assignments must be based on counsel's ability, training and experience. Attorneys must meet the following case-type qualifications:

1. Misdemeanor Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - b. Serve as co-counsel or second chair in a prior trial (misdemeanor, felony, bench or jury); *or*
 - c. equivalent experience and ability to demonstrate similar skills.
2. Low-severity Felony Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - i. Has practiced criminal law for one full year (either as a prosecutor, public defender, or in private criminal defense practice); *and*
 - ii. Has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in two criminal cases that have reached a verdict, one of which having been submitted to a jury; *or*
 - iii. Have equivalent experience and ability to demonstrate similar skills.
3. High-severity Felony Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - i. Has practiced criminal law for two full years (either as a prosecutor, public

defender, or in private criminal defense practice); *and*

ii. Has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in four criminal cases that have been submitted to a jury; or

iii. Has a significant record of consistently high-quality criminal trial court representation and the ability to handle a high-severity felony case.

4. Life Offense Cases

a. Satisfaction of all Basic Requirements; *and*

i. Has practiced criminal law for five full years (either as a prosecutor, public defender, or in private criminal defense practice); *and*

ii. Has prior experience as lead counsel in no fewer than seven felony jury trials that have been submitted to a jury; or

iii. Has a significant record of consistently high-quality criminal trial court representation and the ability to handle a life offense case.

C. Review. The quality of the representation provided by indigent defense providers must be monitored and regularly assessed. Productivity is a component of the review process. Review is a process to evaluate the quality of the representation after an attorney has established the minimum requirements for eligibility. For attorneys seeking qualification under sections B(1)(c) or B(2)(a)(iii), the review process can be used for that purpose. In some cases, the review will give notice to an attorney whose performance can be improved. In all cases, the evaluation of attorneys must be made by peers in the criminal defense community, allowing for input from other stakeholders in the criminal justice system including judges, prosecutors and clients.

I am currently working with MIDC to rewrite our current attorney job descriptions and attorney review policy so we will be in full compliance with standard 7. I have attached the proposed new job descriptions that should comply with both MIDC Standard 7 and 8.

New for FY2025 is mandatory quarterly reporting of attorney invoices, case and time tracking for both contract and salary employees.

Assigned 1/2/24 to 8/1/24

Attorney Name	Felony Assignments		Misdemeanor 93 days of less		PV/Others	Docket Hours	% of Cap	Maximums Left		PV	Docket Hours
	Felony Assignments	Misdemeanor 6M94 Assignments	Misdemeanor 6M94 Assignments	Misdemeanor Assignments				Felony Assignments	Misdemeanor Assignments		
Robert Champion	70	26	56	36	200	75	37	98	196	196	456
Robert Haertel	49	72	118	66	250	87	19	51	103	103	239
Geoffrey Harrison	98	11	26	40	30	78	33	88	176	176	409
Stephanie Ruffolo						0	150	400	800	800	1856
Test Attorney 5						0	150	400	800	800	1856
Test Attorney 6						0	150	400	800	800	1856
Test Attorney 7						0	150	400	800	800	1856
Test Attorney 8						0	150	400	800	800	1856
Test Attorney 9						0	150	400	800	800	1856
Test Attorney 10						0	150	400	800	800	1856
Test Attorney 11						0	150	400	800	800	1856
Test Attorney 12						0	150	400	800	800	1856
Test Attorney 13						0	150	400	800	800	1856
Test Attorney 14						0	150	400	800	800	1856
Test Attorney 15						0	150	400	800	800	1856
Test Attorney 16						0	150	400	800	800	1856
Test Attorney 17						0	150	400	800	800	1856
Test Attorney 18						0	150	400	800	800	1856

This section is for entering data about assignments for attorneys. It is designed for total assignments made during an annual period.

This section uses the data entered in the Workload section to the left to calculate what percentage of the attorney's annual cap has been reached.

This section uses the data entered in the Workload section to the left to calculate the number of assignments/docket hours an attorney has left for the year based on their workload to date. Each column is a maximum for that category if they only received one type of assignment going forward.

**WEXFORD MISSAUKEE PUBLIC DEFENDER'S OFFICE
ASSISTANT PUBLIC DEFENDER JOB DESCRIPTION**

Title: Assistant Public Defender/Level 1

GENERAL SUMMARY

The primary function of the job is to participate in indigent criminal defense activities as delegated by the Chief Public Defender.

