

Position Code

1.

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

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Michigan State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Information and Technology Bureau
4. Civil Service Position Code Description	10. Division
Departmental Technician 7-9	Criminal Justice Information Center
5. Working Title (What the agency calls the position)	11. Section
Departmental Technician	Criminal History
6. Name and Position Code Description of Direct Supervisor	12. Unit
Rhonda Matlock, Department Manager 14	Criminal Processing and Modification
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Katrina Garrett, Departmental Manager 15	7150 Harris Drive, Dimondale, Michigan 48821 Monday through Friday, 8 a.m. to 5 p.m.
14. General Summary of Function/Purpose of Position	
<p>This position addresses problems with and answers inquiries about criminal history offense submissions. This position deals with requests from law enforcement and the Michigan Department of Corrections relating to the interpretation and correction of criminal histories. This position serves as the first level of contact with the data-submitting agencies seeking to correct data that they have submitted electronically. The duties include modifications to the electronically submitted arrest and conviction data as well as correction of problems identified in internal processing. This position is the first level of contact for criminal (law enforcement, prosecutors, courts, and corrections) users of the system and has evolved from an emphasis on the data entry of paper records to a point where the vast majority of work centers on working with the data providers to determine what changes need to be made so the record is accurate. This position makes corrections on both Michigan and Federal Bureau of Investigation (FBI) criminal history records.</p>	

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 of Duty 1

60% of Time

Fulfill high priority requests for modifications to criminal history record information.

Individual tasks related to the duty.

- Respond quickly to time-sensitive requests.
- Review and evaluate requests from police and courts to correct and update criminal history records.
- Review and evaluate requests from the Michigan Department of Corrections to correct and update criminal history records.
- Review and verify court documentation, including referencing the Judicial Data Warehouse.
- Modify electronic criminal history records, both in Michigan and at the FBI.
- Interpret statutes and procedures to determine their application to complex or unusual record data problems.
- Provide backup support on the criminal problem queue (day shift).
- Assure the quantity and quality of data received by requiring strict adherence to policies, procedures and regulations.
- Records submitted electronically must meet the criteria determined at the state and federal level for criminal history record building.
- Contact the submitting agencies to determine any modifications needed.

Duty 2

General Summary of Duty 2

20% of Time

Process non-electronic submissions of fingerprints in accordance with division policies and procedures for criminal record building.

Individual tasks related to the duty.

- Enter criminal arrest fingerprints into the Criminal History Records (CHR) database.
- Enter miscellaneous criminal fingerprints, such as prints received from the Michigan Department of Corrections, into the CHR database.
- Ensure that arrests are added to criminal histories.
- Resolve system reject messages resulting from entry transactions.
- Work with fingerprint technicians to resolve problem transactions.

Duty 3

General Summary of Duty 3

10% of Time

Sort and enter non-electronic submissions of court disposition data.

Individual tasks related to the duty.

- Interpret information provided in relation to accuracy, completeness, and retention for criminal history records.
- Interpret and code information for data entry.
- Rectify or return incomplete/incorrect documents.
- Provide the team supervisor with recommendations for contributor training or document revision, as necessary.
- Assure all data provided on the state form matches with data provided on the FBI form reporting the same information.

Duty 4

General Summary of Duty 4

10% of Time

Other assignments as identified by operational needs.

Individual tasks related to the duty.

- Section/Unit participation.
- Work on special projects as required by the Section/Unit managers.
- Provide staff support to other teams as assigned.

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

Determine whether requests are in compliance with Criminal History Section policies and procedures. Determine how Section policies and procedures apply. Decisions affect citizens with criminal records and criminal history background check customers.

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

When unusual circumstances arise that deviate from established office policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, sitting, carrying, walking, and bending. The environmental conditions are typical State of Michigan office settings.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

Fulfill high priority requests for modifications to criminal history record information.

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

The position duties and responsibilities have not changed.

The Bureau and Unit have changed due to a department and section re-organization.

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

The Section is responsible for receiving, compiling, and providing access to the fingerprint-based criminal history record information system, which is also synchronized with the national crime history record system at the FBI. The Section is responsible for the accuracy, timeliness, and security of the information on file. Criminal History Section receives over 300,000 arrest fingerprints per year, along with the corresponding charge and disposition, as well as more than 300,000 fingerprint-based applicant background checks and more than 30,000,000 electronic inquiries. Responses go to law enforcement and the judicial system, to employers and licensing agencies, and to the general public via the ICHAT website. It is a statewide system that interfaces with other states and the federal government. This position identifies and corrects problems with criminal histories and criminal history submissions, as well as responding to and correcting problems identified in the criminal justice system. This position updates and deletes criminal histories both in Michigan and at the FBI.

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

EDUCATION:

Possession of a high school diploma or a GED Certificate.

EXPERIENCE:

Departmental Technician 7

One year of experience performing experienced-level administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience as a technician or paraprofessional equivalent to the entry level in state service. OR One year of experience performing advanced-level administrative support activities equivalent to the 8-level in state service.

Departmental Technician E9

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service. OR one year of experience performing advanced secretarial or supervisory administrative support activities equivalent to the 9-level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have the ability to maintain records, prepare reports and compose correspondence, communicate effectively, and maintain favorable public relations. Must have basic computer operating knowledge as well as an overall understanding of logical systems information flow.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.