State of Michigan
Civil Service Commission

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

Position Code
1.

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)** State Services Bureau
4. Civil Service Position Code Description Departmental Manager 15	**10. Division** Intelligence Operations Division
5. Working Title (What the agency calls the position) Departmental Manager 15	**11. Section** Cyber Section
6. Name and Position Code Description of Direct Supervisor BORELLO, STEPHEN T; STATE ADMINISTRATIVE MANAGER-2	**12. Unit** Cyber South and Cyber East
7. Name and Position Code Description of Second Level Supervisor RICH, LIZABETH M; SENIOR POLICY EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** 7150 Harris Drive, Dimondale MI 48909 / 8:00 a.m. to 5:00 p.m. M-F

14. General Summary of Function/Purpose of Position

This position serves as the Manager of the Computer Crimes Section South and East and the Director of the Michigan Cyber Command Center (MC3). Provides management and administrative direction to the section personnel to include personnel from federal, state, and local agencies assigned to the MC3 and the Internet Crimes Against Children task force. Duties include oversight administration and supervision of specialized statewide services and intelligence gathering related to computer crime, cyber threats, and critical infrastructure, including information sharing and dissemination systems, within departmental work units, other state agencies, the Department of Homeland Security (DHS) and the Federal Bureau of Investigation (FBI). Perform liaison activities with the mentioned federal agencies, state agencies, local units of government, and other MSP work units. Other duties include MSP homeland security initiatives, strategy discussion, project support, research, evaluation and meeting or task force coordination. In addition, this position is responsible for new/sustainment project development, training initiatives, and financial analysis. Advises, assists, and supports command through the coordination of complex, multi-million-dollar projects and advises the Intelligence Operations Division (IOD) Manager and the Assistant Division Manager on critical program matters or activities that require in-depth information processing and assessment, including center wide policies and procedures. This includes the management of all funding sources and financial records, oversight of federal grants, programs, and systems and the identification and sustainment of new technologies to enhance MC3 operational readiness and computer crime investigations. 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:** **30**

The operational duties of this position are to manage the collection, storage, analysis, and dissemination of cyber related criminal intelligence, coordinate information sharing, response, investigative support activities targeting complex criminal groups, and to direct terrorism and criminal specific cyber analysis and investigations.

Individual tasks related to the duty:

- Directs the overall activities of the Cyber Command Center.
- Oversees, trains, develops, and evaluates cyber analytical and support personnel assignments.
- Supervises the preparation of cyber related intelligence bulletins, and source documents on intelligence information relating to criminal cyber activities for dissemination to law enforcement agencies.
- Directs the focus of the section's operations.
- Oversees privacy and security responsibilities of the MC3 and the forensic laboratory in the computer crimes offices.
- Identify policies and procedures as required to meet cyber center baseline capabilities and ensure they are maintained and up-to-date in compliance with any changes in State and Federal law, rules and/or regulations.
- Work with staff to develop consistent standard operating procedures.

Duty 2

General Summary: **Percentage:** **30**

Supervise staff assigned to the Computer Crimes Unit South and East and administer traditional investigative techniques pertaining to examination of computers and computer systems suspected of being used in criminal activities.

Individual tasks related to the duty:

- Assignment of personnel to investigations.
- On-site supervision of investigations.
- Assure proper accounting procedures for evidence and maintain facility security.
- Determine when arrests are made or investigations terminated.
- Assure prosecution is pursued.
- Provide investigative expertise on issues involving the use of computers.
- Prepare, deliver, and submit work performance appraisal reports on assigned personnel.

Duty 3

General Summary: **Percentage:** **20**

Work with the Computer Crimes Section staff to develop, plan, and schedule training of personnel to ensure compliance with all state and federal rules, privacy and civil liberties, analyst training and all other training requirements as identified.

Individual tasks related to the duty:

- Track training and documentation of all training programs and personnel.
- Ensure all personnel receive annual 28 CFR Part 23 training.
- Direct and participate in the development of a training program for the IT applications in the center.

- Remain current with computer methods and techniques.
- Coordinate with the Michigan Intelligence Operations Center (MIOC) Information Technology Project Manager to ensure that all personnel in MC3 are trained on new applications.
- Ensure all training modules developed are drafted to assure adherence to 28 CFR Part 23 guidelines.
- Work with personnel to develop training programs for agencies participating or accessing MC3 information technology.
- Assist the MIOC Information Sharing Environment Coordinator (ISEC) in the developing of training for the implementation of the ISE in the MC3.

Duty 4

General Summary: **Percentage:** **10**

Direct supervision and work assignments for personnel assigned.