Employees must meet the minimum requirements and conditions of employment and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation.

Employees must meet the minimum continuing legal education as defined in MIDC standard 1.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Provides court appointed indigent defense services within Wexford-Missaukee County Courts.
- Based on experience level as defined in MIDC standard 7 will carry a misdemeanor and/or low-level felony caseload with supervision from the Chief Defender or their designee.
- Reviews charging instruments, police reports, and all discovery provided by Prosecution.
- Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
- Determines what further fact investigation to undertake and employs the services of internal investigators or outside investigators as agreed upon with the Chief Defender or designee.
- Determines what legal issues need investigation, research accordingly, and presents them in the appropriate forum.
- Negotiates with Prosecution and promptly advises client of the status of those negotiations.
- Litigates any necessary and appropriate legal issues, including bringing cases to trial.
- Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
- Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions and adopted MIDC standards.
- Maintains accurate, complete, and well-organized electronic case files.
- Participates in legal clinics held in community forums.
- Mentors less experienced Assistant Public Defenders, based on experience level.
- Completes special projects and other duties as assigned by the Chief Public Defender or designee.
- Maintain full compliance of all adopted MIDC standards.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- A Juris Doctorate, with a license to practice in the State of Michigan in good standing.
- Compelling references and a solid legal track record.
- Court experience, particularly with criminal proceedings, is a plus.
- Administrative and supervisory experience welcome.
- Experience in a public defender office welcome.
- Demonstrated commitment to the holistic model at the heart of Wexford-Missaukee Defender's mission, vision, and values.
- High levels of professionalism, collaboration, integrity, and compassion.
- Exemplary interpersonal skills.
- Familiarity with the communities from which our clients come.

CERTIFICATIONS, LICENSES (minimum requirements)

- Member in good standing of the State Bar of Michigan is required.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the Wexford County's Vehicle policy.
- Complete yearly continuing legal education required by MIDC standard 1.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- The appointment to this position is at the discretion of the Chief Public Defender but salary, fringe benefits and other economic benefits may be in accordance with Wexford County personnel policies and MIDC Standard 8.
- The defined work period is full time/40 hours a week but maybe required to serve irregular work hours and in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge and high degree of expertise regarding complex or major felony cases such as homicides, controlled substance, forfeiture law, search and seizure law,
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

Salary is base MIDC recommend Staff Attorney- Grade 15A

**WEXFORD MISSAUKEE PUBLIC DEFENDER'S OFFICE
ASSISTANT PUBLIC DEFENDER JOB DESCRIPTION**

Title:	Assistant Public Defender/Level 2
GENERAL SUMMARY	
<p>The primary function of the job is to participate in indigent criminal defense activities as delegated by the Chief Public Defender.</p> <p>Employees must meet the minimum requirements and conditions of employment and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation.</p> <p>Employees must meet the minimum continuing legal education as defined in MIDC standard 1.</p> <p>This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none">• Provides court appointed indigent defense services within Wexford-Missaukee County Courts.• Based on experience level as defined in MIDC standard 7 will carry a misdemeanor and/or low-level felony caseload with supervision from the Chief Defender or their designee.• Reviews charging instruments, police reports, and all discovery provided by Prosecution.• Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.• Determines what further fact investigation to undertake and employs the services of internal investigators or outside investigators as agreed upon with the Chief Defender or designee.• Determines what legal issues need investigation, research accordingly, and presents them in the appropriate forum.• Negotiates with Prosecution and promptly advises client of the status of those negotiations.• Litigates any necessary and appropriate legal issues, including bringing cases to trial.• Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).• Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions and adopted MIDC standards.• Maintains accurate, complete, and well-organized electronic case files.• Participates in legal clinics held in community forums.• Mentors less experienced Assistant Public Defenders, based on experience level.• • Completes special projects and other duties as assigned by the Chief Public Defender or designee.• • Maintain full compliance of all adopted MIDC standards.••	

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- A Juris Doctorate, with license to practice in the State of Michigan in good standing.
- Compelling references and a solid legal track record.
- Has practiced criminal law for two full years (either as a prosecutor, public defender, or in private criminal defense practice).
- Has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in four criminal cases that have been submitted to a jury: or
- . Has a significant record of consistently high-quality criminal trial court representation and the ability to handle a high-severity felony case
- Demonstrated commitment to the holistic model at the heart of Wexford-Missaukee Defender's mission, vision, and values.
- High levels of professionalism, collaboration, integrity, and compassion.
- Exemplary interpersonal skills.
- Familiarity with the communities from which our clients come.

