

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTAL41Y

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-A	10. Division Intelligence Operations Division
5. Working Title (What the agency calls the position) Departmental Analyst 12	11. Section Michigan Intelligence Operations Center (MIOC)
6. Name and Position Code Description of Direct Supervisor HART, CALVIN; STATE POLICE DETECTIVE LT	12. Unit Detroit Southeastern Michigan Information & Intelligence Center
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 26211 CENTRAL PARK BLVD; SOUTHFIELD, MI 48076 / Monday - Friday 8-5

14. General Summary of Function/Purpose of Position

Serves as the senior analyst and fusion-center liaison between the Detroit Southeastern Michigan Information & Intelligence Center (DSEMIIC) and the Michigan Intelligence Operations Center. In this role, leads critical-infrastructure analysis, assigns and monitors investigative casework, and directs resources to partner agencies. Provides advanced analytic support, ensuring all assessments, reports, maps, charts, and graphs meet quality standards before dissemination. Coordinates the flow of operational and intelligence information statewide, delivers subject-matter expertise to law-enforcement agencies on complex investigations, and maintains productive working relationships with analytic counterparts and public-safety partners.

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: 30

Provide senior analytic guidance and review of any products prior to dissemination to ensure quality and integrity of DSEMIIC documents. Receive requests for service as assigned by supervisors or direct requests from known law enforcement liaisons.

Individual tasks related to the duty:

- Write, review, and provide guidance on Special Bulletins, Assessments, Requests for Information (RFI) and other products in support of investigative needs or in order to disseminate identified crime trends or methods.
- Prepare and maintain a record of information searched and disseminated within the MIOC RFS database.
- Prepare correspondence and source documents on intelligence information relating to criminal activities for dissemination to law enforcement agencies.
- Supervise requests for service within the MIOC RFS database.
- Research similar incidents for possible links to additional criminal investigations and cross reference known information for additional case comparison.

Duty 2

General Summary:

Percentage: 30

Serve as the DSEMIIC's senior analyst focusing on critical-infrastructure protection (CIP) and drone threats. Provide high-level analytic guidance, case coordination, and final quality review for all CIP and drone intelligence products before dissemination. Act as the primary liaison for statewide requests related to these domains, ensuring timely, accurate information-sharing between the fusion center, law-enforcement partners, infrastructure owners/operators, and federal stakeholders.

Individual tasks related to the duty:

- Write, review, and approve Special Bulletins, Assessments, RFIs, and other products that address CIP vulnerabilities, drone incursions, crime trends, or investigative leads.
- Log, track, and supervise all CIP/drone requests for service (RFS) in the MIOC database, documenting searches, analytic findings, and dissemination actions.
- Respond to direct inquiries from law-enforcement agencies and private-sector partners, supplying tailored research, link analysis, and geospatial products that support active investigations.
- Correlate drone sightings, interdictions, and infrastructure-related incidents with existing cases to identify patterns, cross-jurisdictional links, and emerging threats.
- Maintain current awareness of federal (DHS CISA, FAA, FBI) and state guidance on CIP and counter-drone measures; integrate new policies and best practices into DSEMIIC workflows.
- Develop and deliver briefings or training modules on CI/drone threat trends, reporting protocols, and mitigation strategies to internal analysts and external stakeholders.
- Mentor junior analysts assigned to CIP or drone projects, providing methodological oversight and ensuring adherence to privacy, civil-liberties, and data-quality standards.

Duty 3

General Summary:

Percentage: 30

Provide senior resource direction to agencies that require assistance by providing complex case support that relates to additional assets in order to expand a case.

Individual tasks related to the duty:

- Facilitate networks, initiate, and coordinate meetings.
- Provide senior guidance to agency requests for support on complex cases by conducting a review of the cases (i.e., cases involving multiple jurisdictions, multiple suspects, or extreme media focus, etc.) and determine what additional resources or tools can be leveraged in support of the case.
- Maintain knowledge of all tools and applications the DSEMIIC and MIOC maintains or has access to from multiple local and federal partners.
- Initiate and administer a tip management tool for complex cases and specific incidents that have multiple tips.
- Testify as a subject matter expert in a court of law.
- Utilize specialty software to analyze investigative case information and create products necessary for organization and information relevance and/or information flow.
- Evaluate all assigned requests for criminal nexus and determine resources required to fulfill the request. Respond to all law enforcement requests.
- Access and query available data systems to develop information related to suspect criminal activity and background
- Receive and maintain data files for phone extractions and phone toll records as a result of legal compliance.
- Import phone records and create cases specific to requests and analyze phone data and determine relevancy to investigation or possible links to other criminal investigations.
- Create charts and maps to display timeline of events or show relational links between suspects/victims, and to show patterns of travel or known locations based on available evidence.
- Create detailed reports that depict large amounts of information in a statistical, data analysis format to allow for investigators and prosecutors to easily comprehend the data sets.
- Maintain contact with all relevant agencies providing updates as needed in an effort to promote the continuous sharing of information.
- Import phone records and create cases specific to requests and analyze phone data and determine relevancy to investigation or possible links to other criminal investigations.
- Create charts and maps to display timeline of events or show relational links between suspects/victims, and to show patterns of travel or known locations based on available evidence.
- Create detailed reports that depict large amounts of information in a statistical, data analysis format to allow for investigators and prosecutors to easily comprehend the data sets.
- Maintain contact with all relevant agencies providing updates as needed in an effort to promote the continuous sharing of information.

