

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

**Position Code**

1. DPTLTCHEV66R

## 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> Office of the Director
<b>4. Civil Service Position Code Description</b> Departmental Technician-E	<b>10. Division</b> Transparency & Accountability Division
<b>5. Working Title (What the agency calls the position)</b> Records Production Technician	<b>11. Section</b> Records Resource Section
<b>6. Name and Position Code Description of Direct Supervisor</b> Dain, Allison; Departmental Manager 14	<b>12. Unit</b> Records Production Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> Gackstetter, Lance; State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Road, Dimondale, MI Monday - Friday 8 a.m. - 5 p.m.

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

The records production technician provides support for the Records Resource Section and receives and responds to records requests from state, local, or federal agencies. Records production technicians process routine, non-complex interdepartmental or interagency requests for Michigan State Police (MSP) records where legal analysis, knowledge of statutes, or case law research is not required.

Technicians also provide support to analysts in the administration of the Freedom of Information Act (FOIA) with assistance searching for and compiling responsive records.

**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: 35**

Search for, retrieve, and compile all requested records.

**Individual tasks related to the duty:**

- Examine each assigned request and determine what information is needed to satisfy the request.
- Search for and gather requested information by accessing appropriate programs/databases.
- Retrieve records not centrally available by contacting the appropriate MSP units and divisions.
- Compile all records and prepare for review.

**Duty 2**

**General Summary:**

**Percentage: 35**

Review all records and determine the appropriate course of action.

**Individual tasks related to the duty:**

- Read and review all records.
- Redact information consistent with section policies and procedures.
- Notify management of requests that seek sensitive or high-profile records.
- Ensure timely responses in compliance with policies and procedures and section metrics.

**Duty 3**

**General Summary:**

**Percentage: 20**

Maintain excellent customer service for internal and external stakeholders.

**Individual tasks related to the duty:**

- Communicate with requestors regarding department records and how to obtain copies of them.
- Contact requesters, as needed, to obtain extensions or to seek clarification or additional information related to a request.
- When appropriate, provide records to internal MSP employees as requested.

**Duty 4**

**General Summary:**

**Percentage: 10**

Provide section support and other duties as assigned.

**Individual tasks related to the duty:**

- Assist assistant Freedom of Information (FOIA) coordinators by searching for responsive records.
- Assist section administrative staff with records activities and/or customer service.
- Assist with special projects or tasks.
- Technicians provide occasional back up support to general office assistants with answering phones, data entry, and other office duties.
- Other duties as assigned by management.

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

Records will be gathered and redacted in compliance with section policy and procedure. Agencies who rely on these records to conduct law enforcement activities, protect vulnerable children or adults, and protect public health and safety require accurate and timely information from the Records Resource Section.

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

All special letters must be reviewed by a supervisor prior to mailing. Records that contain sensitive or high-profile records require notification to management.

**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: standing, sitting, kneeling, lifting boxes (10-20 lbs.), carrying and bending

Mental stress due to workload volume and required compliance with 5-day response time

Reviewing accident, autopsy, and crime scene records which may be disturbing in nature

**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?**

The most essential duty of this position is to review records requests and accurately and timely respond.

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

No changes since last review.

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

The main function of the work area is to respond to requests for records. The Records Resource Section processes over 23,000 requests annually. 20% of those requests are processed by the records technicians. The records production technician processes routine, non-complex requests consistent with section policy and procedure.

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

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Departmental Technician 7**

One year of experience performing administrative support activities equivalent to the 7-level in state service.

**Departmental Technician 8**

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

OR

One year of experience performing administrative support activities equivalent to the 8-level in state service.

**Departmental Technician E9**

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

**Alternate Education and Experience****Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

**Departmental Technician 8**

Possession of a Bachelor's degree may be substituted for the experience requirement.

**Departmental Technician E9**

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

One year of experience performing support functions at the 7 level

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Knowledge of methods of operation, statute and policies/procedures, and ability to handle sensitive and confidential information in a professional and discrete manner.

*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.*

LALENA VANDEUSEN

2/13/2019

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

\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