CERTIFICATIONS, LICENSES (minimum requirements)

- Member in good standing of the State Bar of Michigan is required.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the Wexford County's Vehicle policy.
- Complete yearly continuing legal education required by MIDC standard 1.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- The appointment to this position is at the discretion of the Chief Public Defender but salary, fringe benefits and other economic benefits may be in accordance with Wexford County personnel policies and MIDC Standard 8.
- The defined work period is full time/40 hours a week but maybe required to serve irregular work hours and in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge and high degree of expertise regarding complex or major felony cases such as homicides, controlled substance, forfeiture law, search, and seizure law,
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

Salary is based on MIDC recommended Staff Attorney-Grade 15B

**WEXFORD MISSAUKEE PUBLIC DEFENDER'S OFFICE
CHIEF ASSISTANT PUBLIC DEFENDER JOB DESCRIPTION**

Title:	Chief Assistant Public Defender/Level 3
GENERAL SUMMARY	
<p>The primary function of the job is to participate in indigent criminal defense activities as delegated by the Chief Public Defender. Responsible for supervising designated staff and other administrative matters as designated by the Public Defender.</p> <p>Employees must meet the minimum requirements and conditions of employment and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation.</p> <p>This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none"> • Represent indigent clients in all phases of trials, motions, hearings, and appeals, jury, or non-jury, in District Court, Circuit Court, Court of Appeals, the Supreme Court. • Conducts research and renders legal opinions and advice to clients, including County, State, and Federal officials on their rights, obligations and/or privileges and compliance with statutory obligations. • Litigates major criminal cases involving misdemeanor and felon cases including investigation, motions, pretrial hearings, trial, and possible appeal. • Conducts investigations, negotiations, and legal and evidentiary issue research; organizes materials and presentations, prepares for pretrial hearings, trial, and develops and implements trial strategies. • Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, MIDC standards and regulations, and policies under the direction of the Chief Public Defender. • Supervises designated professional and support staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County and MIDC objectives. 	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)	
<ul style="list-style-type: none"> • Juris Doctorate Degree • Five or more years of experience as an attorney. • Prior experience as lead counsel in no fewer than seven felony jury trials that have been submitted to a jury. • Has a significant record of consistently high-quality criminal trial court representation and the ability to manage a life offense case. • Experience in a public defender office welcome • Demonstrated commitment to the holistic model at the heart of Wexford-Missaukee Defender's mission, vision, and values. • Administrative and supervisory experience. • High levels of professionalism, collaboration, integrity, and compassion. • Exemplary interpersonal skills. • Familiarity with the communities from which our clients come. 	

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge and high degree of expertise regarding complex or major felony cases such as homicides, controlled substance, forfeiture law, search and seizure law,
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action.
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently

CERTIFICATIONS, LICENSES (minimum requirements)

- Member in good standing of the State Bar of Michigan is required.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- complete yearly continuing legal education required by MIDC standard 1.

Salary is based on MIDC Standard 8 recommend Staff Attorney -Grade 15C

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- The appointment to this position is at the discretion of the Chief Public Defender but salary, fringe benefits and other economic benefits may be in accordance with Wexford County personnel policies and MIDC Standard 8.
- Defined work period is full time/40 hours a week but maybe required to serve irregular work hours and in an “on-call” capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons’ identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the origination of MIDC standards, models, concepts, theories that are new to the field, and where no prototype may exist in the overall organization and few, if any guidelines exist. Leadership judgment, and risk managementskills are needed to deal with largely defined and undefined issues or to find solutions to unyielding and new problems.

Compared to the Assistant Public Defender has formal supervisory responsibilities and acts in the absence of the Chief Public Defender. Compared to the Chief Public Defender, does not have full authority and responsibility for department operations.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases.
- May occasionally be required to lift/move up to 50 pounds.

