

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Information and Technology Bureau
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Criminal Justice and Information Center
<b>5. Working Title (What the agency calls the position)</b> Michigan Incident Crime Reporting Quality Assurance Review Analyst	<b>11. Section</b> Crime and Crash Reporting
<b>6. Name and Position Code Description of Direct Supervisor</b> NUNEZ, CHERISH E; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Michigan Incident Crime Reporting
<b>7. Name and Position Code Description of Second Level Supervisor</b> DOWKER, NICHOLAS M; DEPARTMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Drive, Dimondale, MI 48821 / 8 a.m. - 5 p.m. / Monday - Friday

**14. General Summary of Function/Purpose of Position**

This position supports the administration and evaluation of the Quality Assurance Review (QAR) program, an audit like process, for the Michigan Incident Crime Reporting (MICR) Unit, ensuring the accuracy, validity, and compliance of law enforcement crime data submissions. The role manages the annual review schedule, evaluates police reports, incident details, and data systems, while documenting findings within the state's crime repository. It audits the records management system and provides education and training to participating agencies targeted to over and under reporting, missing data, and compliance concerns. The position also serves as a contact for the Michigan State Police (MSP) Use of Force submissions to the Federal Bureau of Investigations (FBI) National Use of Force Data Collection, maintains unit procedures for the program, and manages the QAR system access and permissions. This position must function in a bias free manner.

**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: 60**

Support the administration and evaluation of the MICR QAR program.

**Individual tasks related to the duty:**

- Support the development and execution of the statewide MICR QAR program.
- On a yearly cycle, design and administer the annual QAR schedule for law enforcement agencies, incorporating geographical location, records management system vendors, historical MICR submission trends, and data-drive risk assessments to prioritize agencies for review.
- Conduct an initial analysis of MICR data submitted from agencies to the department.
- Design, implement, and continuously refine individualized QAR corrective action plans to agencies. Collaborate with the agency's RMS vendor to implement corrective action.
- Evaluate agency's post-implementation remediation activities and validation of corrections for program assessments.
- Analyze systematic reporting deficiencies, over/underreporting of offense file classes and data, RMS configuration issues.
- Monitor evolving state and federal MICR standards. Provide recommendations to leadership to improve long-term MICR QAR Program compliance and data integrity.
- Support the MICR QAR review process. Establish review methodologies, conduct initial narrative assessments and secondary audits performed by unit members.
- Compile and document audit findings of compliance status to determine accuracy of the unit's users and technical documentation. Design and disseminate official program guidance, compliance bulletins, and technical expectations.
- Serve as the QAR program's primary point of contact for all participating local law enforcement agencies.
- Coordinate multi-jurisdictional review cycles to schedule and deliver QAR findings presentations to agencies on non-compliant findings in order to improve overall program compliancy and performance outcomes.
- Conduct program evaluations by analyzing historical QAR cycle trends.

**Duty 2**

**General Summary:**

**Percentage: 15**

Oversee the unit's procedure library by developing missing procedures, and maintaining testing and updating existing procedures, and retiring outdated procedures and ensure internal and external users have the proper permissions to MICR applications.

**Individual tasks related to the duty:**

- Develop, maintain, and modernize the unit's procedures, authorize new procedures in response to automated initiatives and emerging technology.
- Coordinate and delegate formal procedural review process by assigning to subject matter experts to ensure updates maintain continuous alignment with operational, technical, and regulatory standards.
- Conduct procedure accuracy testing, documenting deviancies, recommending corrective revisions to procedure authors, overseeing retesting activities, and verifying success of implementation.
- Govern user access to the MICR Application and Michigan Crime Dashboard by evaluating access requests, validating requestor eligibility with the MICR program, and enforcing CJIS security policies and internal access control standards.

**Duty 3**

**General Summary:**

**Percentage: 15**

This position researches and enters the MSP Use of Force data collection that is forwarded to the FBI's national collection.

**Individual tasks related to the duty:**

- Adhering to federal standards, collect MSP Use of Force incident data by coordinating with the MSP's Professional Standards Section. Cross-reference MICR data with internal and external databases to ensure accuracy, completeness, and data integrity.
- Apply FBI reporting criteria to identify and submit qualifying Use of Force incidents to the federal data collection through the Law Enforcement Enterprise Portal (LEEP).
- Participate in all required FBI Use of Force training programs to ensure the department remains compliant with evolving federal reporting standards and submission requirements.
- Serve as a liaison between the unit and the FBI on the Use of Force reporting, technical, and policy inquiries. Facilitate issue resolutions and respond to received questions.
- Develop and deliver Use of Force training requests to MSP members.
- Delegate assigned responsibilities with the MICR Trainer to support operational needs and training delivery.

**Duty 4**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Participate in unit/section/division/department meetings and committees, as requested by management, as a MICR representative.
- Assist MICR manager as needed.
- Assist MICR specialist as needed.
- Other duties as assigned.

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

This position will analyze issues which can involve conflicting information. Deciding on a course of action requires a determination of the most effective approach when only broadly defined guidelines are available. Deciding what needs to be done requires assessing unusual circumstances, incomplete, or conflicting information. Decisions must support state and federal regulations and guidelines.

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

Final changes to unit procedures; final changes to MICR guidance; and final changes to alterations to the MICR QAR program.

**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.**

Physical Activities: Driving, sitting, bending, carrying, reaching, crouching, climbing, and lifting. Conditional/Hazards: Long intervals at the personal computer. Occasional driving to offsite meetings or trainings.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

This position supports the Quality Assurance Review (QAR) program, an audit like process, for the Michigan Incident Crime Reporting (MICR) Unit, ensuring the accuracy, validity, and compliance of law enforcement crime data submissions. The role manages the annual review schedule, evaluates police reports, incident details, and data systems, while documenting findings within the state's crime repository. It audit's the records management system and provides education and training to participating agencies targeted to over and under reporting, missing data, and compliance concerns. The position also serves as a contact for the Michigan State Police (MSP) Use of Force submissions to the Federal Bureau of Investigations (FBI) National Use of Force Data Collection, maintains unit procedures for the program, and manages the QAR system access and permissions.

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

New position.

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

The MICR program exists for the statutorily required crime data collection. The MICR program maintains this criminal data from all law enforcement agencies in Michigan and for the FBI. This position creates and maintains professional relationships with all law enforcement agencies within the state to ensure proper information is provided and excellent customer service is professionally delivered.

**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 communicate and deal effectively with law enforcement agencies both verbally and in writing. Skilled in the structure, organization, and prioritization of data processing and ability to organize workload with varying timelines and assignments to meet specified reporting deadlines. Basic knowledge of the concepts and operating principles of data processing hardware and software. Ability to understand and operate within MICR program guidelines and federal National Incident Based Records System program guidelines.

**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.***

ALYSSA HANSES

\_\_\_\_\_  
Appointing Authority

2/12/2026

\_\_\_\_\_  
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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date