

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE

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 Biometrics and Identification Division
5. Working Title (What the agency calls the position) Criminal Biometric Analyst	11. Section Automated Print Identification Section
6. Name and Position Code Description of Direct Supervisor ROCHON, ABBY G; DEPARTMENTAL MANAGER-3	12. Unit Ten-Print Analysis and Identification Unit
7. Name and Position Code Description of Second Level Supervisor MCCLAIN, JAALA M; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday 8 a.m. - 5 p.m

14. General Summary of Function/Purpose of Position

This position functions as a Criminal Biometric Analyst for the Ten-Print Analysis and Identification Unit (TAIU) and the Michigan Multi-Biometric Identification System (MBIS). This position serves as an analytical and technical resource regarding criminal biometric submissions, monitoring, review, and modifications. This position is responsible for overseeing the criminal biometric data and processes within the Michigan MBIS and serves as a contact for law enforcement agencies. This position functions independently analyzing, comparing, evaluating, verifying, and reporting findings regarding criminal biometric data. Duties include monitoring the system and databases to determine necessary modifications and upgrades, researching technical problems that impact the criminal biometric data capture process, and formulating solutions to improve the system and to solve issues as they arise. This position functions 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: 40

Oversees the daily function and maintenance of the criminal biometric services and processes within the TAIU and Michigan MBIS, which includes quality assurance, testing, and troubleshooting.

Individual tasks related to the duty:

- Proposes, develops, and maintains procedures and reports that support the Combined DNA (deoxyribonucleic acid) Index System (CODIS) fingerprint verification project and the criminal record challenge services.
- Analyzes and evaluates operation of the CODIS fingerprint verification project and criminal record challenge services to address issues and identify areas of improvement.
- Tests and implements applications and methods relevant to processing CODIS fingerprint verifications and criminal record challenges to improve and/or maintain efficiency and accuracy.
- Maintains and analyzes CODIS fingerprint verification project data for accuracy and reporting metrics.
- Interprets existing and proposed legislation; evaluates how it will impact criminal biometric data and the Michigan MBIS.
- Conducts research and analysis of errored criminal transactions returned to the Ten-print Transaction Error Queue based on rejection messages from the Federal Bureau of Investigation (FBI) to determine any potential system or database issues, determine users' ability to submit accurate data, and provide recommendations for solutions.
- Reviews and evaluates the workflow of individual criminal transactions as they interface with the Michigan State Police (MSP) through MBIS, Automated Law Enforcement Information Access System, Statewide Network of Agency Photos, and the FBI's Next Generation Identification system. Initiates contact with appropriate areas when transactions are stalled in the enrollment workflow.
- Documents individual criminal transaction issues as it pertains to troubleshooting livescan agencies and reports findings to quality control and livescan analysts.
- Completes criminal record comparison requests received from the MSP Criminal History Section, Michigan law enforcement agencies, prosecutors, and courts. Reviews and investigates request data for record accuracy, system or user errors, and provides corrections and solutions as needed.
- Resolves criminal transactions stalled in the MBIS name search verification queue. Analyzes the biometric data to determine system or user error and provide corrections and solutions as needed.

Duty 2

General Summary:

Percentage: 30

Receives, analyzes, compares, evaluates, and provides verification of criminal biometric data and reports findings.

Individual tasks related to the duty:

- Conducts research on problematic CODIS fingerprint verification reports with missing or inaccurate personally identifiable information.
- Analyzes criminal biometric data received via CODIS fingerprint verification reports and criminal record challenge requests to determine that the information is of sufficient quality and quantity to be declared of value for individualization.
- Makes comparative assessments on biometric data deemed valuable and received via CODIS fingerprint verification reports and criminal record challenge requests to known Michigan records. Search valuable biometric data in the Michigan MBIS for potential known records when applicable.
- Evaluates comparisons of biometric data, received via CODIS fingerprint verification reports and criminal record challenge requests, for individualization, exclusion, or inconclusive determinations. Prepares reports to communicate findings.
- Provides verification of determination decisions on biometric data received via livescan, CODIS fingerprint verification reports, and criminal record challenge requests by performing secondary analysis, comparison, and evaluation to reduce errors, prevent misidentifications, and sustain the integrity of the Michigan MBIS and criminal history records.
- Provides additional analysis and research on criminal biometric data suspected of being mutilated or altered intentionally for the purpose of concealing one's identity. Documents records and report findings as necessary.

Duty 3

General Summary:

Percentage: 15

Provides quality control, system monitoring, and database maintenance for the Michigan MBIS.

Individual tasks related to the duty:

- Reviews livescan transactions queued for quality control for missing, improperly, or poorly recorded biometric data. Rejects transactions that fall below established quality standards.
 - Adjusts cores, deltas, interest zone boxes, and pattern calls of images included in livescan transactions queued for quality control to ensure proper searching through Michigan MBIS and unknown latent databases.
 - Monitors the MBIS transactions and queues for proper function and potential outages. Reports outages and creates tickets with appropriate helpdesk.
- Maintains the MBIS database. Manually registers, deletes, consolidates, and updates records as needed to ensure appropriate and accurate record retention.

Duty 4**General Summary:****Percentage: 10**

Conduct criminal biometric capture trainings.

Individual tasks related to the duty:

- Develops training materials for law enforcement agencies on proper biometric capture techniques.
- Participates and presents information at regional and local trainings of law enforcement agencies.
- Research agency needs and formulates methods for trainings that best fit the intended audience.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Testifies as a subject matter expert on friction ridge identifications, as requested.
- Participates in research to develop or improve analytical and technological methods.
- Reads journal articles, publications, court rulings, etc., related to the friction ridge and biometric disciplines.
- Attends meetings, seminars, conferences, trainings, etc., to share and gain new knowledge related to the friction ridge and biometric disciplines.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position is independently responsible for determining suitability of biometric data, making identifications and exclusions, and rejecting and resolving criminal transactions. The decisions made by this position are essential to the integrity of biometric data that is stored in the Michigan MBIS. The system is used by friction ridge examiners, both ten-print and latent, for identification purposes, making it vital that all information contained within the system is accurate.

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

Any changes involving the scope of a project, policies and procedures, or the expenditure of funds requires review by the employee's 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.

Typical office environment – 90%

Travel for training – 5%

Carrying or installing computer equipment – 5%

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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 supports the TAIU, criminal history records, CODIS Section, and Michigan MBIS by overseeing the daily function and maintenance of the criminal biometric services and processes within the TAIU and Michigan MBIS and providing analysis and identification of criminal biometric data.

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 work area is responsible for the Michigan MBIS, which collects data from all law enforcement and civil livescan agencies in the state of Michigan to create the MBIS database, Statewide Network of Agency Photos database, and the Criminal History Records database. The biometric data contained in the Michigan MBIS is used to provide identifications. This position will ensure system functionality and proper collection, analysis, and identification of biometric data.

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.

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of research and analysis.

Knowledge of procedure development, composing reports, and evaluating programs.

Ability to interpret laws, rules, and/or regulations.

Ability to maintain records, prepare reports and compose correspondence, communicate effectively, and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preference:

One year of fingerprint examination.

Michigan Automated Biometric Identification System (ABIS) Board of Review certification in good standing.

Must pass yearly proficiency testing set forth by the Automated Print Identification Section.

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.

ASHLEY ALVARADO

Appointing Authority

8/22/2025

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