Position Code
1. DEPSPL2U26N

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 Specialist-2	**10. Division** Criminal Justice Information Center
5. Working Title (What the agency calls the position) Michigan Incident Crime Reporting Crime Trend Specialist	**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
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 / Monday - Friday, 8:00 a.m. – 5:00 p.m

14. General Summary of Function/Purpose of Position

The specialist for the Michigan Incident Crime Reporting (MICR) Unit of the Criminal Justice Information Center (CJIC) will oversee the development and maintenance of the Michigan State Police (MSP) crime rate trend analysis. This position will proactively monitor developing crime trends and complete thorough data interpretation to regularly report findings through various forms of communication. This position is dedicated to creating, implementing, and maintaining new trend analysis initiatives, tools, and software, using MICR data, to enhance the integrity of crime rate data extraction and publication. As a dedicated liaison with external stakeholders, and the internal point of contact for crime trend needs, this position cultivates and maintains professional relationships with statewide entities. This centralized point of contact will assist stakeholders in all troubleshooting with the criminal data dashboard. This position supports the department's mission to help promote community safety and initiatives. This position will work closely with the MSP Michigan Intelligence Operations Center (MIOC) pertaining to data sharing and determination of appropriate data sourcing. This position will collaborate with MICR Unit analysts that focus on creating data visuals and extracting data to create both commonly requested and specialized reports. 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:** **65**

Act as the unit's sole crime trend specialist charged with creating data collection methods pertaining to crime trend analysis.

Individual tasks related to the duty:

- Oversee all crime rate data collection process. This includes developing and implementing procedures to determine data sources, data collection methods, validation of data integrity, and conducting thorough data analyses.
- On a continuous basis, analyze crime trends over time, across regions, and by type of crime and seek to understand how demographic factors, socioeconomic conditions, geographic comparisons, and other factors influence these trends.
- Forecast crime rates using moving averages, regressions, and other analytical techniques.
- Establish and articulate connections between notable shifts in crime and their underlying causes through in-depth research, investigation , and thorough analysis. This includes collaboration with local law enforcement agencies, research institutions, and other State of Michigan personnel.
- Monitor the impact and effectiveness of specified department policies and initiatives on crime rates. Provide feedback to management and update policies, if necessary.
- Work proactively, monitoring crime trends as they develop and reporting regularly to MSP leadership on observations through in-person and virtual briefings, reports, and presentations.
- Act as a central point of contact, cultivate professional relationships, and collaborate on data sharing with the MIOC, MSP leadership and personnel, the Governor's office, external law enforcement partners, other State of Michigan departments, Federal Bureau of Investigation (FBI) staff, researcher institutions, and other external stakeholders.
- Collaborate with MIOC personnel as needed to complete crime mapping and utilize existing communications networks within the law enforcement community.
- Create and coordinate crime trend communications with MSP department members, other government agencies, research institutions, and external stakeholders.
- Serve as the crime trend subject matter expert leading continuous technical advancements of data analytics tools to benefit this data extraction.
- Research, implement , and present advanced analytics initiatives to MSP leadership that could benefit data collection for the department and stakeholders.
- Assess identified technical issues and determine and implement a course of action to resolve issues.
- Research and review existing and new analytical tools, software, or vendor information to leadership to determine future use or need for change.
- Determine escalation priority of crime trend issues/concerns/barriers/conflicts and provide detailed information to Department of Technology, Management & Budget (DTMB) and/or contracted vendors as well as CJIC Leadership.
- Troubleshoot and provide guidance and recommendations to the unit's DTMB resources and or contracted vendors to resolve technical issues.
- Maintain and provide detailed technical information, verbal or in writing, to management upon request.
- Create and maintain needed unit procedures and guidelines related to crime trending.

Duty 2

General Summary: **Percentage:** **15**

Monitor the MICR Unit's Data Sharing Agreement (DSA)'s, ensuring third-party compliance and reviewing usage and outcomes of third-party analysis.

Individual tasks related to the duty:

- Address any potential risks or liabilities to leadership.
- Prepare DSA's based on third-party requests and manager approval.
- Submit DSA's for relevant departmental leadership signatures and legal review and monitor progress.
- Track DSA expiration dates and work with third-party requesters to renew and update agreements as needed.
- Review reports and analysis completed by third-party requesters to ensure compliance with DSA requirements.
- Identify key findings from third-party reports and analysis and briefs out findings to division leadership.

