

**State of Michigan
Civil Service Commission**

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

Position Code

1. INTCSPL3

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 Info Tech Specialist-3 | 10. Division Criminal Justice Information Center |
| 5. Working Title (What the agency calls the position) Criminal Justice Information Services (CJIS) Information Security Officer (ISO) | 11. Section LEIN & CJIS Compliance |
| 6. Name and Position Code Description of Direct Supervisor COLLINS, KEVIN J; STATE ADMINISTRATIVE MAN-FZN | 12. Unit |
| 7. Name and Position Code Description of Second Level Supervisor SUTTON, CARI A; STATE ADMINISTRATIVE MANAGER-2 | 13. Work Location (City and Address)/Hours of Work 7150 Harris Dr., Dimondale, Mi 48821 / 8:00 a.m. - 5:00 p.m. / Monday - Friday |

14. General Summary of Function/Purpose of Position

This position functions as the CJIS ISO for the State of Michigan within Criminal Justice Information Center division of the Michigan State Police. This position will be the subject matter expert and responsible for the security compliance communication, design, planning, and implementation of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy (CJISSECPOL).

The position works with and coaches state and local government agencies and personnel, vendors, and other FBI CJIS users accessing criminal justice information via the MSP to ensure the overall security of criminal justice information; and that CJIS IT systems are planned, designed, implemented, and comply with all required FBI CJISSECPOL requirements. The position works closely with Michigan Cyber Security (MCS) to ensure the FBI CJISSECPOL is interpreted and applied correctly to State of Michigan (SOM) Enterprise security policies and processes.

This position must be competent with the FBICJISSECPOL requirements and how they apply to the SOM environment and CJIS user agencies that access criminal justice information via the MSP. This position must be familiar with National Institute of Standards and Technology (NIST) 800, Office of Auditor General (OAG) audits, Internal Control Evaluation (ICE), Risk, Control Activity and Monitoring (RCAM) resolution, and industry best practices. This position will 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: 80

Serve as the CJIS ISO for the State of Michigan. Coach and assist analysts, business owners, technical staff, vendors, and other CJIS users accessing criminal justice information via the MSP with work related to information security and audits, such as CJIS, Internal Control Evaluations (ICE), Office of Auditor General (OAG), and regulatory compliance.

Individual tasks related to the duty:

- Provide FBI CJISSECPOL expertise.
- Act as lead technical security compliance liaison.
- Lead the security compliance evaluation of vendor software targeted for possible integration into the systems or environments as it relates to the FBI CJISSECPOL, including strategic middleware software, applications, tools, and utilities.
- Engage State of Michigan technology vendor representatives by establishing a working partnership relationship. Stay current on industry security technology and standards. Understand the investment and support of industry security standards by vendor partners.
- Ensure the implementation of security standards in system architecture and design to ensure compliance with the FBI CJISSECPOL requirements. Provide expert documentation and input (when applicable) to Enterprise Security Standards.
- Maintain an awareness of MSP and SOM IT Enterprise initiatives. Communicate the security implications and impacts of these initiatives to the MSP.
- Support MSP and DTMB Directors, Business Relationship Managers, Infrastructure Managers, and EAs, if requested.
- Perform business and technical security compliance requirements analysis as it relates to the FBI CJISSECPOL for Enterprise-level components.
- Identify key business and technology drivers that impact application security compliance with the FBI CJISSECPOL.
- Provide knowledge leadership in security compliance standards and governance.
- Develop action plans to ensure compliance with FBI CJISSECPOL requirements.
- Primary contact with MCS liaison working to ensure compliance with the FBI CJISSECPOL.
- Primary liaison to Enterprise Architecture Core team to ensure the system architecture complies with the FBI CJISSECPOL.
- Provide leadership and direction to technical teams and resolve escalated FBI CJISSECPOL compliance issues.
- Perform pre-deployment research and analysis of software install, upgrades and configuration changes, and the impact on the FBI CJISSECPOL compliance of the application(s).
- Review and analyze the impact of new or changed security standards, policies, and procedures implemented at the State or Federal level to determine and recommend changes required to make existing systems compliant with the FBI CJISSECPOL.
- Support gathering and interpretation of FBI CJISSECPOL requirements to be translated into system specifications.
- Participate in the selection of the IT strategies, policies, programs, and procedures impacted by the proposed business requirements for achieving the business objectives and goals.

