

**State of Michigan
Civil Service Commission**

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

Position Code

1.

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 Specialist 13	10. Division Intelligence Operations Division
5. Working Title (What the agency calls the position) OK2SAY Departmental Specialist	11. Section Operations
6. Name and Position Code Description of Direct Supervisor VACANT; STATE POLICE LIEUTENANT 14	12. Unit OK2Say
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE POLICE FIRST LIEUTENANT 15	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday/ hours may vary

14. General Summary of Function/Purpose of Position

The position serves as the statewide Tip Line specialist/technical expert for the OK2SAY Student Safety Program. This position performs administrative duties including, but not limited to, scheduling, case review, case supervision, and provide related investigative guidance to the Tip Line technicians. This position provides expert guidance on legislation, policies, and procedures to technicians in order to be legally compliant when addressing a tip. Further, the position is the statewide liaison with law enforcement agencies and investigators within and outside the agency, as well as the Attorney General's Office for OK2SAY. This position is responsible for interpreting and analyzing, statewide and nationwide oversight on statistical data surrounding school safety collected through a variety of programs and overseeing the quality, reporting, and distribution of the data requested. This program has a statewide impact and is of significant importance to the operations of the department and provides relevant information to the Executive Office. This position is the department's primary point of contact and subject matter expert for local, state, and federal agencies regarding school safety reporting and is also responsible for the related procedures, policies, and technical inquiries associated to the Tip Line. This position also collaborates with the Office of School Safety (OSS) to conduct meetings and trainings as it pertains to school safety and the OK2SAY Student Safety Program. This position develops requested reports for the Director of the State Police, the Governor's Office, Legislators, and MSP Public Affairs for statistical analysis. This position is required to perform all duties in a bias free manner.

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**

Serves as the statewide Tip Line staff specialist/technical expert for the OK2SAY Student Safety Program, the position also conducts data analysis, evidence-based studies, and research other law enforcement information sharing technologies that use data to identify threats involving schools, help with information for deployment of resources, and help educate the citizens of Michigan.

Individual tasks related to the duty:

- Serve as the department's technical expert on OK2SAY and provide training and expertise to MSP staff related to the Tip Line.
- Manage the flow of data from the local agencies to the MSP for analysis.
- Create statistical reports weekly and monthly for all tips and referrals and create ad-hoc reports upon request from relevant parties.
- Disseminate reports to approved personnel as appropriate.
- Research, interpret, and document the school safety analysis needs for the Michigan State Police, Governor's Office, Legislature, and local law enforcement agencies and determine how best to present this information.
- Attend Quarterly School Safety Commission Meetings to provide expertise on school safety analysis.
- Participate, as needed, in other information sharing initiatives for the department or between MSP and local law enforcement or other state departments.
- Develop effective strategies to address school safety tipline reporting needs and problems.
- Research, identify, and implement new technology for analyzing school safety information including the research of possible interfaces with other systems within the department and the state and leveraging new technologies available for statistical presentation and analysis.
- Work in conjunction with Department of State Police bureaus, divisions, and sections, to produce comprehensive business requirements and specifications to implement and test technologies.
- Design and conduct surveys to identify needs and to assist in planning and policy development.
- Act as the liaison between law enforcement and schools to properly obtain data and information for information sharing initiatives and improvement of the statewide program.
- Monitor need for statistical reporting, collect and track all established program metrics and measures to allow development of reports.
- Use analysis methods to forecast trends for resource allocation.
- Prepare and present school safety tipline initiative program guidelines at meetings and conferences as requested.
- Travel and attend school safety and tip line conferences within and outside of Michigan.

Duty 2**General Summary:****Percentage: 40**

Provide training, guidance and develop training standards for OK2SAY personnel. This training is to ensure knowledge, understanding and compliance with laws, policies and procedures related to tip management, as well as to ensure timeliness, thoroughness, and fulfillment of all OK2SAY response procedures.

Individual tasks related to the duty:

- Oversee initial training of new employees and continuous education of all unit personnel.
- Conduct trainings in statistical analysis methodologies to help identify new and existing trends in school threats.
- Review all tips, actions, referrals, and outcome reports.
- Coordinate appropriate response to quickly evolving situation identified through OK2SAY tips.
- Provide law enforcement and investigative subject matter expertise, where applicable.
- Completion of monthly, quarterly, and yearly reports.
- Coordination of OK2SAY administration with the Michigan Attorney General's office.
- Coordinate investigative assistance requests/responses to OK2SAY.

Duty 3**General Summary:****Percentage: 15**

Other duties as assigned.

Individual tasks related to the duty:

- Perform other duties as assigned.
- Attend additional trainings as needed.
- Serve on committees and workgroups.

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

Decisions on data quality, how to advise users on the proper use of the data, and how to balance tasks within the work schedule. These decisions affect the Governor's Office, Department of State Police, other law enforcement agencies, the Legislature, reporters, researchers, the public, other state's law enforcement agencies as well as researchers, and anyone else in Michigan with an interest in school safety reporting.

Determine if the reports completed by others are accurate, consistent, and presented in a format conducive for quality decision making. Review different systems and applications and provides recommendations for better solutions or needed upgrades. Assists local agencies and makes recommendations regarding system access and function. Resolution of program or project issues.

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

The supervisor's guidance and approval are required for making decisions which involve political or budget considerations and setting the overall direction of the OK2SAY program. Non-emergency situations that cannot be found in current policy. Situations where policy requires that a decision be made by a command level officer.

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.

This position works in a heavy workload situation to meet frequent deadlines and it involves long periods of confined sitting in front of a computer terminal. Meetings, training, and occasional conferences will require the ability to travel.

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):

- | | |
|---|--|
| ☐ 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?

Serves as the statewide staff specialist/technical expert for the OK2SAY program, the position also conducts data analysis, evidence-based policing studies, and other law enforcement information sharing technologies that use data to identify threats involving schools, help with information for deployment of resources, and help educate the citizens of Michigan. Statewide coordinator for OK2SAY Student Safety Program.

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

No changes

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

The function of the work area is to provide public safety to the community through the administration of the OK2SAY program. The position is critical to ensure proper administration of the agency (budgets, equipment, etc.). Responsible for conducting investigations into school safety issues.

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 Specialist 13 - 15

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 statistical analysis techniques and computer programs for that purpose. The ability to communicate effectively. Knowledge of methods used to present statistical data. Ability to analyze and interpret statistical data. Ability to present conclusions in written and graphic form. Ability to create presentation-grade reports for use in publications and potentially media. An understanding of the criminal justice system would be helpful as well as some knowledge of crime analysis.

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.

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