

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

Position Code 1. DEPTALTAH09Y

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 ANALYST-A	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Access Control Analyst	11. Section Data Strategy and Governance Section
6. Name and Position Code Description of Direct Supervisor SMITH, TARA L; DEPARTMENTAL MANAGER-3	12. Unit Access Control Unit
7. Name and Position Code Description of Second Level Supervisor FOWLER, ERIC J; DEPARTMENTAL MANAGER-4	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 the statewide recognized resource for access to the Michigan Criminal Justice Information Network (MiCJIN), and access to other various Michigan State Police (MSP) systems for federal, state, and local agencies. This position is responsible for researching and responding to technical and complex connectivity questions as well as questions regarding compliance with the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy for outside agencies. This position is also responsible for independently analyzing and evaluating processes and procedures that require improvement or establishment; innovating and generating solutions to complex issues uncovered; carrying out resolutions; and disseminating the changes to other relevant members of the department and agencies. This position is responsible for collecting and analyzing the required agency and network information, working with the agencies to evaluate the agency's compliance with requirements for access to MSP systems including the different methods and costs associated with access, then initiates the appropriate approvals, forms, and agreements required on behalf of the agency. This position would track and monitor the request throughout the lifecycle of the requisition and serve as the liaison between the MSP, application business owners, and the agency. 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: 35

Responsible for applications/network access, including initiation of firewall rule requests and providing technical recommendations.

Individual tasks related to the duty:

- Advise and consult with local agencies the technical network and connectivity requirements for access to MSP systems and applications and make recommendations for access based on the relative costs and advantages or disadvantages for each method, including but not limited to Gateway-to-Gateway Virtual Private Networks (GW-GW VPN), L2Net/AVPN or RSA SecurID ® access.
- Provide technical assistance and consultation, including developing, maintaining, and disseminating technical documentation, to local agencies regarding utilizing the internal State of Michigan (SOM) Domain Name Server (DNS), host file entries, internet protocol address overloading etc. and the benefits or constraints associated with each for access to MSP systems and applications.
- Research local agency requirements, document and initiate firewall/network requests needed so that local agencies can access MSP systems and applications including ensuring the appropriate internet protocol addresses, subnet masks and ports are requested.
- Follow up with DTMB on firewall/network requests to ensure the request is implemented appropriately and test with local agencies to ensure access as needed. Make decisions as needed in engaging additional resources to troubleshoot issues with requests.
- Assist local agencies with unique and complex network/connectivity requests, such as establishing back up connections for disaster recovery.
- Act as lead when new applications deploy in the MiCJIN portal to identify and resolve potential technical connectivity issues and generate and document recommendations to local agencies for connectivity requirements. Independent decisions are made to engage additional resources as needed.
- Act as technical lead liaison between the MSP, local agencies, DTMB Telecomm, and DTMB Agency Services (AS) supporting MSP for local agency access to MSP systems and/or applications.
- Analyze and determine appropriate courses of action for changes that will impact local agencies, assess the impact of the changes and make recommendations.
- Analyze ongoing operations and revise/develop policies and procedures to ensure compliance as well as efficiency and effectiveness of the processes.
- Establishes and maintains and updates the criteria required from local agency vendors before interfacing with MSP systems including required training, background checks, contract requirements, and technical and cyber security specifications.
- Provides consultation to local agency vendors regarding the technical and administrative requirements to interface with MSP systems.

Duty 2

General Summary:

Percentage: 20

Single point of contact and recognized resource for local agencies to request access to MSP systems and/or applications.

Individual tasks related to the duty:

- Single point of contact for agencies needing access to MSP systems.
- Research and evaluate agency requests to determine if the agency is eligible for services requested.
- Analyze agency requests and coordinate all required paperwork to complete the requests.
- Communicate extensively with various program areas in MSP to establish or modify approval paths.
- Recognized resource for local agencies to assist with MSP processes and information required from the agency to complete requests.
- Apply the FBI CJIS Security policy as it relates to agency requests.
- Based on experience and specialized knowledge, formulate, and recommend changes to documentation or processes.
- Analyze current procedures and approval paths to determine if changes are necessary and make appropriate changes.
- Advise and guide agencies implementing or modifying systems to ensure compliance with MSP standards and security policies.