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ATTORNEY

JOB DESCRIPTION

Employees in this job complete a variety of professional, legal assignments on behalf of various state agencies whose legal interests are represented by the Department of Attorney General.

There are two classifications in this job.

Position Code Title - Attorney Staff-E

Attorney-Staff P15

This is the experienced level. The employee performs a full range of professional assignments, in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Attorney Senior-A

Attorney-Senior 16

This is the advanced level. The employee functions as a senior attorney and routinely performs assignments of greater complexity than those assigned at the experienced level. Assignments require handling a larger and more complex caseload and employee exercises substantial independence and guides less experienced attorneys. Matters handled may include multiple legal/factual issues, novel interpretation of state or federal statutes, unique case law, constitutional challenges, significant fiscal consequences, sophisticated proof, or serious crimes.

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.

Prepares and passes, subject to review, on the form and legality of contracts, deeds, leases and other legal papers.

Serves as a legal counsel to a state agency or as a legal counsel in an area of legal work involving several agencies.

Provides written legal advice to agencies after conducting appropriate legal research of relevant issues.

Prepares and/or responds to formal complaints and presents cases at hearings, in court and/or in administrative proceedings; presents written pleadings and briefs and oral arguments; and examines and cross-examines witnesses.

Defends state agencies and employees in civil lawsuits and/or administrative proceedings.

Appears before state and federal agencies and courts to represent the interests of the state, its departments, agencies, and officers and employees.

Prosecutes criminal actions on behalf of the People of the State of Michigan.

Prepares appellate pleadings and documents, and orally argues at the appellate level.

Brings legal proceedings to enforce agency orders and represents the agency in court or administrative proceedings.

Conducts legal research to ascertain applicable statutes, rulings and precedents.

Drafts and/or reviews legal opinions of the Attorney General.

Participates in settlement negotiations with parties involved in legal actions with state agencies.

Advises agencies on the construction, implementation and enforcement of statutes and procedures.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Attorney-Senior 16

Performs research and analysis required for the solution of complex legal issues that have broad ramifications to the state, the public, or a client agency's operations.

Handles the most complex cases, involving multiple and/or significant legal and factual issues.

Provides guidance to staff attorneys in conducting searches for applicable statutes, rulings, and precedents to be used in court and/or administrative proceedings, and as a basis for answering requests for legal opinions and preparing other legal documents.

Provides guidance to staff attorneys on methods, strategies, and other aspects of conducting court litigation or administrative hearings.

Engages in complex settlement negotiations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of fundamental subjects in law.

Knowledge of legal research procedures.

Knowledge of the preparation of briefs and presentation of arguments for cases before state and federal agencies and courts.

Knowledge of the practices and procedures of the Department of Attorney General.

Knowledge of civil and criminal court rules and procedures.

Knowledge of the law required to practice in the assigned legal area.

Knowledge of the legal implications and potential liabilities associated with programs administered by the agencies represented.

Ability to communicate effectively, both verbally and in writing.

Ability to use judgment, tact and discretion.

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

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

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

Experience

Attorney-Staff P15

No specific type or amount is required.

Attorney-Senior 16

Four years of post-bar admission legal experience.

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>	
ATTORNEY	ATTORNEY	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Attorney Senior-A	ATTORNYA	NERE-077
Attorney Staff-É	ATTORNYE	NERE-280

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03/05/2023

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ATTORNEY MANAGER

JOB DESCRIPTION

Employees in this job function as a supervisor of Attorneys and other staff while performing legal services on behalf of the Attorney General.

There is one classification in this job.

Position Code Title - Attorney Manager-2

Attorney Manager 18

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

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.

Writes legal opinions on issues of major significance to the state.

Reviews legal opinions prepared by subordinate staff.

Performs research and analysis required for the solution of highly complex legal issues.

Prepares and passes on the form and legality of contracts, deeds, leases and other legal papers.

Provides direction and supervision to subordinate Attorneys in conducting searches for applicable statutes, rulings and precedents to be used in court and administrative proceedings, and as a basis for answering requests for legal opinions, or for other legal documents.

