

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

14. General Summary of Function/Purpose of Position

The function of this position is to serve as the Lead Worker of the departmental technicians for the Firearms Records Unit (FRU). This position is also required to perform a variety of technician assignments to support the FRU including review and evaluate pistol sales records and licenses to purchase a pistol submitted by Michigan law enforcement agencies to assist in determining if the Michigan Firearms Act (PA 372 of 1927, as amended) requirements have been met, answer inquiries regarding firearms eligibility, license and purchasing procedures, the Michigan Pistol Sales Transfer or Licensing (MiPISTOL) application procedures, and the Michigan Firearms Act, and evaluate and process requests for pistol sales and transfer records. This position also assists with the development of training.

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: 40

Serve as the Lead Worker for the FRU Technicians

Individual tasks related to the duty:

- Coordinate work by scheduling assignments of the other FRU Technicians.
- Oversee the work activities of the FRU Technicians to ensure work is completed in accordance with FRU policies and procedures.
- Provide guidance to the FRU Technicians as it relates to understanding work-related tasks and procedures.
- Train new FRU Technicians or contracted staff in established policies and procedures.
- Conduct performance audits of new FRU Technicians to ensure that completed work is accurate and contains an error rate of less than three percentage points.
- Assign and/or reassign work to the FRU Technicians for special projects and/or when there is a shortage of staff to ensure work is completed accurately and efficiently.
- Establish work priorities at times when workloads peak and or special projects occur.
- Resolve work-related problems that may hinder the technicians' ability to perform their tasks
- Utilize the Table Editor software application to update manufacturer and Federal Firearms License (FFL) identifiers in the MiPISTOL database.
- Consult with National Instant Criminal Background System (NICS) representatives to establish new firearm manufacturers make/model codes.
- Assist law enforcement agencies with questions regarding the removal of IFFS Flags, consult with NICS to have IFFS flags updated.
- Assist with MiPISTOL (sprints) program enhancements, which include attending sprint planning and stand-up meetings, the testing of completed enhancements and finally, regression testing to ensure program functionality.
- During system disruptions or software failures, work with DTMB staff to ensure developers have a clear understanding of the issue(s) followed by the testing of repairs made to verify functionality.
- Assist law enforcement by entering destroyed firearms when system errors prevent entry.
- Serve as the second level of a tiered response to requests for assistance by law enforcement, FFL's and the public.

Duty 2

General Summary:

Percentage: 30

Review and process firearm records submitted by Michigan law enforcement agencies to determine if the Michigan Firearms Act (PA 372 of 1927, as amended) requirements have been met.

Individual tasks related to the duty:

- Assist unit Analyst with auditing of licenses to purchase a pistol and pistol sales records to ensure purchasers received required background checks and are eligible for bypassing the application process, in accordance with Michigan Compiled Law (MCL) 28.422.
- Determine and enter necessary modifications and deletions to new and/or existing records within MiPISTOL as submitted by local agencies to ensure their accuracy and completeness.
- Determine and resolve issues relating to rejected entries to ensure successful submission to MiPISTOL. If unable to resolve, work with unit analyst and vendor for programming to resolve.
- Provide technical assistance to agencies with consistent inaccuracies in the MiPISTOL. Query the Concealed Pistol License (CPL) database to ensure the purchaser is a valid CPL holder, when applicable.
- Review the Bureau of Alcohol, Tobacco, Firearms and Explosives list of all Federal Firearms Licensees (FFL) to ensure the purchaser and/or seller is a valid FFL, when applicable.
- Electronically scan documents or files for retention.
- Conduct follow-up interviews with federally licensed firearms dealers and/or law enforcement agencies to determine if additional action is needed.
- Generate reports in MiPISTOL for data quality and resolve errors. If unable to resolve errors, work with the unit Analyst and vendor to seek a programming solution.

Duty 3

General Summary:

Percentage: 15

Answer inquiries regarding firearms eligibility, license and purchasing procedures, MiPISTOL application procedures, and the Michigan Firearms Act.

