

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

Position Code 1. DEPTMGR4C68N

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 MANAGER-4	10. Division Biometrics and Identification Division
5. Working Title (What the agency calls the position) Digital Analysis and Identification Section Manager	11. Section Digital Analysis and Identification Section
6. Name and Position Code Description of Direct Supervisor KELLEY, MARCI S; STATE ADMINISTRATIVE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor YANKOWSKI, ANGELA L; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive Dimondale, MI 48821 / Monday – Friday, 8 AM – 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the Quality Assurance and Technical Coordinator in the Biometrics and Identification Division Digital Analysis and Identification (DAI) Section. This position is responsible for managing the technical operations of audio/video analysis, latent facial image, and facial identification discipline. The facial identification discipline is an emerging technological area, and the incumbent is responsible for ensuring the facial recognition searches and investigative lead reports provided meet the best practice standards, as set by the Facial Identification Scientific Working Group (FiSWG) and the Organization of Scientific Area Committees for Forensic Science. This position is responsible for writing and reviewing statewide procedures in this area to ensure compliance, developing and maintaining procedures and training manuals, conducting research, coordinating training, and testifying in court, as needed, as a subject matter expert. This position oversees all aspects of the Photo Lab Unit, Statewide Network of Agency Photos (SNAP) Unit, and the Audio/Video Analysis (AVA) Unit. 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: 65

Statewide Facial Biometrics Technical Coordinator.

Individual tasks related to the duty:

- Provides statewide coordination and ultimate technical expertise for all activities within the facial identification biometrics discipline.
- Responsible for monitoring, reporting, and resolving potential quality problems with facial biometrics, including the quality capture, submissions, processing, results, and recommending preventive measures to improve the overall system quality.
- Identifies, procures, administers, evaluates, and retains all proficiency and competency tests performed by examiners within the discipline. This includes compliance with national standards, as well as all aspects of the Federal Bureau of Identification (FBI) Criminal Justice Information System (CJIS) Security Policy.
- Formulates and implements new procedures, policies, and guidelines for examiner testing.
- Continually evaluates and updates all policies and procedures related to facial biometrics to ensure continued compliance with national guidelines. Interacts with staff to standardize analytical techniques and reporting results.
- Designs training programs and directs training of new employees in facial biometrics. This position is responsible for the review and acceptance of training records, including academic transcripts of all examiners for compliance with state and federal standards, for all new employees, and has the authority to approve examiners for full access and use of the SNAP.
- Evaluates and recommends continuing education programs for employees to develop the competencies necessary for success as facial examiners.
- Evaluates employee technical performance and designs/implements remediation programs for poor performing employees. Consults with the director and assistant director regarding the expected level of technical competence and case completion, including consultation regarding disciplinary actions, up to and including termination.
- Recognizes, discusses, and takes action to react to new risks and opportunities that are frequently introduced in the technical, judicial, and administrative areas.
- Oversees the statewide procurement and maintenance of analytical equipment, including the establishment of contracts for the purposes of equipment acquisition and maintenance contracts within the facial biometrics discipline.
- Conducts annual audits in accordance with the CJIS Security Policy. Documents the review of internal and external audit documents and approve corrective actions, if applicable.
- Provides technical expertise for all aspects of facial biometrics discipline at local, state, federal, and international levels.

Duty 2

General Summary:

Percentage: 10

Section administration and supervision of staff.

Individual tasks related to the duty:

- Supervises biometric staff in the DAI Section to include the SNAP Unit, the AVA Unit, and the Photo Lab Unit.
- Hires and trains staff, sets priorities, assigns and directs work, reviews completed work, sets and evaluates employee performance objectives, and monitors completion of tasks. Establishes section vision, values, and goals; continually striving to improve section services. Conducts staff meetings and informs employees of changes in operations or policies. Maintains statistics and records, prepares reports, and composes correspondence.
- Manages and oversees the DAI Section budget.
- Prepares for worksite inspections. Ensures all worksite requirements are met, and all personnel training is completed, documented, and retained according to policy.

Duty 3

General Summary:

Percentage: 10

Coordinate research in the area of facial biometrics.

Individual tasks related to the duty:

- Coordinates and conducts research in facial biometrics for the purpose of protocol development and continued advancement.
- Evaluates and documents results for official use and best practices for local, state, federal, and international agencies. Interacts with local, state, federal, and international communities for the exchange of information. Authors and presents technical papers before groups at seminars and meetings.
- Maintains relationships with the facial recognition community to ensure growth and development of emerging biometric technology.
- Maintains presence and/or seeks opportunities for participation on state, national, and international committees in area of expertise.
- Conducts research and monitors emerging trends related to digital media and forensic processing of digital media.

Duty 4

General Summary:

Percentage: 5

Program Outreach to various local, state, and federal committees.

