Position Code
1. DEPSPL2

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)** Information and Technology Bureau
4. Civil Service Position Code Description Departmental Specialist-2	**10. Division** Criminal Justice Information Center
5. Working Title (What the agency calls the position) Criminal History Project Specialist	**11. Section** Criminal History Section
6. Name and Position Code Description of Direct Supervisor MORRIS, NARCISA F; DEPARTMENTAL MANAGER-3	**12. Unit** System Design, Support and Quality Control
7. Name and Position Code Description of Second Level Supervisor GARRETT, KATRINA B; DEPARTMENTAL MANAGER-4	**13. Work Location (City and Address)/Hours of Work** 7150 Harris Drive, Dimondale, Michigan 48821 / 8 a.m. to 5 p.m., Monday through Friday

14. General Summary of Function/Purpose of Position

This position serves as the Criminal History Project Specialist for the Michigan State Police (MSP) Criminal History Section, overseeing the accuracy, consistency, and security of Criminal History (CH) data provided to authorized Criminal Justice Agency (CJA) users. The specialist is the primary technical authority for the statewide Criminal History Record (CHR) repository, directing compliance, governance, and security protocols to maintain system integrity and interoperability. The role manages repository priorities, security controls, and modernization through participation in the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) programs and provides special project oversight. Essential project support across all components of statewide system integrations, facilitating workgroups, coordinating state and federal project requirements, ensuring compliance with CJIS Security Policy and state IT standards, and management of the release of criminal history statistical data and responses to internal and external criminal history data requests.

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**

Serve as the criminal history project specialist for federal programs formalizing enrollment protocols and managing a portfolio of special projects designed to enhance the agency's operational capacity and technical maturity.

Individual tasks related to the duty:

- Serve as the primary data and operations specialist for the FBI, ensuring seamless synchronization of FBI technology initiatives with state's CHR infrastructure, security policies (CJIS), and operational workflows.
- Design the strategic identification and technical evaluation of federal CH programs to determine feasibility, that significantly impacts the modernization, and long-term success for integrity, standardization, and reliability of the state's CH data.
- Serve as the primary Point of Contact (POC) for special projects for DTMB technical staff on the strategic identification and technical evaluation of projects that require significant development to the CHR repository, outside of maintenance.
- Manage modifications to project baselines, ensuring changes are documented, analyzed, approved, and implemented without disrupting overall project goals.
- Direct the strategic roadmap for federal programs and special CHR project implementation, prioritizing technical sprints to ensure a zero-defect execution.
- Design and maintain high-level technical specifications and system requirements for newly established federal programs and special projects, that will serve as the blueprint for seamless and efficient CH data management.
- Directs the pre-deployment certification framework for newly established federal programs and special projects, synchronizing diverse programmatic workstreams to validate technical integrity and ensure configuration changes implemented avoid negative impact across the CHR repository ecosystem.
- Execute rigorous technical gap analyses between existing state architectures and new program/special project criteria.
- Author reports for stakeholders defining mandatory system modifications and process re-engineering.

Duty 2

General Summary: **Percentage: 25**

Directs the identity and access management lifecycle for the CHR repository ecosystem, validating that all provisioning protocols align with CJIS and state compliance standards while overseeing technical audits to mitigate unauthorized access risks.

Individual tasks related to the duty:

- Serve as the primary technical authority for access governance across the multi-program repository, validating system-wide entitlement requests and performing rigorous audits to maintain the integrity of diverse programmatic data environments."
- Architect and execute a user access governance framework to ensure all system rights are securely managed and regularly audited, enforcing the Principle of Least Privilege (PoLP) by validating eligibility based on current statutory authority and technical requirements.
- Construct and enforce rigorous compliance frameworks across multiple programmatic domains to analyze usage patterns, user logs, and user behavior for the proactive detection of systemic misuse and the identification of institutional training gaps.
- Direct the identity governance framework for the repository, determining complex eligibility queries and formalizing periodic access re-certification to mitigate unauthorized system exposure.
- Evaluate and author systemic audit methodologies to establish standardized protocols for capturing and reconciling user-driven system modifications.
- Facilitate high-level stakeholder engagement to develop innovative strategies for optimizing the automated collection of user changes and the streamlined ingestion and analysis of audit data.
- Orchestrate the de-provisioning lifecycle for agency Originating Agency Identifiers (ORI), providing authoritative oversight for the deactivation of access entitlements within the MSP Criminal History Repository, CJIC Reporter, and Set Aside platforms.
- Manage semiannual Internal Control Evaluations (ICE) to mandate that user entitlements strictly adhere to State of Michigan technical standards and the Federal Bureau of Investigation (FBI) CJIS Security Policy.
- Perform high-level technical review of existing and proposed legislative mandates, policies, and procedures to ensure the State's access control frameworks and data management protocols maintain continuous alignment with evolving federal and state compliance standards.

