

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

Position Code

1. DEPTALTE984N

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 and Technology Bureau
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Access Control Analyst	11. Section Data Strategy & Governance
6. Name and Position Code Description of Direct Supervisor SMITH, TARA; DEPARTMENTAL MANAGER-3	12. Unit Access Control Unit
7. Name and Position Code Description of Second Level Supervisor FOWLER, ERIC; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Road, Dimondale, MI 48821 / Monday – Friday, 8AM to 5PM

14. General Summary of Function/Purpose of Position

This position is the point of contact for state, federal, and local agencies requiring access to Michigan State Police (MSP) systems. This position will be responsible for working with agencies to evaluate if the agency meets the requirements to access MSP systems and then initiate the appropriate approvals, forms, and/or agreements required on behalf of the agency. This position would track and monitor the requests throughout the life cycle of the request and report to the agencies with the progress of the requests as needed. Additionally, this position would be responsible for researching and answering connectivity questions as well as providing assistance with questions regarding compliance with the Criminal Justice Information Services (CJIS) Security Policy. 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: 60

Point of contact for agencies to request MSP services and/or connectivity access.

Individual tasks related to the duty:

- Serve as 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.
- Advise and guide agencies implementing or modifying systems to ensure compliance with MSP standards and existing security policies.
- Advise agencies of required training or other certifications required to allow access to systems.
- Research if agency has completed the required training or other certifications to allow access.
- Analyze agency requests and coordinate all required paperwork to complete the request(s).
- Communicate extensively with various program areas in MSP to establish or modify approval paths.
- Act as resource for local agencies to assist with MSP processes and information required from the agency.
- Answer CJIS Security Policy questions in relation to the agency requests.
- Based on experience, formulate and recommend changes to documentation or processes.
- Coordinate required agency site visits with the Security Unit.
- Analyze current procedures and approval paths to determine if changes are necessary and make appropriate changes.

Duty 2

General Summary:

Percentage: 30

Track, monitor, and validate agency requests throughout the life cycle of the request.

Individual tasks related to the duty:

- 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 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.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Attend meetings as requested.
- Answer telephone calls and answer questions related to the Enterprise Application Integration (EAI) Directory Administration Tool.
- Work on projects as 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.

Decisions will be made concerning the processes or procedures to verify agency information and then take appropriate action to ensure agency requests are fulfilled correctly and in a timely manner. Independent decisions are made in processing applications with complex approval paths. Decisions are made concerning the agency's requests and determining all required components to fulfill the requests. Failure to completely fulfill requests could mean significant delays for the requesting agency. Independent decisions are made regarding the agency's eligibility for access. Incorrect decisions could result in an agency receiving inappropriate access in violation of federal and/or state laws or policies.

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

The supervisor's review is required when drafting policies and procedures or when unusual circumstances arise with agencies.

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 point of contact for state, federal, and local agencies requiring access to MSP systems. This person works with the agencies to determine what is needed from the agency and then ensures the appropriate agreements are obtained and the required tasks are assigned to the individuals able to fulfill the tasks. The position initiates the varied approval paths necessary, assigns tasks to others and ensures the request is completed.

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

The employee is now eligible to be reclassified to the Departmental Analyst 10 after one year of training.

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

The work area is responsible for providing access to MSP systems, auditing criminal justice and non-criminal justice agencies for record compliance and IT compliance. The work area 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 other units in the section as well as other sections in the division and other divisions.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Computer skills in the areas of Microsoft Word, Excel, PowerPoint, and Access are required.

Strong organizational skills.

Strong communication skills, both written and verbal.

Attention to detail.

Strong analytical skills.

**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.

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