Individual tasks related to the duty:

- Assists with training outreach programs.
- Designs and develops training/informational materials and programs for use by the criminal justice community.
- Coordinates and directs training programs for law enforcement, service groups, and academic institutions.
- Provides updates, presentations, demonstrations, and documentation to various local, state, and federal committees on section, division, and department programs, projects, standards, and policies.
- Maintains active membership in state, national, and international organizations

Duty 5

General Summary:

Percentage: 5

Legislative and Judicial Applications.

Individual tasks related to the duty:

- Provides legislative support and knowledge to the department and division regarding current and pending state and federal legislation affecting facial and iris biometrics and related disciplines. This may include presentation of material, training, and attendance at meetings, including testimony to judiciary committees.
- Testifies, when needed, as a qualified expert witness in all levels of state and federal courts. Provides testimony on critical and complex facial biometric issues, including quality assurance measures, training programs, and analytical procedures. Consults with prosecutors and other criminal justice officials preparing cases for court. Monitors and critiques expert witness testimony.
- Monitors and responds to Daubert challenges, discovery orders, court orders, and other judicial-related inquiries.
- Oversees administrative rules relating to facial biometrics. Ensures that the promulgated rules are correct and current. Develops or re-writes promulgated rules, when necessary.
- Provides guidance and support, when needed, to the department and division regarding any court-related issue statewide.

Duty 6

General Summary:

Percentage: 5

Special projects, as needed.

Individual tasks related to the duty:

- Performs duties associated with special projects and manages activities assigned by the division within the facial biometrics discipline.
- Generates and maintains statistical reports or other assignments, as assigned.
- Identifies external sources of funding.
- Assists in the preparation of grant applications, monitors progress of projects, and prepares status reports, as needed.
- Performs 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 made independently include oversight of the daily operations of the section's programs; troubleshooting, finding solutions, dealing with contributors and users, and determining technical and administrative actions. Selecting procedures for analysis, revision of methods and/or training manuals. Those affected include police agencies, prosecutors, and unit members. This position works independently in setting and interpreting policy. These policies affect the criminal justice communities that use or access these systems. Decisions in new technology recommendations, establishment of standards, and system enhancements.

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

Corrective actions, budgeting, long-range planning.

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.

Lifting up to 30 pounds and carrying that load for a distance of 100 feet, walking, standing, kneeling, bending, squatting, climbing stairs, driving a motor vehicle. Ability to speak in public, analyze state and federal legislation and other documents as required.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
DAKIN, WADE P	DEPARTMENTAL MANAGER-3 14	MCARTHUR, KELCY L	DEPARTMENTAL MANAGER-3 14
DOWLING, KIMBERLY C	PHOTOGRAPHER-A 12	VACANT	SECRETARY-A
DEBRULER, LILY	STUDENT ASSISTANT-E A		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 serves as the Quality Assurance and Technical Coordinator in the Biometrics and Identification Division Digital Analysis and Identification Section. The position provides statewide coordination and ultimate technical expertise for all activities within the facial biometrics discipline. The position is responsible for serving as the statewide discipline overseer who ensures compliance with standards, training, proficiency testing, procedure development, and equipment procurement. The position handles legislative and judicial issues related to facial biometrics including providing legislative support, and monitoring/responding to relevant court challenges. This position oversees the department's photography lab, crime scene image repository, audio/video analysis, and SNAP. The position assists with outreach programs to provide training to the criminal justice community, conducts scientific research, and completes other special assignments.

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

The essential functions of this position have not changed. The Audio/Video Analysis (AVA) Unit was moved back under the Digital Analysis and Identification Section in 2021, the position description is updating to reflect this move. Requesting the removal of the Selective Position Requirement (SPR). Updating for verification that this PD has been reviewed and approved for CALEA standards.

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

The work area function is to provide training, standards, policies, and technology to collect facial images, tattoos, soft biometrics, and to search, store, and produce investigative leads while utilizing audio/video analysis and facial recognition. This position is responsible for providing the ultimate technical expertise for all activities in the statewide service area of facial biometrics, including the development, oversight, and standardization of all policies and procedures for the SNAP system, Mobile Facial Recognition, Mobile ID, morphological comparison, and latent facial examiners. It provides statewide oversight and leadership for the department's crime scene image repository and photography lab.

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 Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge in the areas of facial biometrics, including SNAP, Livescan, Mobile ID, audio/video analysis, and Digital Crime Scene Repository. A clear understanding of the standards and technical expertise to lead and oversee the discipline to ensure compliance. Have excellent time management skills and the ability to manage a variety of projects, identify problems, develop plans of resolution, and provide direction.

Must possess exceptional interpersonal skills, be a skilled public speaker, have experience in technical writing, possess excellent written/oral communication skills, and the ability to convey technical scientific issues to the criminal justice community and to persons with varying knowledge levels. Moral and ethical centeredness with a high level of integrity and professionalism is essential.

**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.

n/a

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

ASHLEY ALVARADO

5/23/2025

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