

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. HUMRDEVEC91N

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Field Support Bureau
<b>4. Civil Service Position Code Description</b> HUMAN RESOURCES DEVELOPER-E	<b>10. Division</b> Biometrics and Identification Division
<b>5. Working Title (What the agency calls the position)</b> Biometric Image and Quality Control Analyst	<b>11. Section</b> Digital Analysis and Identification Section
<b>6. Name and Position Code Description of Direct Supervisor</b> MCARTHUR, KELCY L; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Statewide Network of Agency Photos Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> FLETCHER, TRAVIS R; STATE POLICE FIRST LIEUTENANT	<b>13. Work Location (City and Address)/Hours of Work</b> 7150 Harris Dr., Dimondale, Michigan 48821 / 8 a.m. – 5 p.m., Monday through Friday

**14. General Summary of Function/Purpose of Position**

The purpose of this position is to provide support to the Digital Analysis and Identification (DAI) Section's Statewide Network of Agency Photos (SNAP) Unit. This position provides photographic lineup training for local police agencies, the Michigan State Police (MSP), and other entities seeking photographic lineups for investigative purposes. This position trains all agencies on photographic lineups to ensure agencies are self-sufficient in the creation of lineups. This position is also responsible for quality control of all images and metadata entering the SNAP system; a designated Federal Bureau of Investigation (FBI) Criminal Justice Information System. This includes auditing agencies submitting to the SNAP system by working with vendors to ensure proper processing and quality image data within the system. In addition, this position reviews and updates records coming into the SNAP system by ensuring all systems interfacing with the SNAP system are submitting proper images and data. This position processes facial recognition and photo lineups for the MSP and local agency requestors. This position will conduct independent examinations of the images and data from the MSP biometric system and provide recommendations to improve the processes and data, along with completing other miscellaneous tasks, as assigned. This position is required to perform all duties 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: 60**

Conduct photographic lineup training to criminal justice agencies.

**Individual tasks related to the duty:**

- Provide photographic lineup training for local police agencies, members of the MSP, and other agencies using photographic lineups for investigative purposes.
- Become a trained expert in editing photographic lineups by ensuring the State Bar Eyewitness Identification Guidelines are followed and then provide training on these topics.
- Propose, develop, prepare, and provide training materials, operations manuals, and supporting instructions related to photographic lineups.
- Interpret existing and proposed laws, policies, best practices, and procedures in relation to the creation of photographic lineups.
- Act as primary first level technical support, troubleshooting system errors with users regarding photographic lineup functions of the SNAP application.
- Create procedures, best practices, and answer all questions pertaining to photographic lineups.
- Educate local agencies on the SNAP Acceptable Use Policy and the importance of following it when creating photographic lineups.
- Review existing or emerging training techniques and standards regarding photo submissions, photo quality, lineup requirements, etc.

**Duty 2**

**General Summary:**

**Percentage: 25**

Program support and quality control to include monitoring system functionality, troubleshooting problems, and monitor data and image quality. Conduct regular audits on all data entering the SNAP system to assist in determining agency training needs.

**Individual tasks related to the duty:**

- Analyze and determine reasons for errors in submissions via a livescan device. Work with necessary internal and external partners to resolve those errors.
- Consolidate data and prepare reports, charts, graphs, and monthly statistics regarding quality control.
- Recommend resolutions for system improvements and to aid in better data capture techniques.
- Disseminate quality control results to local agencies to provide solutions for identified problems related to image quality.
- Coordinate meetings with internal and external partners to address user concerns and submission issues.
- Work with the analysts within the Automated Print Unit to ensure proper National Institute of Standards and Technology packet submissions via the livescan devices.
- Work with the FBI to ensure data submitting to the FBI Next Generation Identification system is meeting standards and requirements.
- Monitor the livescan submission errors within Michigan and the FBI via the Automated Fingerprint Identification System reports page.
- Research the national and international standards for image and data submission to a photo repository. This must be investigated and reviewed each year.
- Assist with research to improve image and data quality within the SNAP system.
- Provide recommendations to the SNAP Unit manager on ways the unit can improve workflows and the quality of system data.
- Monitor associations, national/international forums; including the International Association for Identification, FBI, Facial Identification Scientific Working Group, and the Organization of Scientific Area Committees for Forensic Science, and other major knowledge bases/training suppliers to keep abreast of newest techniques, issues, and offerings related to photos, photographic lineups, systems, and capture controls.

