

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

<b>Position Code</b> 1.
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## 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> Director's Office
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Budget, Financial, and Facilities Division
<b>5. Working Title (What the agency calls the position)</b> Fleet and Investigative Services Analyst	<b>11. Section</b> Budget Services
<b>6. Name and Position Code Description of Direct Supervisor</b> ROSENBERY, GREGG A; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Fleet and Fixed Asset Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> WOOLF, MICHELLE S; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Dr.; Dimondale, MI 48821 / Monday-Friday 8 a.m. to 5 p.m.

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

This position consults with the Bureau on the departments unmarked vehicle fleet program, works as a liaison between the Department of Management and Budget (DMB), Vehicle and Travel Services (VTS) and the Michigan State Police (MSP.) This includes analysis of fleet information and inventory management. This position assists with the investigative identification program and administers the Covert Electronic Notification System (CENS).

**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**

This position works with the investigative identification program and administers the Covert Electronic Notification System (CENS).

**Individual tasks related to the duty:**

- Serves as a point of contact for local, state and federal law enforcement agencies regarding CENS.
- Review all applicants and identification holders with the manager to ensure that all eligibility requirements for the programs being administered are being maintained.
- Enter classified information into the system.
- Ensure appropriate action and notifications are made upon receipt of alerts from the covert electronic notification system.
- Serves as the CENS database custodian entering and removing classified information.
- Confidential database custodian of local, state, and federal investigative identification holders and participating agencies.
- This position reviews all applications, provides and works with manager to determine which applications are sent to the Captain for review and then notifies agency contacts of status.
- Monitors expiration dates of identification and termination of investigative assignments.
- Ensure investigative identification is returned, properly destroyed, and the databases are updated.

**Duty 2**

**General Summary:**

**Percentage: 60**

Conducts research and analysis and makes recommendations related to the effective management of various unmarked vehicle fleet issues. Serve as a liaison between VTS and individual work sites within MSP to provide customer service regarding unmarked vehicle fleet. Consult with MSP Divisions on developing policies and procedures relating to fleet management including coordination of the unmarked investigative fleet.

**Individual tasks related to the duty:**

- Works with manager to complete a department fleet audit annually. Review with manager of fleet related items in order to determine if any corrections need to be made for mileage discrepancies, as well as receive more detailed information regarding division acquisition of vehicles, including historical vehicles, bait vehicles, confiscated vehicles, donated vehicles, trailers, and any vehicles acquired using homeland security grant funding.
- Analyze individual division fleet data to review with manager 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 assist Divisions with analysis related to individual vehicles.
- Assist with the oversight of the Fleet Commander pool car management system and maintain contact with post and district pool car contacts.
- Analyze pool car usage and make recommendations for the addition, subtraction, or reallocation of pool cars from the field.
- Place orders for replacement vehicles and track orders through various vendors and work site assignments, i.e., VTS and Wheels, various up-fitting vendors, the DIT Radio Shop, and MSP work site assignment.
- Answer inquiries from department work sites, respond to VTS requests for information and attend quarterly VTS customer service meetings.
- Attend quarterly meetings with VTS consultants to discuss MSP 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).
- Work with manager to develop a cost reduction list and implementation procedures as requested.
- Review fleet requests and forward to management for approval/disapproval.
- Review purchase requisitions with manager as needed until able to determine compliance with purchasing restrictions independently.
- Learn to use Business Intelligence with managers in order to prepare monthly bills and send them to division work sites.
- Assign I-numbers and code names to personnel.
- Research, develop and assist in writing policy and procedures specific to the MSP fleet.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other Fleet Duties and Division assignments as assigned.

**Individual tasks related to the duty:**

- Aid the Fleet Coordinator as directed by Section manager.
- Serve as a member of various committees related to fleet management.
- Work with manager to provide monthly analysis of underutilized vehicles.
- Correct any errors found in M5 system.

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

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. Assist unit manager with investigative identification program requests determining eligibility. Ensure 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

**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"/> 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?**

This position consults with the Bureau on the departments unmarked vehicle fleet program, works as a liaison between the Department of Management and Budget (DMB), Vehicle and Travel Services (VTS) and the Michigan State Police (MSP.) This includes analysis of fleet information and inventory management. This position assists with the investigative identification program and monitors the Covert Electronic Notification System (CENS).

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

Reclassing position back to a Departmental Analyst 9-P11 for recruitment purposes.  
This position is no longer responsible for work related to the HIDTA grant; those duties have been absorbed by the ACU.  
This position assists with the oversight of the FleetCommander pool car management system.

**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 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:**

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 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.  
***I certify that the entries on these pages are accurate and complete.***

N/A

JENNIFER GRAY

3/28/2023



\_\_\_\_\_  
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