

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 Analyst-E	10. Division Intelligence Operations Division
5. Working Title (What the agency calls the position) Cellular Records Analyst	11. Section Michigan Intelligence Operations Center (MIOC)
6. Name and Position Code Description of Direct Supervisor REDSHAW, MELISSA R; DEPARTMENTAL MANAGER-3	12. Unit Tactical Intelligence Unit – Central Region
7. Name and Position Code Description of Second Level Supervisor LAYMAN, SCOTT E; STATE POLICE FIRST LIEUTENANT	13. Work Location (City and Address)/Hours of Work 7150 Harris Dr, Dimondale, MI 48821 / 8 a.m. to 5 p.m., Monday through Friday
14. General Summary of Function/Purpose of Position This position is responsible for the analysis and mapping of cellular and geo-location records for the Michigan Intelligence Operations Center (MIOC) with the primary responsibility to assist with the development of investigative leads for major criminal investigations at the local, state, and federal levels. This position will formulate independent analysis on cell phone records or location data and demonstrate strict record keeping and documentation regarding analysis. This position will provide case support on cellular records analysis. This position will also be responsible for peer reviewing products created by MIOC analysts conducting mapping and analysis of cellular and geo-location records as well as testify in court. This position is required to perform 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: 65

Receive, process, and analyze cellular and geo-location records in support of major criminal investigations throughout the state of Michigan. Analyze case information received from various sources. Notify investigators and detectives of information that may impact investigation and prosecution of cases. Create and provide analytical products to investigators and court personnel.

Individual tasks related to the duty:

- Receive request from specialist or supervisor via the request portal or in writing.
- Process requests for the analysis and mapping of cellular and geo-location records received by the Intelligence Operations Center for major criminal investigations.
- Conduct a thorough analysis of cellular and geo-location records utilizing approved software program(s).
- Brief requestor on findings through written and/or verbal communication.
- Provide continuous analytical support throughout an investigation.
- Create analytical products (timelines, charts, maps) for requestor utilizing approved software program(s).
- Disseminate prepared analytical products to requestor and/or court personnel.
- Maintain detailed case records and reports regarding findings, processes and procedures and document in case management system.

Duty 2

General Summary:

Percentage: 15

Provide technical assistance and support to others on the analysis and mapping of cellular records throughout the state of Michigan

Individual tasks related to the duty:

- Collaborate with other members at the unit, division, and departmental levels to maintain standards relating to the mapping and analysis of cellular and GPS records.
- Conduct peer reviews on analytical products related to cellular record analysis and provide recommendations based on best practices.
- Develop and maintain strong working relationships with major communication providers to maintain current knowledge on record sets.

Duty 3

General Summary:

Percentage: 15

Testify in court based on in-depth knowledge of specific case details as required.

Individual tasks related to the duty:

- Conduct research in preparation of meetings with key stakeholders and/or courtroom testimony.
- Coordinate, schedule, and/or attend meetings with key case stakeholders involved in a case or investigation.
- Prepare documents and analytical products for meetings regarding expected courtroom testimony.
- Provide courtroom testimony and documents related to acquiring of information and the procedures used to analyze the information.

Duty 4

General Summary:

Percentage: 5

All other duties as assigned

Individual tasks related to the duty:

- Attend meetings as required.
- Conduct special projects or studies.
- 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.

Determine whether the request meets the criteria for analytic assistance. Identify what resources are to be used, what information is relevant, and what conclusions can be drawn. Conduct independent analysis and formulate opinion on the interpretation of records. This position creates and submits finalized intelligence reports relevant to cell mapping and intelligence products that would be provided to statewide law enforcement agencies and used in court proceedings. The improper processing of records or the release of inaccurate information could adversely affect an investigation, jeopardize an officer or a subject in an investigation, or open the department to outside scrutiny. This position determines training needs for the MIOC analysts and procedures for them to follow. Decisions would be made by this position that will affect the way the MSP handles all requests with call detail records and cell mapping.

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

Release of work products associated to the analysis conducted on historical location records. Any requests that are beyond the experience or training of the analyst. Changes to standard operation procedures or policies. Decisions that impact extensive use of analysis resources or political in nature require supervisor guidance.

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.

Office work in administering user needs require phone communication, written communications, analysis, and report writing skills. Some physical equipment moving and lifting. Travel throughout the state while providing case support, training, and courtroom testimony.

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. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 is responsible for the analysis and mapping of cellular and geo-location records for the Michigan Intelligence Operations Center (MIOC) with the primary responsibility to assist with the development of investigative leads for major criminal investigations at the local, state, and federal levels. This position will formulate independent analysis on cell phone records or location data and demonstrate strict record keeping and documentation regarding analysis. This position will provide case support on cellular records analysis. This position will also be responsible for peer reviewing products created by MIOC analysts conducting mapping and analysis of cellular and geo-location records as well as testify in court. This position is required to perform duties in a bias free.

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

New position

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

The MIOC provides essential analytical support to local, state, federal, and tribal law enforcement agencies throughout Michigan. This analytical capacity helps ensure the safety of communities across the state. MIOC analysts have taken over the role of processing historical phone records from the Technical Service Unit (TSU), which has shifted its focus to other priorities. This transition has led to a significant rise in requests for cell phone record analysis at the MIOC. As technology continues to evolve, particularly with locational data, the demand for phone record analysis will grow. Agencies at all levels, including federal prosecutors, increasingly rely on this data for investigations and trial preparation. Since 2015, requests for service have surged, with MIOC analysts processing 223 cases in 2023 compared to fewer than 25 cases in 2015. Analysts have varying levels of proficiency, affecting how case workloads are distributed, with some handling far fewer cases due to limited training. Each case requires different levels of analysis, sometimes involving over 100 hours of work due to the complexity of devices, geographic areas, and incidents involved. Prosecutors often need highly detailed call record maps for trial, requiring weeks of preparation. This preparation diverts analysts from their district duties, limiting their availability for other casework. Despite MIOC's efforts to meet growing demand, limited resources have led to restricting case types to life-threatening felonies. This decision reflects the overwhelming need for more analysts. Adding personnel dedicated to phone record analysis would alleviate the workload for current analysts and enhance MIOC's ability to continue supporting investigations without sacrificing other critical services. Mapping and analyzing phone records is a specialized skill requiring in-depth knowledge of cellular technology, record interpretation, software use, and presentation in court. Analysts must also stay current with changing technologies like 5G and differences in service provider records. The volume of requests is overwhelming MIOC's resources, affecting service levels in other critical areas like tactical intelligence support. As demand grows, the ability to deliver timely and relevant information will continue to decline without additional resources.

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 - 12

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:

Demonstrate good organizational skills, apply prioritization techniques, and demonstrate flexibility and ability to multitask. Work independently as needed. Identify training opportunities relevant to cellular records mapping and analysis; attend training regularly and apply newly acquired skills to current duties. Provide a full range of law enforcement-related intelligence products and services; when applicable, be fully prepared to deliver effective presentations and/or court testimony. Demonstrate proficient use of databases and intelligence tools. Write and communicate clearly, concisely, and effectively. Fulfill all requirements to obtain and maintain a security clearance.

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.

JENNIFER GRAY

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