Duty 3

General Summary: **Percentage: 20**

Provides strategic oversight for multiple programmatic workstreams, prioritizing systemic upgrades and interoperability requirements to sustain the integrity of the statewide CHR repository ecosystem.

Individual tasks related to the duty:

- Execute high-level technical decisions during project sprints to prioritize essential system enhancements and orchestrate the synchronized deployment of system implementations, ensuring a zero-defect production environment.
- Facilitate high-level stakeholder engagement to manage the technical change-control lifecycle, providing authoritative oversight for workflow reconciliation and end-to-end validation of programmatic enhancements across the CHR repository ecosystem.
- Construct and enforce formal validation procedures for all system upgrades to confirm they meet technical and functional requirements.
- Direct the technical mapping of the CHR repository ecosystem, integrating diverse functional workstreams to ensure that high-fidelity testing scenarios accurately simulate and mitigate statewide operational impacts.
- Create, document, and maintain policies and procedures informed by tested and validated stories, ensuring consistency across program areas within the section.

Duty 4

General Summary: **Percentage: 5**

Serve as the data steward for the CHR repository, managing the dissemination of sensitive datasets and statistical reporting to ensure absolute alignment with statutory privacy mandates and federal security protocols.

Individual tasks related to the duty:

- Act as the primary technical authority responsible for strategic planning and prioritizing the authorized data disclosures to internal and external partners, CJAs, and organizational entities.
- Serve as the primary authority for the repository executing formal review of complex Freedom of Information Act (FOIA) and specialized statistical reporting requests to ensure the strategic and lawful dissemination of sensitive criminal history data.
- Direct the CH data integrity and privacy framework for all external disclosures, mandating strict adherence to FBI CJIS Security Policy, DTMB technical standards, and relevant state statutes to mitigate institutional risk.
- Direct the strategic extraction and validation of repository data using advanced SQL protocols to architect authoritative statistical models and compliance audits for statewide programmatic oversight.
- Direct the stakeholder advisory framework for repository access, authorizing User Sharing Agreements and approval pathways to ensure all data disclosures align with established governance limitations and security protocols.

Duty 5

General Summary: **Percentage: 5**

Other duties as assigned by division leadership or identified by operational need.

Individual tasks related to the duty:

- Conduct special projects and studies as assigned.
- Responsible for maintaining the Section's Community Page with lates updates.
- Performs duties of unusual significance or importance to the department.
- Take an active role with development of new unit/section initiatives.
- Train new personnel that assist in this position.

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

The position independently manages enrollment and execution of federal CHR programs, special projects, the repository-wide priorities, security controls, data integrity concerns and determines necessary actions as it pertains to the repository data ecosystem. Prioritize section system issues and communicate changes to those affected by the change. These decisions have impact statewide. It makes decisions on user access eligibility based on state policy and CJIS Security Policy. The specialist audits and manages the oversite of user access to section applications. without supervisory direction and decide when CJIC intervention may be needed. It determines how to design and validate testing scenarios and when issues require escalation. These decisions directly affect statewide data accuracy, system performance, and compliance with state and federal standards.

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

Supervisor review is required for decisions that involve significant policy changes, formal guidance issued statewide, or actions that could affect statutory or regulatory compliance. Proposed system modifications that carry financial impact, require procurement activity, or involve commitments beyond existing resources must be elevated for approval. Any decisions that may alter established program priorities, impact other MSP divisions, or require coordination with executive leadership also need managerial review. Additionally, changes that affect DTMB development workload, project timelines, or require interagency agreements require supervisory direction.

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.

There are no significant physical activities.

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):

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?

The essential functions of this position include coordinating statewide projects and system changes affecting the criminal history repository, ensuring data accuracy, security, and compliance with state and federal standards. The position performs system testing and validation, analyzes workflows, and resolves data integrity or access control issues. It conducts internal control evaluations, supports audits, and manages the secure release of statistical and repository data. The role also interprets technical and policy requirements, develops documentation, and collaborates with DTMB and external agencies to maintain system functionality and compliance.

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 Criminal History Section maintains the accuracy, security, and dissemination of Michigan's criminal history records in compliance with state and federal requirements. The work area supports criminal justice agencies and stakeholders by ensuring reliable data quality, system functionality, and proper access controls. This position contributes to that function by coordinating system changes, managing compliance activities, and validating updates that impact the repository. Through these responsibilities, the role helps ensure the integrity and operational effectiveness of Michigan's criminal history system.

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

EDUCATION:

Default education not available

Possession of a bachelor's degree in any major.

EXPERIENCE:

Default experience not available

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of research and analysis such as the ability to organize complex material.
- Ability to learn, train, and utilize computer processes.
- Ability to maintain favorable public relations. Ability to coordinate tasks.

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   3/12/2026

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**