

## 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> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Criminal Justice Bureau
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Criminal Investigations Division
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 9-11 - Crime Intel Analyst	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SARGENT, AUBREY A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAGAMAN-CLARK, DANIELLE J; SENIOR EXECUTIVE ATTORNEY	<b>13. Work Location (City and Address)/Hours of Work</b> 3030 W. Grand Blvd., Detroit, MI 48202 / Monday -Friday: 8:00 a.m. - 5:00 p.m.
<b>14. General Summary of Function/Purpose of Position</b>  This position will be in the Criminal Investigations Division. This position will primarily conduct research and performs analysis of crime statistics for use in planning law enforcement activities; perform related duties as required, examine information from a wide array of sources, evaluate and assess gather information to develop meaningful intelligence assessments, free of any bias. The candidate will be responsible for report writing and making oral briefings. Other duties include; organize files upon opening of an investigation, gather preliminary documents/records (i.e. probate court records/transcripts), suspect & location preliminary background research & intelligence gathering, finding patterns, making flow carts, and deconfliction examination of incoming investigations to reduce redundant work on investigations already being reviewed by outside agencies.	

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: 70**

Conduct examinations and data-analysis. Gather and analyze facts, define problems, and devise solutions.

**Individual tasks related to the duty:**

- Social media research and account monitoring during open investigations
- FINCEN/SARS reports – obtain/review/monitor
- Intelligence research on suspects or associates, and locations for search warrants to assist with ops plans.
- Run CLEAR/Lexis/LEIN searches, research property tax and deed records, business entity records, business licenses, etc. on open cases
- Scheduling of financial records and/or handling import of data into CFIS for financial analysis by agent or accountant.
- Organize, review, analyze, and assist agents with presenting evidence from cell phone/device extractions and other large data sets
- Prepare concise reports detailing findings and conclusions of examinations.
- Maintain proficiency with industry standard tools and practices.

Provide expert testimony in depositions, trials, and other proceedings.

**Duty 2**

**General Summary:**

**Percentage: 25**

Examine crimes and crimes trends

**Individual tasks related to the duty:**

- Identify relevant records, prepare, subpoenas for financial records, including bank records, tax returns, corporate records, and federal case transaction reports. Looking for criminal activity.
- Review License Plate Reader databases related to criminal investigations.
- Complete facial recognition through the MSP related to criminal investigations
- Photo lineup compilation
- Cell Phone tower mapping and CDR examination
- Open-source data investigations and examinations through a variety of sources and databases
- Social media event monitoring and intelligence gathering for situational awareness
- Completion of situational and special attention bulletins
- Review and dissemination of crime and intelligence bulletins from sources across the State of Michigan
- Support Special Agents with developing investigative leads
- LEIN duties:

Maintaining intelligence databases, and training users on systems (i.e. adding new users, removing users, and communicating with vendors). This task is currently handled by support staff and would transition to this position.

**Duty 3**

**General Summary:**

**Percentage: 5**

Participates in training activities.

**Individual tasks related to the duty:**

- Undergoes training on a routine basis related to learning and improving investigative techniques and specialized areas as well as security issues, department policies and procedures.
- Assists in providing training to other agents regarding specialized areas and to state and local law enforcement agencies as a representative of the department.
- Maintain an on going liaison to ensure a constant flow of information between law enforcement and related intelligence agencies (i.e. MIOC, DICEMIC, outside state intelligence centers, other Analyst)

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.

Collect, compile and analyze data relating to criminal activity; evaluate information; develop strategic and/or administrative solutions relevant to law enforcement operations. Identify emerging crime patterns, series, and trends, as well as high-profile crimes, through review of internal investigative reports, daily bookings, and other electronic and manual data collection methods; analyze information using computer-based specialized analytical software applications. Maintain a computerized intelligence index system that includes interfacing with other computer systems for information on criminal subjects. Integrate new and existing criminal intelligence by using computer-based illustrative methods and programs (such as link analysis and charts) to identify criminals and their associates. Prepare charts, maps, graphs, posters, and other visual presentations; make oral and written presentations to law enforcement personnel to assist in the effective allocation of law enforcement resources; prepare presentations for supervisory staff and officials.

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

When a case that contains unfamiliar elements (including new legal areas) is being investigated. In addition, if matters of unrecognized sensitivity or profile are encountered. The initiation of new investigations also requires supervisory consult and review.

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.

Employees in this classification would typically work in the office setting, unless there is a need to set up a command post in the field, this position would work hand and hand with sworn law enforcement, while protecting the rights of individuals; use of personal computers in generating reports and access to maintenance of data bases, etc.

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?

N/A - New Position

23. What are the essential functions of this position?

Performs investigative duties of an Attorney General Crime Intelligence Analyst will need. Knowledge of basic investigative techniques. Knowledge of operating systems, Internet browsers, search engines, e-mail systems, and research tools. Knowledge of software applications utilized by suspects during the commission of crimes. Regular in person attendance on assigned days is an essential function of this position.

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

N/A - New Postion

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

Position conducts research and performs analysis of crime statistics for use in planning law enforcement activities; perform related duties as required. Examine information from a wide array of sources, Evaluate and assess gather information to develop meaningful intelligence assessments, free of any bias. Responsible for report writing and making oral briefings.

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. Preferably in Criminal Justice.

**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:**

As described in the Civil Service job specification.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*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.

None.

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

HANNAH KOENIGSKNECHT

2/20/2026

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