

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

Position Code

1. DPTLTCHET01R

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) Information & Technology Bureau
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Concealed Pistol License Technician	11. Section Firearms Services Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, KAREN M; DEPARTMENTAL MANAGER-3	12. Unit Concealed Pistol License (CPL)
7. Name and Position Code Description of Second Level Supervisor SLATER, JASON R; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / 8:00-5:00 Monday – Friday

14. General Summary of Function/Purpose of Position

The primary function of this position is to perform background investigations of Concealed Pistol License (CPL) applicants and make a determination of the applicant's eligibility for a CPL. This position will also review notifications of criminal offenses committed by existing CPL holders and make determinations of continued eligibility. 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: 80

Perform background queries on CPL applicants. Gather, review, and evaluate criminal history responses, Federal Bureau of Investigation (FBI) reports, immigration statuses, and mental health adjudications to determine eligibility for a CPL.

Individual tasks related to the duty:

- Review fingerprint responses on new applicants.
- Query the Law Enforcement Information Network (LEIN) on all new and renewal applications.
- Review responses for any record matching the applicant.
- Query the Immigration and Customs Enforcement (ICE) database on all non-U.S. citizens.
- Review ICE responses to verify whether an applicant is a legal immigrant alien.
- Review and evaluate criminal history records, mental health adjudications, FBI information, and ICE information to determine if prescribed qualifications are met for the issuance of a CPL.
- Notify county clerks of eligibility or disqualification.
- For statutory disqualifications, provide county clerk with information regarding the disqualifying source document .
- Query Judicial Data Warehouse for disposition on open cases.
- Contact courts for dispositions on open cases.
- Refer any background information needing further review to a CPL analyst for determination of eligibility.
- Ensure qualification determination is made within the statutory guidelines.

Duty 2

General Summary:

Percentage: 10

Answer inquiries regarding the function of the CPL program, rules, policies, and statutory requirements.

Individual tasks related to the duty:

- Answer inquiries on firearm statutes including how the state and federal laws and regulations interact.
- Answer inquiries regarding the functionality and procedures of the CPL program.
- Assist county clerks in the operation of the CPL program and the issuance of the CPL.
- Provide instructions to denied applicants on the appeal process.

Duty 3

General Summary:

Percentage: 5

Review criminal history of licensees who have committed a criminal offense.

Individual tasks related to the duty:

- Monitor the CPL program for notifications of subsequent criminal offenses committed by current CPL holders.
- Review the criminal history of the individual showing up on a Rapback and forward to a CPL analyst to determine continued eligibility.

Duty 4

General Summary:

Percentage: 5

Perform related work as assigned.

Individual tasks related to the duty:

- Attend meetings.
- Attend training.
- Prepare reports as directed.
- 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.

This position reviews appropriate applicant information and makes decisions as to whether an individual meets the qualifications to obtain a CPL. This position also determines what type of assistance an individual may be given with respect to the appeal of a denied license. These decisions affect the general public.

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

When an applicant's background information is incomplete or unclear, or if it contains an out-of-state conviction that does

not clearly state its severity, these matters would be referred to an analyst in the Unit. Highly unusual cases would be referred to the Unit supervisor.

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 is an office job consisting of sitting, standing, computer work, communicating with persons on the telephone, in person and over e-mail, and attending meetings. Some travel may be required for conferences and meetings.

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):

- | | |
|---|--|
| ☐ 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?

Prepared by management

23. What are the essential functions of this position?

This position ensures a complete background check is conducted on applicants for a CPL. This position reviews the applicant's information and determinations whether the applicant meets the eligibility requirements to obtain a CPL. This position also assists callers with questions regarding CPL requirements and the CPL program. This position follows up on current CPL holders who are charged with or convicted of a criminal offense.

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

Updates to bureau name.

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 fulfill the MSP's statutory obligations associated with PA 3 of 2015: Perform background investigations of CPL applicants; within 45 days of application, determine whether an applicant meets the statutory requirements for obtaining a CPL. This position will conduct the background investigations, review the results, and make the eligibility determination.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing 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 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 administrative support activities equivalent to the 9-level in state service.

OR

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

Alternate Education and Experience**Departmental Technician 7**

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work well with people at all levels, inside and outside of the organization. Excellent organization skills and ability to prioritize. Ability to initiate action, follow through with results, and determine appropriate solutions. Knowledge of the LEIN and gun prohibitors is helpful.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Must successfully pass the LEIN certification test within six months of hire.

Selective Position Requirement: The employee must not have a criminal history record in the State of Michigan or 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

11/8/2024

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