Duty 4

General Summary:

Percentage: 5

Evaluate reported tip information for accuracy and plausibility. Determine when tip information should be elevated and what type of notification should be provided to law enforcement entities and command. Provide additional information gathered from historical reference, law enforcement databases, and homeland security assessments to responding agency.

Individual tasks related to the duty:

- Provide guidance of information located in the intelligence products or reports and determine relevancy and accuracy.
- Analyze tip information and compare similar tips to determine any links or possible related incidents.
- Collect, evaluate, and input information into the appropriate criminal intelligence files for later retrieval and dissemination in accordance with 28 CFR Part 23.
- Communicate necessary information to law enforcement entities and when necessary to non-law enforcement entities that may be at risk of threat.
- Maintain activity logs involving tips and provide disposition within internal database.
- Secure access to identified law enforcement database systems and identified secure systems.

Duty 5

General Summary:

Percentage: 5

Develop, design and implement training for law enforcement. Attend and/or host regional meetings providing training as related to the intelligence process and DSEMIIC services.

Individual tasks related to the duty:

- Attend training, and conferences as necessary to maintain current knowledge of analytic techniques, CIP, drone, and intelligence analysis.
- Maintain certifications and credentials as necessary for accessing and disseminating information through the intelligence center.
- Attend training for continued education in intelligence and best practices in analytic techniques.
- Attend and/or host meetings with local law enforcement or private partners and act as liaison for information sharing between agencies.
- Research and coordinate special projects as assigned.
- Maintain access to several federal and state database systems to ensure deconfliction and cross referencing of investigative case information.
- Share intelligence information and receive intelligence information through various secure portals within the intelligence community.
- Participate in joint assessments or investigations with partner agencies.
- Maintain Top Secret level clearance through the FBI or DHS.

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

Make a determination 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. Determine if information should be shared with law enforcement community in efforts to improve officer safety and awareness. Determine what information should be included in the analyst training program. Determine and approve if access is needed to identified systems or applications.

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 analyst. Requests for the use of new software or equipment. Decisions affecting the entire section or division. When changes to standard operation procedures or policies are needed.

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.

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):

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

Provide advanced application of the intelligence process (collection, evaluation, analysis, report, and dissemination) performing the more complex duties. Identification of criminal organization, participants, and methods. Analyze all sources of information and produce a product through experience and expertise of subject matter. Provide investigative support to all law enforcement entities for criminal cases. Evaluate cases and analyze data for links to additional investigations. Provide senior level guidance to analysts and law enforcement agencies. Conduct training for law enforcement and for new analysts. Review DSEMIIC documents for approval prior to dissemination.

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

Since the last classification review, the role has shifted from a primarily reactive, case-support function to a forward-looking, strategic post that addresses emerging threat vectors. In addition to traditional criminal-intelligence duties, the analyst is now tasked with (1) identifying and prioritizing critical-infrastructure vulnerabilities across Michigan, (2) monitoring and analyzing unmanned-aircraft-system (UAS) activity that could impact public safety, and (3) Creating in-depth long-range assessments by meticulously gathering, analyzing, and interpreting data from a diverse array of sources. This process emphasizes innovative mitigation methods that empower and guide strategic and tactical decision-making throughout the state, ensuring a proactive and informed approach to complex challenges.

These responsibilities require continuous liaison with CISA, FAA, private-sector owners/operators, and local public-safety partners; the development of new collection plans and indicators; and the creation of specialized products—risk matrices, threat models, and sector-specific briefings—rather than routine case work-ups. The position therefore functions as a strategic-intelligence analyst, guiding policy and resource allocation, rather than a purely tactical support analyst focused on individual investigations.

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 information to these agencies and maintain liaison with agencies that assist in providing this information. Provide analysis of phone records, mapping products, and chart products for investigators and prosecutors. Disseminate intelligence information to law enforcement entities to improve officer safety and awareness. Disseminate information to public and private partners when trends or methods impact their course of business.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of rules, regulations, policies, procedures, precedents and terminology used in the analysis process. Thorough knowledge of various information retrieval systems. Research and critical thinking skills. Knowledge of legislation that impacts the intelligence community. Ability to communicate effectively and maintain favorable public relations. Possess good organizational skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

Appointing Authority

10/27/2025

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