Individual tasks related to the duty:

- Answer inquiries from law enforcement agencies regarding the use of MiPISTOL, to include providing individualized training.
- Answer inquiries from law enforcement agencies regarding Michigan pistol purchasing eligibility requirements.
- Answer inquiries from private citizens regarding Michigan pistol purchasing eligibility requirements and whether an application for a license to purchase a pistol must be obtained prior to purchasing a firearm.
- Answer inquiries from firearm owners regarding the sale and transfer of pistols in Michigan and out of state and advise of the proper procedures for requesting duplicate firearms sale and transfer documents.
- Advise FFL dealers of the proper procedures for transferring a firearm, in accordance with state and federal law.
- Respond to questions regarding basic firearms laws received from private citizens, FFL dealers, and the law enforcement community.
- Ensure unit operating procedures are accurate and up to date and recommend changes when necessary.

Duty 4

General Summary:**Percentage: 10**

Evaluate and process requests for firearm records.

Individual tasks related to the duty:

- Review requests for firearms records to ensure the individual is eligible to receive the records.
- Review requests for firearms records submitted through the Michigan State Police (MSP) Freedom of Information (FOI) Unit
- Using the knowledge of state and federal laws, determine the proper dissemination of firearms records and/or information.
- Prepare written correspondence to requester with documentation enclosed, when applicable.
- Review subpoenas to determine whether documents are being requested and/or a Firearms Records Unit staff person must testify in person. Research and compile the requested documents and as an FRU records keeper, certify the documents as true and complete. Provide documents to the applicable court representative. Ensure proper procedure is followed, in accordance with MSP Official Orders.
- Retrieve documents from manual files and/or electronic storage and submit with written response, when applicable.
- Ensure unit operating procedures are accurate and up to date and recommend changes when necessary

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

Miscellaneous duties as assigned by supervisor.

Individual tasks related to the duty:

- Work on special projects as required.
- Assist in providing phone coverage for the Unit.
- Attend professional development training.
- Attend meetings as required by supervisor.
- Prepare training-related materials.
- Assist unit Analyst with the development of training provided to law enforcement agencies on the use of the MiPISTOL system.

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

This position makes decisions related to work assigned to FRU Technicians, it also involves handling issues with conflicting information and determining firearm reporting requirements for individuals. Decisions must support federal and state regulations, policies, and procedures.

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

Immediate supervisor is asked for guidance on policy, guidelines, and administrative matters. Approval is required for any decisions that have a fiscal impact., the release of data to the public or media, and decisions that influence department policy or procedures

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 entering data into a personal computer. Some standing and bending may be required for copying or 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	MITCHELL, FRANCINE F	DEPARTMENTAL TECHNICIAN-E E9
FINK, KARI S	DEPARTMENTAL TECHNICIAN-E E9	RIKER, ANN L	DEPARTMENTAL TECHNICIAN-E 8

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

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

The essential function of this position serve as the Lead Worker for the FRU Technicians. In addition, this position also handles inquiries for information requests; answering calls from law enforcement agencies, citizens, and federal firearms dealers; ensuring firearms records are accurate and complete and appropriately disseminated.

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 Firearms Records Unit is responsible for the management of the database that maintains all Michigan pistol sales/transfer records and the application that processes a license to purchase a pistol. This includes the development and maintenance of the MiPISTOL application and Guns database. This position will assist with the accuracy and maintenance of all pistol record information, answer inquiries from private citizens, law enforcement agencies, and federal firearms dealers.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 10

Two years of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Three years of experience as a technician or paraprofessional, including one year of experience equivalent to the experienced level in state service.

Alternate Education and Experience

Departmental Technician 10

Possession of a Bachelor's degree and one year of professional experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work well with people at all levels, inside and outside of the organization. Excellent organization skills and ability to prioritize. Ability to initiate action, follow through with results, and determine appropriate solutions. Knowledge of Microsoft business software (e.g., Word, Excel, Access). Knowledge of firearms licensing, sales, and transfer rules, regulations, policies, procedures and terminology used in the work. Knowledge of techniques of using reference materials and organizing data for reports. Ability to perform accurate data entry, data integrity checks, queries, and generating reports. Ability to research, collect, consolidate, analyze and maintain data. Knowledge of production scanner operations and image scanning software. Effective verbal and written communication.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license is required. Must successfully pass the LEIN certification test within six months of operating the LEIN terminal.

Selective Position Requirement: The employee occupying this position must have a demonstrated absence of a criminal history record in Michigan or 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

Appointing Authority

3/5/2023

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