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

Complete agency requests for facial recognition and photographic lineup analysis and processing.

**Individual tasks related to the duty:**

- Use the SNAP system to complete facial recognition and photographic lineup analysis and processing.
- Use the SNAP system to construct and edit photographic lineups.
- Process, analyze, and log facial recognition, and photographic lineup requests.
- Provide accurate and complete photographic lineups to members of the field in a timely fashion.
- Monitor the [MSPSNAP@michigan.gov](mailto:MSPSNAP@michigan.gov) email account for service requests for analysis and respond to customers appropriately.
- Ensure the SNAP Unit is following all recommendations from various associations regarding the facial identification discipline and photographic lineups.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Serve as a backup to the Digital Image Specialist on the Identity Analysis Team to assist with processing Michigan Department of State fraud activities.
- Assist with providing SNAP access, account creation, and license assignment to users of the system.
- Assist the SNAP Unit to resolve issues within the SNAP application.
- Assist the SNAP Unit specialists with any task in which they are the sole point of contact.
- Work with the vendor to ensure photographic lineup editing features are functioning and recommend updates as needed.
- Monitor and attend training to further knowledge base.

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

Creates photographic lineup training for law enforcement agencies. Reviews the systems, images, and data and provides recommendations for solutions to data integrity. Analyzes and makes recommendations to local agencies regarding system submissions to ensure quality images and data are received. Assists users with accessing the SNAP application and provides information, training, and documents related to photographic lineups.

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

All training material requires manager review and approval. Recommended system, policy, or procedural changes must be reviewed by the supervisor. Decisions related to audit findings and making necessary changes to correct quality control issues.

**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.**

Office work in administering user needs requires phone communication, written communications, analysis, and writing skills. Some moving and lifting of equipment. Some travel throughout the state to conduct photographic lineup training. Some out-of-state travel while representing the MSP on related issues.

**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):**

- |   |  |
|---|--|
| <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.      |

**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 purpose of this position is to provide support to the SNAP Unit. This position provides photographic lineup training for local police agencies, the MSP, and other entities seeking photographic lineups for investigative purposes. This position provides analysis and evaluation of the quality of data and images within the SNAP system. This position maintains the integrity of the data by following best practices and standards for the submission and storage of images. This position conducts quality assessments on images and data. This position performs skilled editing of photographic lineups and will conduct facial recognition searches to assist with investigations. This position must be trained to competency in both areas prior to making independent decisions regarding photographic lineups.

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

Added language to identify the incumbent processing facial recognition and photo lineup requests for the MSP and local agencies.

**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 provide support for the DAI Section's SNAP Unit and SNAP system. This position examines requests for facial recognition and photographic lineups and will provide in-person and virtual training for agencies across the state of Michigan, as needed. The SNAP system consists of roughly 60 million images, 5,000 users statewide, and multiple interfaces in which digital images and data are provided to and from other systems. This position will perform analytical and quality control evaluations to ensure the integrity of this complex system.

**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:**

**Human Resources Developer 9**

No specific type or amount is required.

**Human Resources Developer 10**

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

**Human Resources Developer P11**

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

**Alternate Education and Experience**

**Human Resources Developer 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to clearly document recommendations, decisions, and processes in writing, a fundamental understanding of operating principles of technical, automated biometric systems.

**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

Appointing Authority

2/18/2026

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