

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

<b>Position Code</b> 1. DEPTALTE
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Professional Development Bureau
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b> Organizational Development Division
<b>5. Working Title (What the agency calls the position)</b> Background Investigator	<b>11. Section</b> Recruiting and Selection Section
<b>6. Name and Position Code Description of Direct Supervisor</b> PLAGA, KENNETH C; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> DILG, KENNETH H; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 1924 Industrial Pkwy., Ste A Marquette, Michigan, 49855 / Various

**14. General Summary of Function/Purpose of Position**

This position functions as a member of the Recruiting and Selection Section. This position is responsible for providing background investigative services for the eligibility to the Michigan State Police Recruit School primarily in the Eighth District. The position will complete a comprehensive background investigative services for the eligibility to the Michigan State Police Recruit Schools. The position will complete a comprehensive background investigation on each potential candidate assigned to them for investigation and determine if the applicant meets the minimum qualifications to continue in the application 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: 60**

This position is responsible for conducting thorough background investigations on applicants.

**Individual tasks related to the duty:**

- Complete comprehensive background investigations as outlined in the Background Investigation procedure manual
- Conduct face-to-face interviews with each applicant. Answering any questions regarding the selection process or the training program. Conduct a home visit of the applicant's residence.
- Review arrests or convictions, traffic citations, and traffic crash histories.
- Attain and evaluate all relevant financial documents related to the applicant.
- Document all information pertaining to educational institutions the applicant has attended, including any degrees or discipline received.
- Document any civic or community volunteer activities the applicant participates in.
- Conduct interviews with current and former employers, including documentation of any discipline or discharge the applicant received.
- Document any military service, including military discipline or undesirable discharge.
- Conduct interviews with all associated family, friends, listed references, and secondary references.
- Document all controlled substance use by the applicant.
- Document any issues pertaining to potential welfare fraud.
- Travel both inside and outside the State of Michigan to conduct investigation and relevant interviews, when necessary

**Duty 2**

**General Summary:**

**Percentage: 30**

Review and analyze completed investigations to determine if applicant meets the minimum qualifications for the applied for position to continue application process. Develop and create a thorough and well documented investigative report including recommendation of approval or removal from the process for review by the MSP Recruiting and Selection Section.

**Individual tasks related to the duty:**

- Determine applicant's suitability based on the findings from the background investigations.
- Review investigations completed by Troopers in the field to determine applicant's suitability based on the findings from the background investigation.
- Referring back to field investigators for additional information when needed.
- Assess unique situations and/or issues, develop or evaluation options and select a course of action without firm guidelines.
- Research and interpret Federal and State employment laws, civil rights legislation, Civil Service Rules and Regulations, departmental policies and objectives, Michigan commission on Law Enforcement Standards (MCOLES) rules and regulations and the MSP Equal Opportunity Plan.
- Document all investigative findings on a memorandum to MSP Recruiting and Selection leadership.
- Make recommendation of approval or removal of applicant from the application process.
- Complete any additional follow-up as directed by MSP Recruiting and Selection leadership.

**Duty 3**

**General Summary:**

**Percentage: 5**

Review application and supporting documentation provided by the potential applicant. Ensuring all documentation is accurate, complete, and meets the minimum requirements for employment.

**Individual tasks related to the duty:**

- Review and analyze application documents provided in NeoGov, ensuring all sections are completed appropriately.
- Determine if the applicant meets the minimum requirements for employment.
- Schedule and meet with applicant to review application documents.
- Review and evaluate accuracy of all submitted documents with the applicant.
- Report all discrepancies between information provided by the applicant and that found during the investigation.
- Obtain all necessary signed authorization forms from applicant.

**Duty 4**

**General Summary:**

**Percentage: 5**

Assist Recruiting and Selection with any additional tasks related to the MSP hiring process as designated by Recruiting and Selection leadership.

**Individual tasks related to the duty:**

- Assist with Pre-Screen interviews.
- Attend and assist with MSP recruiting and assessment events.
- Assist in the processing of applicant paperwork utilizing Outlook and NeoGov.
- Assist Recruiting and Selection with any additional tasks related to the MSP hiring process as designated by the Recruiting and Selection Commander.

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

- Decision to locate and conduct additional relevant investigative interviews.
- Recommending the suitability or removal from the recruit process.

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

Final authority related to the removal of applicant from application process. Decisions requiring a response by official correspondence. Any requests that are beyond the experience or training of the background investigator.

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 efforts normally encountered in driving a vehicle or in an office environment. Most work is completed at a desk utilizing a computer terminal or in a seated interview environment. This position may be exposed to inclement weather. This position will be required to drive a vehicle in all types of weather conditions.

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?

This position will be a background investigator for applicants to the Michigan State Police. This position will also assist with other duties related to the recruiting and selection process of applicants.

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

Updated chain of command, clarifying language updated, and removal of APS as a job duty.

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

The Recruiting and Selection Section responsibilities include development and implementation of administrative processes related to the selection of qualified diverse candidates to fill positions of Trooper, Motor Carrier Officer, State Property Security Officer, and Cadet.

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 Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience****Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Familiarity and experience with the background investigative process. Familiarity with the Michigan State Police background investigative process is beneficial.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan driver's license.

**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.***

EMILY UPTON

\_\_\_\_\_  
Appointing Authority

2/9/2026

\_\_\_\_\_  
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