Individual tasks related to the duty:

- Hire personnel as directed by the IOD Manager.
- Invest in the IOD Strategic Plan to strive to improve services and meet federal guidelines.
- Set policies, write procedures, and ensure they are followed.
- Provide direction and oversee work product progress, employee interaction, and program success.
- Authorize annual and sick leave and report time and attendance.
- Conduct staff meetings; inform employees of changes in operations or policies.
- Coordinate the MC3 staff as the liaison with the Emergency Management and Homeland Security Division (EMHSD).

Duty 5

General Summary: **Percentage:** **10**

Serves as the Program Development and Financial Manager for the MC3.

Individual tasks related to the duty:

- Coordinate program and planning activities between the MC3 and outside entities in Intelligence and Operations to make sure program timelines are met.
- Coordinate program and planning activities with other state, federal and local agencies, working within the Section or serving as liaisons to the center.
- Liaison with representatives of state and federal law enforcement organizations, including but not limited to, Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), Department of Veterans and Military Affairs (DMVA), all State of Michigan Departments and internal MSP Divisions and Units.
- Ensure appropriate security policies and clearances are in place for Local, State and Federal agencies working within the Section.
- Ensure participating agencies adhere to all policies, procedures and rules.
- Reconcile expenditures to budgets and forecasts and ensures proper sustainment of funding levels.
- Establish office spaces and necessary workstations used by the Section.
- Maintain security of the offices, including maintenance of investigative reports, arrest and correspondence files, and
- Maintain investigative vehicles and equipment assigned to the Section.

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

This position will make decisions on staff assignments. These decisions will directly affect the outcome of projects or services as well as the personnel assigned. Decisions that are within the approved scope, budget, and schedule of section

training and development programs. This position makes decisions concerning equipment needs, which will have budget implications. When to initiate/terminate an investigation, assignment of personnel, use of investigative resources, and tactical investigative decisions.

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

Decisions that will impact the department priorities or strategic plan. Items having budgetary impact that are beyond the scope of the program or impact other departmental programs. Release of restricted or confidential information.

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.

Physical efforts normally encountered in an office setting. Most work is completed at a desk utilizing a computer terminal. Travel both in-state and out to attend meetings, trainings and conferences.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
LAYMAN, AMANDA D	HUMAN RESOURCES DVLPR SPL-2 13	HOFFMEYER, CHARLES C	INFO TECH SPECIALIST-3 14
WALKER, MEAGAN A	SECRETARY-A 9	KROSS, BRIAN C	STATE POLICE DETECTIVE LT 14
HOFFMAN, JEFF A	STATE POLICE DETECTIVE LT 14		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

Direct supervision and work assignment for personnel assigned. Networking with multiple and diverse federal, state, local, and tribal programs and partners. This position is responsible for ensuring that all computer crime functions are carried out in a timely, professional manner and that necessary coordination occurs with other local, state, and federal agencies, involved in the criminal justice system. Requires the ability to establish and maintain satisfactory working relationships with co- workers, other law enforcement and legal personnel. Requires the ability to supervise subordinate staff, provide for their professional development, exercise judgment and discretion in developing, implementing and interpreting department, bureau, section, and unit policy. Requires the ability to compile and prepare administrative reports and records and a working knowledge of computers as utilized in criminal intelligence analysis (e.g. MCIS). This position also requires some travel within the State of Michigan and other states.

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

N/A

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

The function of the section is to provide an investigative service to locate, identify, investigate and seek prosecution for criminal computer related crimes. The MC3 will collect, receive, analyze and respond to emergency cyber-related events

and as appropriate, disseminate this information and intelligence to the proper agencies so that any threat of a cyber-attack will be successfully identified and addressed. In addition, the MC3 will partner with other federal, state and local government agencies to ensure the analytical process is comprehensive, efficient and information sharing can occur. The work is a "collaborative effort of multiple agencies that provide resources, expertise and information to the center with the goal of maximizing their ability to detect, prevent, investigate and respond to criminal and terrorist activity." Among the primary focuses of the MC3 is the intelligence cycle process, through which cyber related information is collected, integrated, evaluated, analyzed and disseminated. Nontraditional collectors of intelligence, such as public safety entities and private sector organizations, possess important information (e.g., risk assessments and suspicious activity reports) that can be "fused" with law enforcement data to provide meaningful information and intelligence about threats and criminal activity. These processes support efforts to anticipate, identify, prevent, monitor and respond to cyber related threats and criminal activity. The individuals assigned to the Section are required to have a high degree of expertise due to the complexity of the investigations. This position serves as the Manager for the Cyber South and East Section providing assistance to local and state law enforcement agencies statewide.

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:

Excellent writing and verbal communication skills; ability to handle multiple tasks simultaneously and work within a politically charged environment with limited funding. Ability to work in coordination with other programs and to meet multiple and changing demands. Knowledge of the intelligence cycle as well as familiarity with the National Criminal Intelligence Sharing Plan. Clear understanding of 28 CFR Part 23 as it pertains to privacy and civil liberties.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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.

CANDA FLORES 6/10/2025

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