

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 & Technology Bureau
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) Student Assistant	11. Section Crime and Crash Reporting Section
6. Name and Position Code Description of Direct Supervisor NUNEZ, CHERISH E; DEPARTMENTAL MANAGER-3	12. Unit Michigan Incident Crime Reporting Unit
7. Name and Position Code Description of Second Level Supervisor DOWKER, NICHOLAS M; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position will work with the Michigan Incident Crime Reporting (MICR) Unit staff in a variety of support and technical activities as it relates to crime statistics and reports. This position will work with the Departmental Analysts ensuring complete and accurate crime data is reported by law enforcement agencies across the state in a timely manner. This position will assist with testing the MICR application, correspond with local law enforcement agencies and records management vendors, review unit documents, and assist the MICR trainers and their quality assurance process. 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: 70

Perform support duties within the Michigan Incident Crime Reporting Unit, specifically related to quality control and validation of both internal and external reporting systems/processes.

Individual tasks related to the duty:

- Assist in monitoring year-over-year incident submissions, by agency and record management system vendor, to identify issues and ensure all data is received accurately before year end.
- Assist agencies in submitting crime data via the MICR portal and agency record management systems.
- Assist in the completion of Quality Assurance Reviews.
- Assist Unit staff in law enforcement audits, comparing data submitted to data captured in the agency database.
- Assist with quarterly warning reports.
- Assist with verifying hate crime.
- Contact agencies with incomplete or missing data throughout the year.
- Monitor the MICR email and assist with email correspondence.
- Assist with training materials and handouts.

Duty 2

General Summary:

Percentage: 30

Assist with special projects.

Individual tasks related to the duty:

- Assist in conducting specialized research projects
- Assist MICR specialists as needed.
- Assist MICR manager as needed.
- 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.

All work will be performed under direct supervision.

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

Any decisions having impact on the application or documentation to local law enforcement 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.

The duties and tasks of this job are usually performed in a traditional office setting. Sitting, standing, and occasional lifting are required; occasional travel is required. Prevailing environmental conditions are those related to the use of a computer and normal office routines.

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?

To assist the MICR Unit in developing, improving, and implementing standards for quality control, to provide good public relations information and responses to inquiries, and to maintain timely, accurate and complete data.

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

This position will now support the unit's analysts.

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

The Michigan Incident Crime Reporting program exists for the statutorily required crime data collection. The Unit maintains the criminal data from all law enforcement agencies in Michigan and for the FBI. This position maintains, processes, and provides quality review of data submitted. The work area compiles statistical data for release to the law enforcement community, federal, and state governmental agencies, Michigan's governor, news media, other state agencies, and the general public. Michigan's data is also released at the national level by the FBI.

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

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to analyze policies and processes, and laws, develop recommendations and compare data. Experience with statistical computation and creating queries using reporting and data maintenance tools (report writing software, SQL, etc) is helpful but not necessary.

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.

ALYSSA HANSES

9/3/2024

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