

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTMGR3F13N

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 DEPARTMENTAL MANAGER-3	10. Division Criminal Justice Information Center
5. Working Title (What the agency calls the position) LEIN Field Services Unit Manager	11. Section LEIN & CJIS Compliance Section
6. Name and Position Code Description of Direct Supervisor COLLINS, KEVIN J; STATE ADMINISTRATIVE MANAGER-1 -FZN	12. Unit LEIN Field Services 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 / M-F 8:00 a.m.– 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as manager of the Law Enforcement Information Network (LEIN) Field Services Unit within the LEIN and Criminal Justice Information Systems (CJIS) Compliance Section. Duties include management and oversight of unit personnel, the LEIN, the CJIC Reporter, and other LEIN-related applications. This position is responsible for ensuring that programs/applications and access to them adhere to state and federal laws, rules, regulations, and policies. This position ensures the appropriate statewide entry and maintenance of mental health orders into LEIN and the National Instant Criminal Background Check System (NICS) Indices. Decisions are regularly made that impact every government agency that uses LEIN or has access to information obtained from LEIN, and residents attempting to purchase a firearm. This position works closely with the Federal Bureau of Investigation, the Michigan Department of Technology, Management and Budget (DTMB), vendors, and state and local criminal justice agencies with access to LEIN and National Crime Information Center (NCIC). 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: 25**

Management and supervision of unit staff.

Individual tasks related to the duty:

- Select and hire staff.
- Authorize sick and annual leave.
- Examine employees work performance to conduct performance ratings.
- Resolve employee concerns and provide guidance as needed.
- Participate in meetings, conferences, and training sessions.
- Conduct staff meetings; inform employees of changes in operations or policies and other workplace items.
- Maintain records, prepare reports, compose correspondence as related to staff issues.
- Acquire the resources necessary to perform tasks and ensure that work areas are performing satisfactorily.

Duty 2

General Summary: **Percentage: 15**

Oversee the statewide entry and maintenance of mental health orders.

Individual tasks related to the duty:

- Develop and implement policies and procedures to ensure the statewide entry and maintenance of mental health order into LEIN and the NICS Indices.
- Ensure mental health order entry complies with applicable state and federal laws, rules, and policies.
- Ensure mental health order records are retained in accordance with applicable records retention laws, rules, and policies.
- Identify unit staff training needs and develop plans of action to meet these needs.
- Monitor workflow, set priorities, and make assignments to ensure timely entry and proper maintenance.
- Identify programming changes required for continued compliance with revised state and federal statutes and requirements.
- Direct DTMB and vendor staff in the testing and implementation of programming changes.

Duty 3

General Summary: **Percentage: 50**

Oversee the LEIN and LEIN-related applications, system operations, interagency and stakeholder contact and coordination.

Individual tasks related to the duty:

- Be knowledgeable with all statutes, policies, official orders, guidelines, etc. regulating access, use, collection and dissemination of information within the LEIN and its interfaced systems.
- Understand and track legislation as it impacts LEIN and NCIC.
- Make presentations and answer questions on programs as they are posed.
- Set unit policies, write procedures, and ensure they are followed.
- Maintain records, prepare reports, and compose correspondence.
- Ensure federally mandated record validations are completed as required to ensure data integrity.
- Monitor the functioning of interfaces and oversee and/or perform any trouble shooting and problem resolution as necessary, involving DTMB and other staff as needed.
- Develop the specifications of necessary upgrades, new data elements, and oversee programming of the system.
- Oversee testing to ensure systems are functioning correctly.
- Ensure the data is available and being provided to users and contributors in a useful and meaningful format.
- Seek recommendations on enhancements needed to the system, plan enhancements, develop specifications, and justify need.
- Oversee the establishment of user and agency access rights.
- Interpret NCIC regulations and ensure LEIN's adherence.
- Take action to add enhancements, new data elements, etc. according to federal mandates and state needs and wants.

Duty 4

General Summary: **Percentage: 10**

Miscellaneous duties

Individual tasks related to the duty:

- Evaluate proposed changes and make recommendations on the department's position regarding NCIC topics for discussion at the national meetings.
- Ensure Michigan databases are in sync with federal databases.
- Assist NICS in the resolution of firearm denial appeals.
- Evaluate the results of the NCIC audits to determine training needs, and resolve unfavorable audit findings.
- Provide statistics, metrics, and reports.
- Lead new projects and assignments as it relates to the division or section initiatives.
- Facilitate the LEIN Operations Workgroup.

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 that establish daily staff priorities for processing work and workflow with respect to LEIN and LEIN related applications. These decisions affect all unit employees and criminal justice personnel throughout the state and the general public.

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

The decisions that require supervisor's approval involve changes in major policies affecting people outside the unit, decisions involving a major change in scope or those that will have major impact on the field, a major expenditure of funds, those requiring legal input, and when additional personnel are needed.

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 is an office job consisting of sitting, standing, computer work, communicating with people on the telephone, in person, and over e-mail, and attending and conducting meetings. Some travel is required for conferences and meetings.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
VLASIC, SHANNON M	DEPARTMENTAL SPECIALIST-2 13	HUETER, MICHAEL D	DEPARTMENTAL ANALYST-E P11
BEYER, JESSICA A	DEPARTMENTAL ANALYST-E P11	HOUSE, LEANN D	DEPARTMENTAL TECHNICIAN-A 10
RAPSON, KRISTIN J	DEPARTMENTAL TECHNICIAN-E E9	EMERSON, RYAN S	DEPARTMENTAL TECHNICIAN-E E9
KARNS, ALYSSA L	DEPARTMENTAL TECHNICIAN-E E9	PLINE, BARBARA A	DEPARTMENTAL TECHNICIAN-E 7
BLACK, JACQUELINE K	HUMAN RESOURCES DEVELOPER-E P11		

Additional Subordinates

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

- | | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 essential duties of this position are to manage the LEIN Field Services Unit. Manage and administer the LEIN and LEIN-related applications.

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

Updates to box 14.

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

The function of the LEIN and CJIS Compliance Section is to provide services related to Criminal Justice Information Services Security Policy compliance; conduct required audits in accordance with applicable state and federal rules, policies, and laws; conduct CJIS-related background checks; ensure the statewide entry and maintenance of mental health order into the LEIN and NICS; administer the LEIN and LEIN-related applications; and other miscellaneous projects and duties.

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 Manager 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:

Knowledge of LEIN, NCIC, and training methods.

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

1/23/2026

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