

**State of Michigan
Civil Service Commission**

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

Position Code

1. DPTLTCHA

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) Field Support Bureau
4. Civil Service Position Code Description Departmental Technician-A	10. Division Forensic Science Division
5. Working Title (What the agency calls the position) Forensic Records Technician / FOIA Liaison	11. Section Lansing Forensic Laboratory - North
6. Name and Position Code Description of Direct Supervisor HALL, GLEN A; STATE POLICE LAB DIRECTOR	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 7320 N Canal Rd., Lansing MI 48913 / 8 a.m. until 5 p.m. / Monday - Friday

14. General Summary of Function/Purpose of Position

The Forensic Records Technician serves as the recognized resource for all laboratory-related records requests for the Forensic Science Division (FSD), including but not limited to Freedom of Information Act (FOIA) requests, Discovery Requests, subpoenas for records in criminal cases, and request for records from law enforcement agencies. As the subject matter expert, the incumbent processes and responds to subpoena and discovery order records requests for the FSD, including, but not limited to, case files, relevant supporting documents and/or data, and laboratory accreditation. The incumbent is the FSD's records management liaison for seven MSP laboratories throughout the state. This position requires advanced knowledge of the MiCJIN Portal FOIA application, Forensic Advantage (FA), and Forensic Advantage Breath Alcohol Database (FABrAD). The incumbent is the FSD's FOIA liaison to the MSP Records Resource Section. The incumbent also provides advanced administrative laboratory support activities under the direction of professional staff. 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

Serve as the recognized resource for all laboratory-related records requests for the FSD.

Individual tasks related to the duty:

- Serves as the resource and expert for all laboratory-related records request for the FSD.
- Request paper records from the Department of Technology Management and Budget (DTMB) Records Center via Content Manager.
- Review, evaluate and analyze documents stored in FA, FABrAD, and the Digital Crime Repository (DCSR).
- Compile, prepare and release requested documents in compliance with all applicable policies and procedures.
- Develop guidelines and assist with developing policy and procedure for gathering or storage of documents within the FSD.
- Is the lead on Discovery Requests, Subpoenas, and ensures timely responses in compliance with policies and procedures.
- Research, gather and prioritize records request based on high profile or time sensitive measures.
- Frequently accesses the MiCJIN Portal FOIA application to monitor incoming laboratory-related records requests and prepare requested documents for upload into the system.
- Collaborate with the Records Resource Section to ensure timely response to record requests and to ensure compliance with policies and procedures.
- Consult with professional staff for all FSD records in question, in addition to the Records Resources Section FOIA requests only, as needed, to obtain extensions, seek clarification, and/or request additional information related to the request.
- Track all laboratory-related record requests for the FSD which includes monitoring for possible duplicate FOIA requests. Verify duplicate requests to ensure appropriate action is taken.
- Ensure retention and disposal agreement for all confidential laboratory-related documents are adhered to.
- Serve as the FSD's records management liaison for seven MSP Laboratories.
- Collaborate with the Laboratory Data Specialist to collect pertinent data and/or develop reporting mechanisms for record requests.

Duty 2

General Summary:

Percentage: 15

Assists laboratory analysts/examiners with subpoenas and court appointments.

Individual tasks related to the duty:

- Receives subpoenas in person, by mail, courier, or electronic submission.
- Identifies member(s) being subpoenaed and requests additional information from law enforcement agencies, defense attorneys, and prosecuting attorneys when needed.
- Enters subpoena information in the Testimony module of FA and forwards subpoenas to member(s) listed on the subpoena.
- Assists with and/or manages subpoena conflicts.

Duty 3**General Summary:****Percentage: 10**

Provides logistical assistance for evidence reception and tracking, evidence storage, and organization, which requires extensive interaction and communication with law enforcement personnel, laboratory administration, management, and analytical staff.

Individual tasks related to the duty:

- Receives and returns evidence in the laboratory reception area as necessary.
- Enters pertinent information into FS at evidence intake.
- Assists with weekly evidence transport as necessary.
- Receives and responds to calls from law enforcement agencies regarding evidence tracking and status.
- Assists with evidence property audits.
- Provides court testimony, when required, to evidence handling and chain of custody.
- Develops and maintains a curriculum vitae for use in court testimony.
- Maintains records of subpoenas and court appearances in the FA Testimony module.

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

Performs other duties as assigned.

Individual tasks related to the duty:

- Aids laboratory administration, management, and analytical staff with specific projects or duties, as directed.
- Receive visitors and telephone calls for laboratory director and staff.
- Serves as a back-up timekeeper and assists with paying invoices as necessary.
- Order supplies and creates purchase requisitions on behalf of laboratory staff.
- Assists with preparing procurement card paperwork.
- Conducts and/or assists with physical asset inventory.
- Conducts and/or assists with the Automated Asset Recovery Process (AARP).
- Collects equipment to send to DTMB Surplus.
- Pulls Breath Alcohol records from the field as necessary.
- Conducts training for new technicians.
- Attend training as requested by management to maintain skill level.

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

Uses independent judgment or under the direction of professional staff to review document requests and determine which records will be gathered in compliance with applicable laws, rules, guidelines, policies, and procedures. Agencies or individuals who rely on these records to conduct law enforcement activities, protect vulnerable children or adults, protect public health and safety, are required for legal proceedings, or require accurate and timely information.

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

Conflicting, unclear, or high-profile document, records, or evidence submission requests, applicable laws, rules, guidelines, policies, or procedures.

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.

Work environment frequently involves exposure to unpleasant fumes, odors, and bloodborne pathogens, as well as reviewing accident, autopsy, crime scene and laboratory reports, photos, audio, and video, some of which may be disturbing. Safety procedures are covered in Forensic Science Division Policy.

Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle.

Mental stress due to statutorily mandated response times.

Daily work volume / occasional court ordered appearances.

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?

The most essential duties of this position include reviewing and determining the appropriate course of action to be taken for record requests, gathering of requested documents accurately and timely, as well as performing administrative laboratory support activities such as reviewing and handling subpoenas and court appointments, and evidence receipt, return and storage.

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 function of the work area is to perform administrative laboratory support, with the main function of responding to requests for records stored and retained by the Michigan State Police Forensic Science Division.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 10

Two years of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Three years of experience as a technician or paraprofessional, including one year of experience equivalent to the experienced level in state service.

Alternate Education and Experience

Departmental Technician 10

Possession of a Bachelor's degree and one year of professional experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of methods of operation, statute and policies/procedures, computer skills, and the ability to handle sensitive and confidential information in a professional and discrete manner.

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

1/20/2026

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