Prepares formal complaints and presents cases at hearings, in court and/or administrative proceedings; prepares written pleadings and briefs; presents oral appellate arguments; and examines and cross-examines witnesses; and supervises such activities performed by subordinate attorneys.

Appears before state and federal courts and agencies at all levels to represent the interests of the state.

Brings court proceedings to enforce agency orders.

Maintains ongoing contact with the Division supervisors on all significant matters within the division.

Prosecutes, and supervises the prosecution by subordinate Attorneys, criminal action on behalf of the People of the State of Michigan.

Engages in settlement negotiations and supervises subordinate Attorneys engaged in settlement negotiations.

Advises agencies on the construction of statutes and enforcement procedures.

Plans, organizes, directs and controls the work activities of assigned staff.

Prepares and reviews legal opinions and special problems on issues of major significance and importance to the state.

Performs and/or supervises the research and analysis required for the solution of highly complex legal issues on direct assignments from the Attorney General and/or the Chief Deputy Attorney General.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of constitutional law, administrative law, and state and local government law.

Knowledge of legal research procedures.

Knowledge of the preparation of briefs and presentation of arguments for cases before state and federal agencies and courts.

Knowledge of the practices and procedures of the Department of Attorney General.

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

Knowledge of staffing requirements as to type, number, and training for the accomplishment of program goals.

Knowledge of labor relations, fair employment practices, and equal employment opportunity.

Knowledge of the legal implications and potential liabilities associated with programs administered by the agencies represented.

Ability to instruct, direct, and evaluate employees.

Ability to direct and motivate others.

Ability to supervise the work of lower-level Attorneys.

Ability to communicate effectively.

Ability to use judgment, tact, and discretion.

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

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require travel.

Physical Requirements

None

Education

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

Experience

Attorney Manager 18

Five years of post-bar admission legal experience.

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>	
ATTORMGR	ATTORNEY MANAGER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Attorney Manager-2	ATTMGR2	NERE-079

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03/05/2023

Compensation Plan Section A

HRMN Position Description	Grade	Core Pos Code	Schedule	Unit	Exempt	Salary Pay Class Plan	Shift	Job Cat	Job Class	10/01/2023 Minimum	10/01/2023 Maximum
Assistant Auditor-Genl Mgr-4	15	AUDGMGR4	NERE-188	Y51	Y	H BWE1	Y	2	CL3	\$36.56	\$54.09
Assistant Deputy Warden-3	14	ASTDWRD3	NERE-186	Y51	Y	H BWE1	Y	2	CL3	\$32.62	\$48.65
Assistant Resident Unit Supv-1	11	ASRUSPV1	NERE-128	Y51	N	H BWN2	Y	4	CL3	\$26.83	\$38.05
Assistant Auditor-General Spl-2	13	ASAGSPL2	NERE-183	Y23	Y	H BWE1	Y	2	CL2	\$31.82	\$46.26
Assistant Auditor-General Spl-3	14	ASAGSPL3	NERE-187	Y23	Y	H BWE1	Y	2	CL2	\$33.99	\$49.51
Assistant Auditor-General Spl-4	15	ASAGSPL4	NERE-188	Y23	Y	H BWE1	Y	2	CL2	\$36.56	\$54.09
Attorney Administrator-2	19	ATTYADM2	NERE-024P	Y98	Y	S BWE1	N	1	CL4	\$127,475	\$164,448
Attorney Administrator-3	20	ATTYADM3	NERE-025P	Y98	Y	S BWE1	N	1	CL4	\$132,382	\$170,775
Attorney-Gen-Invstgator-A	12	ATGNHVA	A02-025	A02	N	H BWN1	Y	4	CL1	\$29.10	\$41.39
Attorney-Gen-Invstgator-E	9	ATGNHVE	A02-017	A02	N	H BWN1	Y	4	CL1	\$24.37	\$31.82
Attorney-Gen-Invstgator-E	10	ATGNHVE	A02-017	A02	N	H BWN1	Y	4	CL1	\$25.60	\$34.96
Attorney-Gen-Invstgator-E	E11	ATGNHVE	A02-017	A02	N	H BWN1	Y	4	CL1	\$28.33	\$39.61
Attorney-Gen-Invstg-Supv-1	13	AGINSPV1	NERE-080	Y51	Y	H BWE1	Y	2	CL3	\$30.56	\$43.76
Attorney-Gen-Invstg-Supv-2	14	AGINSPV2	NERE-081	Y51	Y	H BWE1	Y	2	CL3	\$32.21	\$47.24
Attorney-Gen-Invstg-Supv-3	15	AGINSPV3	NERE-082	Y51	Y	H BWE1	Y	2	CL3	\$34.92	\$51.99
Attorney Manager-2	18	ATTMGR2	NERE-079	Y51	Y	H BWE1	Y	1	CL3	\$55.06	\$75.76
Attorney Senior-A	16	ATTORNYA	NERE-077	Y98	Y	H BWE1	Y	2	CL2	\$47.55	\$66.24
Attorney-Specialist-1	17	ATYSPL1	NERE-078	Y98	Y	H BWE1	Y	2	CL2	\$51.45	\$70.82
Attorney-Specialist-2	18	ATYSPL2	NERE-079	Y98	Y	H BWE1	Y	2	CL2	\$55.06	\$75.76
Attorney Staff-E	15A	ATTORNYE	NERE-280	Y98	Y	H BWE1	Y	2	CL2	\$31.00	\$43.76
Attorney Staff-E	15B	ATTORNYE	NERE-280	Y98	Y	H BWE1	Y	2	CL2	\$36.36	\$52.55
Attorney Staff-E	15C	ATTORNYE	NERE-280	Y98	Y	H BWE1	Y	2	CL2	\$40.47	\$58.34
Audiologist-E	P11	AUDLGSTE	W22-070	W22	N	H BWN1	Y	2	CL2	\$28.87	\$41.57
Audiology Spch-Consultant-A	12	AUDSGSTA	W22-046	W22	Y	H BWE1	N	2	CL2	\$31.11	\$44.79

