

State of Michigan
Civil Service Commission

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

Position Code

1. DEPTMGR2

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 Manager-2	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Firearms Records Unit Manager	11. Section Field Support
6. Name and Position Code Description of Direct Supervisor COLLINS, KEVIN J; STATE ADMINISTRATIVE MAN-FZN	12. Unit Firearms Records
7. Name and Position Code Description of Second Level Supervisor SIBLE, SHAWN W; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position manages the Firearms Records Unit within the Field Support Section. Duties include management and oversight of unit personnel, the Michigan Pistol Sales, Transfer, and License (MiPistol) system, and the Michigan GUNS database. This position is responsible for ensuring that programs are adhering to state and federal laws, rules, regulations, and policies with respect to all programs/applications. This position is responsible for managing the acceptance, and processing of pistol sale/transfer records and stolen firearm data, informing local police agencies of firearms laws and reporting requirements, and researching stolen firearms. This position is responsible for the planning, development, implementation, and oversight of a statewide program for the auditing of pistol sale/transfer record submissions and related system use.

This position serves as a first-line professional manager of a professional position in a complex work area.

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: 25**

Staff Supervision

Individual tasks related to the duty:

- Evaluates and verifies employee performance through review of completed work assignments and work techniques.
- Identifies staff development and training needs required to accomplish the tasks.
- Conducts annual employee performance evaluations.
- Approves employee time and attendance.
- Conducts staff meetings to discuss operational issues as needed for the team and provide administrative information from section, division and bureau management.
- Makes recommendations for staff changes as the work evolves to a more automated process.

Duty 2

General Summary: **Percentage: 25**

Supervision of Firearms Records Database Audit Program

Individual tasks related to the duty:

- Become subject matter expert on pistol licensure and reporting of sales/transfers to the MSP.
- Develop, implement, and monitor an audit program to assess the quality of data submitted by local law enforcement user agencies to the MSP pistol entry database and related use of the MiPistol application.
- Provide user agencies feedback on audit results in the form of a written report detailing all findings.
- Escalate audit findings to immediate supervisor as necessary.
- Provide annual audit findings summary to section and division leadership.
- Use audit findings to determine potential system impacting the user agency's ability to accurately report pistol sale/transfer information to the MSP.
- Use audit finding to determine potential training issues impacting the user agency's ability to accurately report pistol sales or accurately issue licenses to purchase.

Duty 3

General Summary: **Percentage: 25**

Supervision of Firearms Records Duties

Individual tasks related to the duty:

- Maintains knowledge on all statutes, policies, official orders, and guidelines relating to state and federal firearm laws.
- Schedules work assignments relating to paper records received and/or entered by the unit and sets priorities.
- Ensures staff are trained on new and existing firearm laws, including firearm procedures and policies, state and federal disqualifiers, firearms reclassifications, and restoration of firearms rights.
- Establishes standard reporting forms and procedures.
- Ensures firearm records are retained in accordance with the State of Michigan Retention Policy.
- Answers inquiries regarding functions, rules, regulations, and policies of the work area.
- On occasion, performs any task assigned to staff, consistent with the processing of firearm records.

Duty 4

General Summary: **Percentage: 20**

Oversees Firearms Records Database

Individual tasks related to the duty:

- Monitors incoming data and record entries to ensure they are completed accurately, completely, and in a timely manner.
- Monitors database system reliability and reviews data being sent to the FBI (NICS) by reviewing and comparing data.
- Identify and respond to internal and/or local contributing agency training needs to ensure quality information is reported.
- Plan system enhancements that will reduce manual tasks related to data processing and/or records retention.
- Troubleshoot equipment and software problems, find solutions, and recommend equipment replacement as needed.
- Review legislation affecting the Automated Pistol Registration System (APRS) program and GUNS database and provide information on program impact.

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

Miscellaneous Duties

Individual tasks related to the duty:

- Maintains records, prepare reports, and compose correspondence relative to the work of the team.
- Assigns staff to assist in special projects as needed.
- Prepares statistical and other information for the agency, legislature, and other governmental agencies.
- Reviews legislation and provide feedback to unit manager.
- Participates in meetings or training seminars as assigned by section/division management.
- Conducts formal and informal seminars to keep agencies informed of changes of rules, regulations, or procedures and enhancements to the database.
- Other tasks as assigned by section/division managers.

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

Decisions to be made independently include establishing daily task priorities.

Decisions regarding unit policies and procedures.

Decisions regarding audit policies and procedures. Determine appropriate corrective action to required, if violations are uncovered.

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

Supervisor review is required for any decisions that have a fiscal impact, the release of data to the media, legislative and/or legal issues, and decisions that affect department policy or procedure.

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.

This position involves primarily sitting and the use of a personal computer. Some standing and bending may be required for filing source documents. The duties are completed in a standard office environment.

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>
CURTIS, COREY J	DEPARTMENTAL TECHNICIAN-E E9	FINK, KARI S	DEPARTMENTAL TECHNICIAN-E E9
MITCHELL, FRANCINE F	DEPARTMENTAL TECHNICIAN-E E9	SULTANA, MELISSA	DEPARTMENTAL TECHNICIAN-E 8
VACANT	DEPARTMENTAL ANALYST- E		

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 manages the Firearms Records Unit within the Field Support Section. Duties include management and oversight of unit personnel, the Michigan Pistol Sales, Transfer, and License (MiPistol) system, and the Michigan GUNS database. This position is responsible for ensuring that programs are adhering to state and federal laws, rules, regulations, and policies with respect to all programs/applications. This position is responsible for managing the acceptance, and processing of pistol sale/transfer records and stolen firearm data, informing local police agencies of firearms laws and reporting requirements, and researching stolen firearms. This position is responsible for the planning, development, implementation, and oversight of a statewide program for the auditing of pistol sale/transfer record submissions and related system use.

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

Oversight of the auditing of user agency pistol sale/transfer records submissions and related system use has been added as a responsibility of the position since it was last reviewed.

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

The Firearms Records Unit is responsible for the administration and management of the system used by unit staff and local law enforcement agencies to record all Michigan pistol sales/transfer records to process licenses to purchase a pistol. The unit is responsible for all Michigan pistol sales/transfer and license to purchase a pistol forms and other firearm related forms. This unit is responsible to notify Michigan law enforcement agencies on changes to the Michigan Firearms Act, to conduct related training and audit user agency pistol sale/transfer records submissions.

This position supervises unit staff and tasks associated with the responsibilities of this unit.

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:

Ability to learn state and federal firearm laws, including licensing requirements, pistol sale/transfer requirements, state and federal firearm disqualifiers, firearm reclassifications and restoration of firearm rights. Knowledge of records management, maintenance, production scanner operations and image scanning software. Possess effective written and oral communication skills. Must have good computer operating knowledge.

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.

JENNIFER GRAY

3/15/2022

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