

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

Position Code 1. DEPTALTAL13Y

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) Office of the Director
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Budget, Finance, and Facilities Division
5. Working Title (What the agency calls the position) Fleet and Investigative Services Analyst	11. Section Budget Services
6. Name and Position Code Description of Direct Supervisor ROSENBERY, GREGG A; DEPARTMENTAL MANAGER-3	12. Unit Fleet and Fixed Asset Unit
7. Name and Position Code Description of Second Level Supervisor WOOLF, MICHELLE S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8 am to 5 pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the investigative identification program and is the statewide administrator for the Covert Electronic Notification System (CENS). This position works closely with all local, state, and federal law enforcement agencies in support of their investigations and handles highly sensitive, potentially life-threatening law enforcement personnel information. This position manages the department's unmarked vehicle fleet program (bait, confiscated, administrative and donated vehicles). Serves as the liaison between the Department of Technology, Management and Budget (DTMB), Vehicle and Travel Services (VTS) and the Michigan State Police (MSP) in the areas of purchasing, maintaining, upfitting, and deploying these vehicles. This includes ongoing analysis of fleet information and inventory management. This position is also responsible for the oversight of the MSP unmarked motor pool fleet, and will coordinate with DTMB to support any new software program, provide department-wide training, and address logistical issues related to vehicle deployment and system management.

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: 50

Oversee the administration of the Covert Electronic Notification System, CENS program.

Individual tasks related to the duty:

- Serves as the single point of contact for all local, state and federal law enforcement agencies regarding CENS.
- Extracts and enters specific classified data as needed for accurate coordination with local, state, and federal investigative law enforcement entities.
- Ensure all applicants and identification holders meet and maintain all eligibility requirements for the programs being administered.
- Make corrections to inaccuracies as needed to ensure data integrity.
- Evaluate database software purchases and involved in user acceptance testing (UAT) of any new software programs put in place.
- Configure and design database models according to the organization's requirements in the event of a database change.
- Point of contact with DTMB IT to resolve issues related to database accessibility and performance.
- Set up cybersecurity measures in conjunction with MSP and DTMB IT security staff.
- Ensures all hardware and software automated updates are completed.
- Authenticates data and monitors the performance of hardware and software to preserve data integrity.
- Manages data to ensure investigative identification is returned and properly destroyed.
- Approve or deny all user applications. If denied, coordinates next steps with the agency designated contact.
- Ensures the security of highly sensitive organizational data.

Duty 2

General Summary:

Percentage: 35

Conducts research and analysis and makes recommendations related to the effective management of the unmarked vehicle fleet (bait, confiscated, administrative and donated vehicles).

Individual tasks related to the duty:

- Serves as the liaison between MSP, VTS, and individual work sites, to answer critical vehicle deployment questions and provide regular customer service, ensuring vehicles are maintained in an appropriate working condition per guidelines.
- Consults with MSP Divisions on developing policies and procedures relating to fleet management including coordination of the unmarked investigative fleet.
- Analyze individual division fleet data to determine the level of fleet inventory. This includes reviewing requests for seasonal, temporary, and permanent vehicle needs.
- Use internet-based tools, FleetView (Wheels), the VTS vehicle billing system (M5), and Business Intelligence to analyze maintenance, mileage, fuel, and cost information as it relates to individual vehicles.
- Places orders for replacement vehicles and tracks orders through various vendors and work site assignments, i.e., VTS and Wheels, various up-fitting vendors, the DIT Radio Shop, and finally MSP work site assignment.
- Answer inquiries from department work sites regarding fuel cards, maintenance, mileage, vehicle replacement, unmarked specialty vehicle acquisition, license plates, insurance, billing questions, add on equipment, and radio installation.
- Respond to VTS requests for information, including vehicle utilization, fuel cards, odometer entries and errors, seasonal vehicles, accident reports, and maintenance.
- Prepare necessary department correspondence related to fleet management.
- Attend quarterly meetings with VTS consultant to discuss MSP outreach reports (underutilized and fast mile report, zero miles report, vehicle order status report, motor pool usage report, accident reports, MAP repairs, out of network vendor expense report, and the Lansing garage repair report).
- Develop cost reduction list and implementation procedures as necessary.
- Review fleet expenditure requests and make recommendations for approval/disapproval.
- Review purchase requisitions to determine compliance with purchasing restrictions and determine sufficient funding.
- Collaborate with the MSP Precision Drive Track, VTS, Wheels, and Field Services Bureau personnel to continuously improve fleet management.
- Serve as a member of various committees related to fleet management.
- Research, develop and assist in writing policy and procedures specific to the MSP fleet.
- Ongoing collaboration with VTS and the DIT Radio Shop to develop improved processes for radio installs, radio strip outs, and VTS prep work.
- Conducts department fleet audit annually with the marked fleet analyst to review and correct any fleet discrepancies.

