

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTEY69Y

Civil Service Class and Level: DEPARTMENTAL ANALYST-E

Working Title (What the agency calls the position): Michigan Incident Crime Reporting (MICR) Data Report Analyst

Name and Position Code Description of Direct Supervisor: NUNEZ, CHERISH E; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information and Technology Bureau

Division: Criminal Justice Information Center

Section: Crime and Crash Reporting

Unit: Michigan Incident Crime Reporting

Work Location (City and Address)/Hours of Work: / Monday - Friday 8:00 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: This position is responsible for the Michigan Incident Crime Reporting (MICR) Structure Query Language (SQL) maintenance. This position will design, create, and modify SQL queries and libraries in the appropriate department database. This position will validate and extract data to fulfill Freedom of Information Act (FOIA) requests, Clery Act requests, and other data requests from local law enforcement agencies, internal department members, and other external stakeholders. Primary responsible for this position includes data interpretation to compose publications and reports to facilitate improvements by equipping requestors with targeted data insight; troubleshoot errors within the respective databases; and create declarations that follow the unit's data sharing agreements. This position must function in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Monitor and maintain MICR databases by creating, modifying, and validating SQL queries to extract and interpret various data requests.

- Analyze various data requests from internal and external stakeholders to ensure compliance with MICR application data collection function.
- Interpret MICR database data to compose easy to understand reports for agencies. This includes preparing correspondences advising on what conclusions can validly be drawn from the data and what cannot.
- Research, analyze, and assemble data utilizing internal databases.
- Maintain unit's SQL new and existing queries. Includes designing, creating, modifying and validating all scripts to ensure proper data extraction for internal quality assurance. Implement new software elements into SQL scripts and library based on table and database changes or enhanced technology.
- Create tracking mechanism for historical SQL scripts and maintain archives on SharePoint.
- Independently examine and analyze all FOIA requests and determine what information is needed to satisfy the request.
- Monitor and complete FOIA and Clery Act requests within the required timeline by analyzing the data library using SQL queries and extracting data to compose reports. This requires updating or creating queries as needed.
- Analyze appropriate locational boundaries, utilizing required mapping applications
- Research cause of missing documentation or troubleshoot errors in data system preventing complete data submissions.
- Review, vet, and update annual year end SQL queries used to create crime reports and other statistical reports prior to publication is ingested into the Public Dashboard. Present results to Michigan State Police (MSP) leadership
- Compose data reports on various findings or gap analyses. Present to agencies to increase awareness/education.
- Complete various internal data requests (creating annual reports, statistics for grants, or any MSP leadership request) by extracting and validating data using the SQL scripts.
- Collaborate with unit manager to ensure all elements are considered or reviewed for data extraction. Validate all requests from department members have accurately presented data and needed data quality caveats are included. Communicate directly with the requestor to meet the desired deadline.
- Complete various data requests from external stakeholders including other government departments, academic institutions, and local law enforcement agencies; this includes working directly with requestors typically looking for larger unique datasets involving combining multiple tables and creating new SQL queries. Provide data interpretation via correspondence to the requestor.
- Complete various requests per the unit's data sharing agreements. Review data extracts from previous requests and ensure SQL scripts are updated appropriately. Modify or write new scripts as needed.
- Create data declarations to ensure third-party requesters understand applicable counting methodologies or data limitations.
- Create FOIA and Clery Act request tracking mechanisms for the unit to utilize. Determine retention periods and standards to be followed within MICR.
- Compile and review accuracy and consistency of data.
- Compile all records, review, finalize, and send the finalize report to the FOIA unit.
- Responsible for providing follow-up telephone calls or emails to agencies when missing information or documents are identified, or to request additional information needed to satisfy all request goals.

Duty 2: Assist unit members to enhance MICR data and statistical request processes.

- Analyze and audit reported data discrepancies (by an agency, another MICR Unit member, vendor, or other stakeholder) and create solutions to address the issue.
- Actively participate in the JIRA process with our Department of Technology, Management and Budget partners to suggest and implement improvements to the reports generated within the MICR application.
- Conduct quality assurance testing, record issues, and determine solutions.
- Provide validated data extracts and summary reports for crime trend analysis.
- Research and gather requested information for the unit by accessing appropriate databases.

Duty 3: Other tasks as assigned by the unit manager.

- Participate in unit/section/division/departments meetings and committees as requested by manager as a MICR representative.
- Participate in MICR Quality Assurance Reviews, an audit like process.
- Assist with training, as needed.
- Review and assist in the updates of informational bulletins and procedures as needed.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: This position involves analyzing issues which can involve conflicting information. Deciding on a course of action requires a determination of the most effective approach when only broadly defined guidelines are available. Deciding what needs to be done requires assessing unusual circumstances, incomplete, or conflicting information. Decisions must support state and federal regulations and guidelines.

Types of decisions that require the supervisor's review: Decisions involving the approach to complex data requests, updates to data sharing agreements, updates to current unit procedures, and changes to current methods of extracting, analyzing, and/or validating data.

Physical effort used to perform this job and environmental conditions of this position: 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.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: This position is responsible for the MICR SQL maintenance. This position will design, create, and modify SQL queries and libraries in the appropriate department database. This position will validate and extract data to fulfill FOIA requests, Clery Act requests, and other data requests from local law enforcement agencies, internal department members, and other external stakeholders. Primary responsible for this position includes data interpretation to compose publications and reports to facilitate improvements by equipping requestors with targeted data insight; troubleshoot errors within the respective databases; and create declarations that follow the unit's data sharing agreements. This position must function in a bias free manner.

The function of the position's work area and how it fits into that function: The MICR program exists for the statutorily required crime data collection. The MICR program maintains this criminal data from all law enforcement agencies in Michigan and for the Federal Bureau of Investigation (FBI). This position maintains, processes, and performs 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 public. Michigan's data is also released at the national level by the FBI.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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:

- Advanced knowledge in SQL is preferred.
- Knowledge in Esri and/or Tableau 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 National Incident Based Records System program guidelines.
- Strong communication skills, both in writing and virtually are needed to provide the requestor with a clear understanding of MICR data.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.