

**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> Information & Technology
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Criminal Justice Information Center
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 9-P11	<b>11. Section</b> Incident Section
<b>6. Name and Position Code Description of Direct Supervisor</b> STOKES, DAVID E; STATE POLICE LIEUTENANT	<b>12. Unit</b> eApplications
<b>7. Name and Position Code Description of Second Level Supervisor</b> HUNT, ROGER; STATE POLICE FIRST LIEUTENANT	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Dr.; Dimondale, MI 48821 / 8 a.m. to 5 p.m., Monday through Friday
<b>14. General Summary of Function/Purpose of Position</b>  This position serves as the departmental point of contact for the eDaily program within the LexisNexis Suite of applications. This position will work to maintain the integrity of the data collected through analysis of the eDaily data. This position will be primarily responsible for the continued development and testing of the eDaily system. This position will serve as technical liaison with DTMB and vendors to resolve systematic and infrastructure errors/issues for quality application use by the field personnel. This position is also responsible for the analysis of source data, development of specifications, testing standards, error resolution and phone support. This position will also collaborate with unit analysts, along with state and local law enforcement agencies, in the analysis, development and integration with currently used LexisNexis applications. This position must function 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: 65**

Responsible for the development and maintenance of the eDaily portion of the LexisNexis suite of applications. Ensure data analysis is accurate and reliable for the eDaily Dashboard.

#### Individual tasks related to the duty:

- Serve as departmental point of contact for all aspects of eDaily.
- Research and propose program/design specifications for software enhancements and modifications to eDaily.
- Assist in development and implementation of law enforcement standards and procedures used within eDaily.
- Identify and propose system and operational modifications within eDaily.
- Analyze on-going policies and procedures as it pertains to the eDaily program, implementation, and ensure user compliance.
- Perform program management duties as it relates to the eDaily system, which includes researching best practices and developing and recommending system business requirements.
- Assist in the oversight of development of functional operations within the law enforcement application.
- Analyze eDaily data, predict future technology needs to determine courses of action and recommend for future technological enhancements for efficiency.
- Determine course of action pertaining to troubleshooting technical errors and respond to inquiries from the field.
- Evaluate and make recommendations to chain of command on hardware and/or software functions proposed by users.
- Document and record system problems and suggested enhancements while tracking the resolutions.
- Conduct analysis of structured data entry, captured data, and retrieval of data to ensure reporting function is accurate. Create statistical report based off data. Provide recommendations to chain of command on areas of improvement.
- Develop a method to interface eDaily law enforcement forms with eAICS. This includes working with other unit analysts to determine impact and risk of system interactions.
- Compose and submit work requests and change orders to enhance or improve eDaily program.
- Provide quality assurance for completeness accuracy, and reliability in testing pertaining to the eDaily application to ensure proper system functionality.
- Work with chain of command and vendors for quality assurance of Dashboard data to ensure proper system functionality.
- Perform any other special analysis and present to chain of command as assigned by leadership.

#### Duty 2

**General Summary:**

**Percentage: 25**

Oversee testing of the eDaily application. Serve as technical liaison with DTMB and vendors to resolve systematic and infrastructure errors/issues for quality application use by the field personnel.

#### Individual tasks related to the duty:

- Lead the testing and training of the eDaily program to program users.
- Research and assist the department with the development of testing standards applications to be implemented in the field.
- Monitor testing, retrieve and analyze test result data, and work with supervisor to propose solutions to programmatic issues.
- Serve as technical liaison with DTMB and vendors to resolve systematic and infrastructure errors/issues for quality application use by the field personnel.
- Assist law enforcement users, in the field, MSP leadership, and members of the department, in the form of technical advice, problem resolution, and training.
- Work with DTMB for release of upgrades/changes if necessary.
- Analyze specifications received from departmental policies, federal standards, and legislative mandates. Interpret and maintain ongoing knowledge of laws and policies. Determine impact to system and develop procedures accordingly. Test all new specifications to evaluate functionality.
- Ensure programs are properly interfaced and assure that new programs are written in supporting language. Determine if problems exist in data entry, transfer program or processing and provide recommended courses of action.
- Work with unit staff for field notification of changes, trainings and upgrades. This also includes composing and releasing correspondences addressing the impacts eDaily and the interfaced law enforcement systems.
- Provide system recommendations with supporting evidence from testing and research findings to increase the efficiency with eDaily.
- Research and evaluate program malfunctions to determine whether a problem is hardware or software related and take necessary steps to resolve the issue.
- Maintain documentation needed when implementing changes pertaining to eDaily. Document a system sufficiently for it to be understood by other programmers, computer operators, and users.
- Attendance and department representation in vendor meetings pertaining to program modifications or version releases.
- Coordination and scheduling meetings with internal and external stakeholders.
- Research and suggest tools and resources to be implemented in the eDaily system.
- Develop a means to communicate any interface updates or procedural changes. Update departmental procedures as required.

#### Duty 3

**General Summary:**

**Percentage: 5**

Assist with the coordination of training and conduct on-site or web developed training sessions to law enforcement personnel.

**Individual tasks related to the duty:**

- Work with section staff to develop specific training for all field applications, including during enhancements.
- Provide training sessions, workshops, conferences, and seminars to law enforcement on the proper use of the Department's applications.
- Assist with the creation of training tools such as instruction manuals, videos, and PowerPoint presentations.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties assigned by the Section of Division Administrator.

**Individual tasks related to the duty:**

- Serve on committees and attend meeting as needed.
- Provide assistance and support of other section personnel.
- Other duties as assigned.

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

Decisions regarding the development of software, setting business rules, and maintaining program data for system analysis. Decisions and professional analysis made by this position will affect all users, which include this department and many other criminal justice agencies in Michigan.

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

Decisions that have a political or fiscal impact. Policy issues, when existing policies or procedures are vague or nonexistent.

**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.**

At times requires the lifting, loading, packing/unpacking of personal computer and audio-visual equipment. Also involves long periods of confines sitting in front of a computer terminal. Meetings and training will require the ability to travel on occasion, some overnight.

**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. |

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?

This position serves as the departmental point of contact for the eDaily program within the LexisNexis Suite of applications. This position will work to maintain the integrity of the data collected through analysis of the eDaily data. This position will be primarily responsible for the continued development and testing of the eDaily system. This position will serve as technical liaison with DTMB and vendors to resolve systematic and infrastructure errors/issues for quality application use by the field personnel. This position is also responsible for the analysis of source data, development of specifications, testing standards, error resolution and phone support. This position will also collaborate with unit analysts, along with state and local law enforcement agencies, in the analysis, development and integration with currently used LexisNexis applications.

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

Updates to match the unit experienced level analyst.

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

The eApplications Unit is responsible for all administration, maintenance, development, testing, and training of the current Michigan State Police suite of law enforcement records management which encompasses eAICS, eCitation, eCrash, and eDaily. This position is the expert for all aspects of development and testing and continually improves and coordinates the process of the testing criteria used to evaluate the eDaily system.

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.

**Alternate Education and Experience**

**Departmental Analyst 9 - 11**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the Mobile Data Computing processes.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

**SELECTIVE POSITION REQUIREMENT:**

The employee occupying this position must have a demonstrated absence of a criminal history record in Michigan or in any other state.

**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.***

ALYSSA HANSES

3/5/2024

\_\_\_\_\_  
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