Position Code

1. DEPTALTE551N

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** STATE POLICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Services Bureau
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	**10. Division** Intelligence Operations
5. Working Title (What the agency calls the position) Criminal Intelligence Analyst	**11. Section** Michigan Intelligence Operations Center
6. Name and Position Code Description of Direct Supervisor RICH, RYAN M; DEPARTMENTAL MANAGER-3	**12. Unit** Strategic Intelligence Unit
7. Name and Position Code Description of Second Level Supervisor HELMKAMP, MATTHEW C; DEPARTMENTAL MANAGER-4	**13. Work Location (City and Address)/Hours of Work** 7150 Harris Drive, Lansing, Michigan 48821 / Monday-Friday, 8 - 5 pm

14. General Summary of Function/Purpose of Position

Apply all phases of the intelligence cycle to assist with Auto Theft Prevention Authority (ATPA). Conduct thorough and rigorous research, produce briefings, presentations, and other products designed to satisfy fully customer needs, and disseminate intelligence to appropriate consumers of interest in accordance with established guidelines, procedures, and protocols. Establish and maintain effective working relationships with analytic counterparts and law enforcement colleagues.

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:** **45**

Provide analytic support to law enforcement agencies and work units concerning auto theft activity. Use the intelligence cycle to analyze information received and provide reports to various agencies linking criminal suspects and incidents, identifying persons, businesses or patterns of interest relating to criminal incidents. Notify investigators and detectives of information that may impact investigation and prosecution of cases.

Individual tasks related to the duty:

- Collect data and information from investigators and various sources and convert to a useable investigative product.
- Provide investigative case support to investigators utilizing access to various database systems to assist with criminal cases.
- Evaluate information located in intelligence products or reports and determine relevancy and accuracy.
- Assist prosecuting attorneys with case preparation for auto theft or economic auto theft related cases.
- Supply statistical information for ATPA annual and biennial reports.
- Produce products as needed by case investigators and prosecutors such as timeline charts, link charts, location mapping or bulletins.
- Identify where information gaps exist and recommend methods of resolution.
- Prepare and maintain a record of information searched and disseminated within the Michigan Criminal Information System.

Duty 2

General Summary: **Percentage:** **45**

Research, compile and present trends, statistics, and vehicle crime related tactics to ATPA board. Participate in ATPA outreach activities. Serve as liaison with other professionals working in the auto theft prevention arena.

Individual tasks related to the duty:

- Supply statistical information for ATPA annual and biennial reports.
- Contribute to regular ATPA related bulletins, brochures, and periodical reports. • Coordinate with vehicle crime investigators and analysts across the country
- Develop data driven presentations for regular board meetings.

Duty 3

General Summary: **Percentage:** **10**

Attend meetings and training as needed. Perform other projects or assignments as directed by the unit commander. Testify in court based on in-depth knowledge of specific case details as required **Individual tasks related to the duty:**

- Maintain the 28 CFR Part 23 complaint intelligence database that relates specifically with Michigan law enforcement.
- Analyze changes in policies for impact on intelligence/investigations.
- Contact agency representatives and attend meetings as necessary.
- Research new technology and available training programs.
- Research and coordinate special projects as assigned.
- Provide court testimony and documents that relate to the acquiring of information and the procedures used to analyze the information.
- Serve on committees that make decisions on the operations of the Michigan Intelligence Operations Center.

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

Determine whether the requester of information has a "need to know" and a "right to know." Decide on what resources are to be used, what information is relevant, and whether it can be released. The improper release of intelligence information or the release of inaccurate information could adversely affect an investigation, jeopardize an officer or a confidential informant, or open the department to outside scrutiny.

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

Release of restricted or confidential information. Decisions requiring a response by official correspondence. Any requests that are beyond the experience or training of the intelligence analyst. Requests for the use of new software or equipment. Decisions affecting the entire Section or Division. Prioritizing case requests by greatest harm or threat of harm to the public.

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 efforts normally encountered in an office environment. Most work is completed at a desk utilizing a computer terminal. This position requires frequent travel in the state to ATPA funded law enforcement agencies and prosecuting attorney's offices. This position also requires travel in an out of state for auto theft related meeting and training conferences.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a fulltime, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.		N	Assign work.
N	Provide formal written counseling.		N	Approve work.
N	Approve leave requests.		N	Review work.
N	Approve time and attendance.		N	Provide guidance on work methods.
N	Orally reprimand.		N	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?

Analyzes, assimilates, and evaluates all available intelligence information collected in accordance with established standards, regulations, and procedures. Extracts and organizes information and various datasets, to determine links between criminal investigations. Prepares reports, oral briefings, and creates products relevant to area of responsibility. Prepares requests for collection of additional data to fill gaps. Develops strong relationships with key consumers; consistently delivers excellent customer service.

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

The update is due to the change in the physical efforts used to perform the job as noted in Box 18.

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

Provide assistance to the department and other law enforcement agencies in the application of the Intelligence Process. Provide investigative case support to investigators and detectives by utilizing access to various database systems and analyzing the results of queries within those systems. Provide information to these agencies and maintain liaison with agencies that assist in providing this information.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrate good organizational skills, apply prioritization techniques, and demonstrate flexibility and ability to multitask. Work independently as needed. Identify training opportunities relevant to assigned analytic topic, discipline, or area of responsibility; attend training regularly and apply newly acquired skills to current duties. Provide a full range of law enforcement-related intelligence products and services; when applicable, be fully prepared to deliver effective presentations and/or court testimony. Demonstrate proficient use of databases and intelligence tools. Write and communicate clearly, concisely, and effectively.

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

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.

CANDA FLORES   4/28/2025
_____   _____
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**