Duty 2

General Summary:

Percentage: 15

Technology security training, research, and evaluation involving an understanding of business requirements combined with security technology knowledge required for developing IT solutions for Client/Agency to ensure FBI CJISSECPOL compliance and address needs.

Individual tasks related to the duty:

- Actively seek training opportunities for professional development and identify and research security technology trends.
- Plan and attend training, as required, to maintain and expand work competencies and skills.
- Identify and share information related to security tools and technology to application development and technical support staff.
- Support documentation of security procedures and guidelines for the development, installation, and maintenance of IT solutions.
- Participate with technical staff and/or software vendor to assist with determination of best approach to meet system design specifications for system and data security.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Participate in team meetings and workgroups to coordinate standards and methods, and to promote sharing of technical information.
- Assist with technology solution work planning efforts.
- Participate in FBI security audits.
- All other duties as assigned.

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

- Decisions involving technology used to implement architecture.
- Decisions involving the best approach to resolve technical issues.
- Decisions involving the best approach to resolve functional issues.

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

- Budgetary decisions.
- Decisions impacting team, agency, and/or section goals and/or priorities.
- Proposal changes in policies, standards, and/or procedures affecting team, section, and/or agency.
- Decisions impacting client agencies.

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.

- Position is located within a standard office location or standard conference room settings.
- A minimum amount of effort may be required to walk or drive to locations other than primary work location.
- Position subject to stress and pressure to resolve problems quickly and effectively.

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?

This position must be the subject matter expert in the FBI CJISSECPOL and be familiar with NIST 800, PCI compliance, OAG audit process, and other state, federal and other regulatory policies, and requirements. The staff member in this position will lead and direct the CJIS security compliance activities, must be able to develop and maintain a highly cooperative relationship with MSP worksites, local criminal justice and noncriminal justice user agencies, DTMB, and MCS. This individual must be able to interpret and explain the FBI CJISSECPOL requirements. This position will be responsible for ensuring CJIS applications adhere to FBI CJISSECPOL requirements and that required reports and documents are prepared and submitted in a timely fashion.

Competencies (in alphabetical order): Building Trust, Communication, Contributing to Team Success, Customer Focus, Planning and Organizing, Technical/Professional Knowledge

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 work area includes the Law Enforcement Information Network (LEIN) Field Services and CJIS Compliance units. The work area functions to administer the LEIN, provide accurate and timely criminal justice information to criminal justice and non-criminal justice user agencies, conduct compliance audits, conduct background checks, conduct subject matter/user training, communicate and enforce FBI CJISSECPOL requirements, and coordinate misuse investigations.

This position serves as the CJIS ISO for the State of Michigan and is responsible for the statewide FBI CJIS security program. This position will provide technical leadership, guidance, and direction as it relates to the FBI CJISSECPOL. The specialist is the multi-disciplinary authority responsible for security design, planning, implementation, support, and compliance for systems, platforms, and components.

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 with at least 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Specialist 14 - 15

Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- FBI CJISSECPOL
- NIST 800 Security Controls and DTMB Security Policies and procedures
- Information technology security industry and best practices

SKILLED/EXPERIENCE IN:

- Communicating through written and spoken word
- Leading groups of people through discussions, technical or otherwise
- Performing security assessments and analyses
- Problem solving as it relates to processes and system design

ABILITY TO:

- Self-motivate and be results oriented, ability to motivate others
- Be a strong team player and be able to work effectively within a team and more broadly with people from a variety of backgrounds and areas across the organization
- Prepare detailed written instructions and documentation
- Effectively create and make oral and written reports and presentations and prepare clear and concise documentation
- Establish and maintain effective relationships with clients and matric support teams
- Resolve complex problems in a timely manner and the ability to seek optimum solutions
- Communicate technical terminology at a level appropriate to the audience
- Learn and implement new procedures
- Work collaboratively and establish and maintain good rapport with agency staff at all levels

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a personal vehicle.

Passing a Fingerprint background check is required by the Michigan State Police.

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.

ALYSSA HANSES

7/19/2024

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