

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

Position Code 1. STPOLFTLA45N

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 - 15	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Section Manager	11. Section Firearms Services Section
6. Name and Position Code Description of Direct Supervisor CARI SUTTON; STATE ADMINISTRATIVE MANAGER-2 16	12. Unit
7. Name and Position Code Description of Second Level Supervisor MICHELLE KLECKLER; SENIOR POLICY EXECUTIVE 18	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday – Friday, 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position oversees the Firearms Services Section (FSS). This position oversees two units: Concealed Pistol License (CPL) Unit and the Firearms Records Unit. This position is responsible for ensuring that programs are adhering to state and federal laws, rules, regulations, and policies. The manager of the section serves as a liaison to the Federal Bureau of Investigation (FBI), the Michigan Department of Technology, Management, and Budget (DTMB), as well as state and local law enforcement agencies. This position is responsible for establishing objectives, ensuring effectiveness, and monitoring and reviewing legislation impacting the section. This position represents the department at meetings, boards, and conferences in relation to the program areas. 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: 35

Supervise Firearms Section staff members.

Individual tasks related to the duty:

- Hire personnel and organize the section, as needed.
- Establish goals, priorities, and production standards. Provide guidance and schedule work assignments, specialized tasks, and projects to staff based on employee strength, training, and experience.
- Monitor employee work performance and initiate disciplinary action, when necessary.
- Coordinate problem resolution. Identify problems, assign staff to resolve, and monitor progress, provide feedback and support.
- Identify staff development/training needs and ensure these needs are met.
- Ensure unit operating policies are in place and align with section, division, and department policies.
- Foster employee participation when searching for solutions to problems.
- Maintain a thorough knowledge of labor relations.
- Authorize annual/sick leave requests and report/approve time and attendance in the appropriate programs.
- Conduct staff meetings and inform employees of changes in operations/policies and other workplace items.

Duty 2

General Summary:

Percentage: 25

Coordinate with MSP, the DTMB, criminal justice community, and other governmental agencies to implement, maintain, and expand Firearms and CPL programs.

Individual tasks related to the duty:

- Serve as a technical advisor/liaison to other law enforcement agencies and state agencies regarding Firearms and CPL program areas.
- Lead the section with exploring and developing innovative solutions to improve the collection and maintenance of information.
- Coordinate with the Information Technology Division and DTMB to prioritize section information technology projects.
- Monitor the functioning of the section systems and make recommendations for improvement, involving DTMB, the MiCJIN Help Desk, the Criminal Justice Information Center, and other staff as identified/required.
- Participate in federal work groups, taskforces, or policy boards as it relates to firearms.
- Review legislation, provide analysis, and speak on legislative issues with governmental representatives.
- Assist the division with strategic planning, as requested.
- Coordinate with the National Instant Criminal Background Check System (NICS) as necessary regarding firearms-related transmissions, reporting, challenges, etc.
- Work in conjunction with other section managers to provide system policies and standards, as needed, for other systems/programs where data would be collected or transmitted (i.e., Law Enforcement Information Network, Criminal History Record System, etc.).

Duty 3

General Summary:

Percentage: 35

This position oversees all projects and efforts related to the FSS.

Individual tasks related to the duty:

- Oversee all system operations and ensure compliance with all state and federal laws, rules, and policies.
- Provide oversight to the DTMB personnel and vendors.
- Ensure all vendor contracts are maintained and complete.
- Research, obtain, manage, and track grant funds, as necessary.
- Attend project meetings and track section goals and deliverables to completion, ensuring project timelines are achieved.
- Efficiently plan, coordinate, and integrate the section's mission into the operations of the MSP.
- Develop short, medium, and long-range planning for section information technology activity.
- Identify trends in determining system improvements.

- Develop and evaluate program metrics, operations, and goals.
- Provide program updates and recommendations to supervisors.
- Review proposed legislation and state/federal policies as they relate to the section.
- Keep abreast of current and emerging technologies, practices, and methodologies.
- Ensure policies and operational guidelines for section related functions are created and maintained.
- Prepare statistics, reports, and correspondence related to the section.
- Direct action plans to implement production, productivity, quality, and customer service standards within the section.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty.

- Contribute information and recommend direction in planning efforts of the division.
- Serve as a point of contact for federal audits.
- Oversee the section budget and make recommendations for budget maintenance and/or development.
- Serve on committees to enhance sharing of services and information between law enforcement agencies.
- Communicate with employees, vendors, agencies, and consultants using telephone, email, and in-person communication.
- Ensure clear and accurate communication by reading or writing memorandums, letters, or other documents.
- Identify and apply for various grant funding opportunities to support collaboration and improve capacities of the section.
- Conduct special projects and studies, as requested.

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 new technologies, system priorities, staff tasks, and general management of the systems. Decisions on policy and procedure made by this position are vital and significantly impact the criminal justice community and the public.

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

The decisions that require supervisor's review involve changes in proposed policies and procedures that impact other sections or divisions within the MSP; or have a major impact on the criminal justice community or the division/section budget.

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 – computer work, communicating with persons on the telephone and in person, attending and conducting meetings. Travel may be 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>
JOHNSON, KAREN	DEPARTMENTAL MANAGER 14	QUARELLO, CHRISTOPHER	DEPARTMENTAL MANAGER 14
ANTHONY, JODI	SECRETARY 9		

Additional Subordinates

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

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.

21. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

This position has the responsibility of overseeing the FSS. This section includes program and administrative oversight of the CPL and Firearms Records units. The essential duties of this position are ensuring that programs are adhering to state and federal laws, rules, regulations, and policies. The manager of the section serves as a liaison to the FBI, DTMB, as well as state and local law enforcement. The person in this position is expected to manage the section, work with people from other agencies and divisions to achieve a common goal, analyze and resolve problems, make decisions, and communicate effectively, both orally and in writing. The person in this position must understand legislative requirements impacting the section.

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

Realigning tasks with appropriate duties and order of these respective responsibilities.

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

The Section Manager position is responsible for providing and maintaining the CPL and Firearms systems. This position is responsible for ensuring that programs are adhering to state and federal laws, rules, regulations, and policies. The manager of the section serves as a liaison to the FBI, DTMB, as well as state and local law enforcement agencies. This position is responsible for establishing objectives, ensuring effectiveness, and monitoring and reviewing legislation impacting the section.

25. 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 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:

Knowledge of information technology and criminal justice systems. The ability to work well with people and speak and write professionally is necessary. Ability to apply systems logic to an operational expectation. Ability to manage a section with a high number of staff.

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.

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