Compensation Plan Section B

10/01/2023

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Schedule	Grade	Base Min	End of 6 Month	End of 1 Year	End of 18 Month	End of 2 Years	End of 30 Month	End Of 3 Years	End of 42 Month	End of 4 Years	End of 54 Month	End of 5 Years	End of 66 Month	End of 6 Years
NERE-258	10	\$23.86	--	\$25.08	--	\$26.30	--	\$27.90	--	\$29.38	--	\$31.22	--	\$32.61
NERE-261	16	\$46.52	--	\$49.20	--	\$51.92	--	\$54.78	--	\$57.79	--	\$61.18	--	\$64.54
NERE-262	12	\$27.23	--	\$28.78	--	\$30.27	--	\$32.49	--	\$34.58	--	\$36.84	--	\$39.11
NERE-264	12	\$30.93	--	\$32.79	--	\$34.70	--	\$37.08	--	\$39.64	--	\$41.98	--	\$44.47
NERE-265	14	\$34.78	--	\$37.04	--	\$39.25	--	\$42.37	--	\$45.41	--	\$48.11	--	\$50.85
NERE-266	15	\$37.64	--	\$39.96	--	\$42.37	--	\$45.71	--	\$48.93	--	\$52.43	--	\$55.62
NERE-267	6	\$20.26	\$20.59	\$20.99	\$21.45	\$21.91	\$22.54	\$22.87	\$23.31	--	\$23.96	--	\$24.75	--
	7	\$21.40	\$21.91	\$22.41	\$22.87	\$23.31	\$23.97	\$24.54	\$25.26	--	\$25.85	--	\$26.64	--
	E8	\$22.64	\$23.16	\$23.68	\$24.19	\$24.72	\$25.26	\$25.85	\$26.32	--	\$27.21	--	\$27.91	--
NERE-268	11	\$24.40	--	\$26.01	--	\$27.66	--	\$29.28	--	\$30.80	--	\$32.53	--	\$34.34
NERE-271	15	\$36.92	--	\$39.69	--	\$42.42	--	\$45.80	--	\$49.53	--	\$52.53	--	\$55.86
NERE-272	14	\$35.89	--	\$38.47	--	\$41.55	--	\$43.98	--	\$46.63	--	\$49.47	--	\$51.84
NERE-274	12	\$25.61	--	\$27.22	--	\$28.87	--	\$30.56	--	\$32.13	--	\$33.82	--	\$35.36
NERE-275	12	\$26.81	--	\$28.37	--	\$29.99	--	\$31.65	--	\$33.64	--	\$36.27	--	\$38.28
NERE-276	13	\$28.49	--	\$30.21	--	\$32.00	--	\$34.34	--	\$36.58	--	\$39.78	--	\$42.21
NERE-279	P 11	\$28.49	--	\$30.69	--	\$32.82	--	\$34.78	--	\$36.91	--	\$39.05	--	\$42.24
NERE-280	15A	\$31.00	--	\$32.88	--	\$34.76	--	\$36.90	--	\$38.97	--	\$41.32	--	\$43.76
	15B	\$36.36	--	\$38.64	--	\$40.96	--	\$43.76	--	\$46.72	--	\$49.67	--	\$52.55
	15C	\$40.47	--	\$43.36	--	\$46.24	--	\$49.13	--	\$51.99	--	\$55.14	--	\$58.34