Duty 3

General Summary: **Percentage:** **10**

Collaborate with MICR Unit members to enhance the unit's dashboarding and mapping capabilities, improve existing solutions, and review data reports and visualizations.

Individual tasks related to the duty:

- Collaborate with unit members to identify and solve both visual and technical dashboard related issues affecting crime trend analysis.
- Collaborate with unit members to identify and solve Geospatial Information System (GIS) mapping related issues affecting crime trend analysis.
- Collaborate with unit members to identify and solve Structured Query Language (SQL) questions/issues affecting crime trend analysis.
- Review and suggest edits for MICR documentation referring to both MICR data reports and MICR data visuals prior to submitting for management review.

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned.

Individual tasks related to the duty:

- Work with other Unit/Section/Division staff to advance trend analysis.
- Work with Unit Manager on special projects.
- Participate in Unit/Section/Division/Department meetings and committees, as requested by manager, as a MICR representative.
- 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.

Make independent decisions to create and enhance relationships with stakeholders. Decisions on the data collection process. Decisions to resolve issues found within the unit's dashboards, and/or data reports affecting crime trend analysis. Determine technical workflow priorities and escalate technical issues as needed. Decisions are made based on the immediate needs of internal and external stakeholders and MSP's strategic plan.

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

Decisions regarding potential overlap or conflict with other MSP initiatives, major changes in the MICR program, approval of data sharing agreements, and content of final internal and external documentation. Recommendations that would require a change to Public Act 319 of 1968, as amended. Decisions that contain budgetary 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.

Physical Activities: Sitting and/or standing for long periods of time.
Conditional/Hazards: Long intervals at the personal computer. Occasional drives to offsite meetings or trainings.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 specialist for the Michigan Incident Crime Reporting (MICR) Unit of the Criminal Justice Information Center (CJIC) will oversee the development and maintenance of the Michigan State Police (MSP) crime rate trend analysis. This position will proactively monitor developing crime trends and complete thorough data interpretation to regularly report findings through various forms of communication. This position is dedicated to creating, implementing, and maintaining new trend analysis initiatives, tools, and software, using MICR data, to enhance the integrity of crime rate data extraction and publication. As a dedicated liaison with external stakeholders, and the internal point of contact for crime trend needs, this position cultivates and maintains professional relationships with statewide entities. This centralized point of contact will assist stakeholders in all troubleshooting with the criminal data dashboard. This position supports the department's mission to help promote community safety and initiatives. This position will work closely with the MSP Michigan Intelligence Operations Center (MIOC) pertaining to data sharing and determination of appropriate data sourcing. This position will collaborate with MICR Unit analysts that focus on creating data visuals and extracting data to create both commonly requested and specialized reports.

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 MICR program collects and maintains criminal data from all law enforcement agencies in Michigan, as well as all FBI Uniform Crime Reporting data collections. The unit sends state level data to the FBI, almost daily. The unit provides quality assurance processes, topic training, and dashboard tools to Michigan law enforcement agency personnel. The unit is responsible for a public dashboard that displays quarter and annual datasets. The unit provides reports for the Freedom of Information Act and Clery requests as well as specialized statistics when working with other state and federal partners. This position is responsible for creating and implementing crime trend analysis using data collected by the unit.

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:

Departmental Specialist 13 - 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:

- Advanced knowledge of Tableau software, GIS software, SQL functions.
- Advanced knowledge and professional experience with statistical analysis, geospatial analysis, and data visualization.
- Advanced knowledge and professional experience with crime trend analysis techniques.
- Knowledge of the criminal justice system and an understanding of how real-world law enforcement activity is captured as data.
- Knowledge of state and federal guidelines, regulations, policies, and procedures.
- Knowledge of the National Incident Based Records System (NIBRS) and MICR data collections preferred but not required.
- Ability to communicate clearly and deal effectively with law enforcement agencies both verbally and in writing.
- Ability to organize workload with varying timelines and assignments to meet specified deadlines.
- Ability to understand the MICR program guidelines and federal NIBRS program guidelines.
- Ability to understand the MICR program guidelines and federal NIBRS program guidelines.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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   7/23/2025

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