Duty 3

<p>General Summary: Percentage: 20</p> <p>Project lead for continued development of the Directory Administration Tool (DAT).</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Ensure the DAT continues to meet the security requirements of CJIS and SOM. • Evaluate future changes to the FBI CJIS Security Policy for outside agencies as it relates to the DAT and implement changes to ensure compliance. • Collect feedback from DAT privileged users and determine what enhancements are needed for efficiency and end user experience. • Participate in sprint planning associated with DAT system enhancements. • Meet with DTMB AS supporting MSP to discuss enhancement and determine the best way to develop based on business requirements. • Work with DTMB AS supporting MSP on agile development process of DAT. • Collaborate with application business owners regarding DAT enhancements that affect processes related to their applications. • Test new features in the quality assurance environment before deploying to production. • Train DAT users on new features and update user manuals.
<p>Duty 4</p> <p>General Summary: Percentage: 15</p> <p>Track, monitor, and validate agency requests through the life cycle of the request.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Manage the request process to ensure requests are handled efficiently. • Appropriately route assigned tasks and track the progress of the request through the various approval paths. • Follow through on completion of all tasks required to complete the request. • Ensure that the status of requests is maintained in a format available to other team members. • Draft required mailings and communications to advise the agency of status of request. • Maintain records of agency access to assist with audit requirements. • Monitor the progress of requests, prioritize tasks assigned to others as needed, and advise agencies of progress.
<p>Duty 5</p> <p>General Summary: Percentage: 5</p> <p>Oversee DTMB Telecomm Billing for connectivity to MSP systems and bill agencies appropriately.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Analyze DTMB Telecom billing monthly for changes to LgNET/AVPN and GW-GW VPN charges. • Update MiCARS SIGMA agency billing to align with Telecom billing. • Notify customers of billing changes. • Maintain accurate records of agencies connection methods. • When changes are made to agency connections verify Telecom billing accuracy and update MiCARS SIGMA billing to match. • Research billing discrepancies and work with DTMB Telecom and customer to resolve.
<p>Duty 6</p> <p>General Summary: Percentage: 5</p> <p>Other Duties.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Attend meetings as requested. • Work on projects assigned by the section manager. • 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.

Independent decisions will be made on determining network connection methods for access to MSP systems and/or applications. User and Agency Access to MSP applications are affected by these decisions. These decisions also affect the MSP and local agency budget.

Independent decisions will be made concerning agency requests and determining all required components, the processes, and procedures to verify agency information, the agency's eligibility for access, and processing applications with complex approval paths. Appropriate action must be taken to ensure agency requests are fulfilled correctly and in a timely manner. Failure to do so could mean significant delays for the requesting agency.

Incorrect decisions regarding any of the above could result in an agency receiving inappropriate access in violation of federal and/or state laws or policies.

Additionally, independent decisions are made on enhancements and changes to the DAT application. User experience, application functionality, and access control security are affected by these decisions.

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

Supervisor review is required when drafting policies and procedures that are vague or nonexistent, when unusual circumstances arise with agencies, or if there is the potential to negatively impact security policies. Review is required for decisions with a political or fiscal impact.

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.

The job includes working at a PC for long periods of time. Long periods of time are also spent on the telephone. Some travel may be required for site visits at agencies.

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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 the statewide recognized resource for access to the Michigan Criminal Justice Information Network (MiCJIN), and access to other various Michigan State Police (MSP) systems for federal, state, and local agencies. This position is responsible for researching and responding to technical and complex connectivity questions as well as questions regarding compliance with the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy for outside agencies. Member is also responsible for independently analyzing and evaluating processes and procedures that require improvement or establishment; innovating and generating solutions to complex issues uncovered; carrying out resolutions; and disseminating the changes to other relevant members of the department and agencies. This position is responsible for collecting and analyzing the required agency and network information, working with the agencies to evaluate the agency's compliance with requirements for access to MSP systems including the different methods and costs associated with access, then initiates the appropriate approvals, forms, and agreements required on behalf of the agency. This position would track and monitor the request throughout the lifecycle of the requisition and serve as the liaison

between the MSP, application business owners, and the agency.

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

Updating worksite location information.

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

The section is responsible for providing access to MSP systems and auditing criminal justice and non-criminal justice agencies for IT compliance. The section is also responsible for evaluating agency security and delivering training to agencies. This position initiates approval paths and the work duties require interaction with all functions within the section to ensure connections and access are compliant with federal and state security standards.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of e-directories and databases is preferred.
- Experience in applying security policies (such as the CJIS Security Policy).
- Computer Networking.
- Computer skills in the areas of Microsoft Word, Excel, PowerPoint, and Access required.
- Strong organizational skills.
- Strong communication skills, both written and verbal.
- Attention to detail.
- Strong analytical skills.

**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.

EMILY UPTON

Appointing Authority

5/29/2025

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