Duty 3

General Summary:

Percentage: 10

Oversee the MSP statewide motor pool and reservation system.

Individual tasks related to the duty:

- Subject matter expert/administrator for FleetCommander motor pool management system.
- Provide department-wide training, as needed, on the use of the FleetCommander system.
- Conduct monthly analysis of vehicle use and preventative maintenance needs.
- Work closely with district, post, and facility VMO's to ensure vehicles are clean and properly maintained.
- Review vehicle life cycles and place orders for replacement vehicles as needed.
- Manage location, oversight, and management of pool vehicle key lock boxes located at various MSP facilities.
- Provide after hours support in the event of a system failure.

Duty 4

General Summary:

Percentage: 5

Other Fleet Duties and Division assignments as assigned.

Individual tasks related to the duty:

- Provide assistance to the VTS Fleet Consultant as directed by Section manager.
- Serve as a member of various committees related to fleet management.
- Responsible for monthly analysis of underutilized vehicles.
- Research all reported underutilized vehicles.

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

Review of investigative identification program requests determining eligibility. Proper and consistent handling of the CENS notifications, secure covert information, determine proper destruction methods when removal from program is necessary, and maintain contacts with all involved parties. Research, recommend, and implement specifications for ordering new vehicles customized for law enforcement officers. Assign I-numbers and code names to personnel. Analyze surveillance package needs for department and make necessary recommendations to DTMB/VTS. Determine priorities to assure accurate and timely completion of assignments. Take initiative to research cost savings measures and operational improvements. Take initiative to develop various reports to assist Division Administration with financial decision-making.

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

Any deviation from the established departmental policies. Supervisor reviews recommendations for cost saving measures and operational improvements. Supervisor reviews and approves all financial matters.

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.

Standard office environment.

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

- Serves as the statewide administrator for the Covert Electronic Notification System (CENS).
- Serve as program coordinator and liaison of the department for the unmarked vehicle fleet.
- Responsible for Investigative Identification Program. This position is the administrator for three statewide programs involving classified investigative identification and is the single point of contact for the state and federal identification program.
- Serve as program coordinator of the personnel database for MSP, county and local law enforcement employees serving on multi-jurisdictional task forces.
- Manage and provide oversight of MSP statewide motor pool.
- Act as a system administrator for the FleetCommander pool management system.
- Act as a system administrator for the Appticity Fleet Management Information System (FMIS).

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

The responsibilities related to HIDTA shifted to the DTMB Accounting Service Center that supports BFFD and additional duties were added as a result of the implantation of FleetCommander (MSP statewide motor pool and reservation system) and the Appticity FMIS. The M4 billing system is now known as M5. An additional covert program is being added at this time.

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

This position is crucial for coordination of the departments undercover support programs and unmarked fleet issues, and to ensure confidentiality of undercover personnel is maintained. Confidentiality is necessary for the success of the investigation and the safety of the officers.

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:

Ability to apply MSP policies and procedures to daily operations; Strong skills in computer operations; Ability to organize, prioritize and coordinate work flow; Excellent interpersonal skills; Excellent communication skills, written and verbal; Considerable knowledge of rules, regulations, policies, procedures, precedents and terminology; thorough knowledge of the State of Michigan's SIGMA system ; considerable organizational skills; ability to interpret and analyze financial data. Ability to maintain confidentiality of programs and information.

CERTIFICATES, LICENSES, REGISTRATIONS:

Authorized access to SIGMA, the Department of Technology, Management and Budget's VTS-M5, Fleetview VIOLA and Business Intelligence.

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 3/23/2026

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