Compensation Plan Section B

10/01/2023

Schedule	Grade	Base Min	End of 6 Month	End of 1 Year	End of 18 Month	End of 2 Years	End of 30 Month	End Of 3 Years	End of 42 Month	End of 4 Years	End of 54 Month	End of 5 Years	End of 66 Month	End of 6 Years
NERE-068	10	\$27.35	--	\$28.94	--	\$30.58	--	\$32.21	--	\$34.06	--	\$35.90	--	\$37.64
NERE-069	11	\$27.35	--	\$28.94	--	\$30.58	--	\$32.21	--	\$34.06	--	\$35.90	--	\$37.64
NERE-070	12	\$27.35	--	\$28.94	--	\$30.58	--	\$32.21	--	\$34.06	--	\$35.90	--	\$37.64
NERE-071	11	\$28.79	--	\$30.78	--	\$32.76	--	\$34.67	--	\$36.59	--	\$38.34	--	\$40.67
NERE-072	12	\$28.79	--	\$30.78	--	\$32.76	--	\$34.67	--	\$36.59	--	\$38.34	--	\$40.67
NERE-073	13	\$28.79	--	\$30.78	--	\$32.76	--	\$34.67	--	\$36.59	--	\$38.34	--	\$40.67
NERE-074	13	\$32.65	--	\$34.67	--	\$36.59	--	\$38.82	--	\$41.51	--	\$43.93	--	\$46.46
NERE-075	14	\$32.65	--	\$34.67	--	\$36.59	--	\$38.82	--	\$41.51	--	\$43.93	--	\$46.46
NERE-076	13	\$31.00	--	\$32.88	--	\$34.76	--	\$36.90	--	\$38.97	--	\$41.32	--	\$43.76
	14	\$36.36	--	\$38.64	--	\$40.96	--	\$43.76	--	\$46.72	--	\$49.67	--	\$52.55
	P15	\$40.47	--	\$43.36	--	\$46.24	--	\$49.13	--	\$51.99	--	\$55.14	--	\$58.34
NERE-077	16	\$47.55	--	\$50.61	--	\$53.67	--	\$56.83	--	\$59.51	--	\$63.12	--	\$66.24
NERE-078	17	\$51.45	--	\$54.65	--	\$57.90	--	\$60.76	--	\$64.41	--	\$67.49	--	\$70.82
NERE-079	18	\$55.06	--	\$58.47	--	\$61.93	--	\$65.67	--	\$68.83	--	\$72.15	--	\$75.76
NERE-080	13	\$30.56	--	\$32.40	--	\$34.25	--	\$36.27	--	\$38.65	--	\$40.96	--	\$43.76
NERE-081	14	\$32.21	--	\$34.53	--	\$36.88	--	\$39.76	--	\$42.18	--	\$44.71	--	\$47.24
NERE-082	15	\$34.92	--	\$37.62	--	\$40.21	--	\$42.93	--	\$46.35	--	\$49.16	--	\$51.99
NERE-083	13	\$31.45	--	\$33.74	--	\$36.06	--	\$38.61	--	\$41.27	--	\$43.63	--	\$46.26
NERE-084	14	\$33.53	--	\$36.06	--	\$38.61	--	\$41.52	--	\$44.45	--	\$47.15	--	\$49.51