

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTEZ37Y

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) Professional Development Bureau
4. Civil Service Position Code Description Departmental Analyst-E	10. Division Organizational Development Division
5. Working Title (What the agency calls the position) Recruiting and Selection Analyst	11. Section Recruiting and Selection Section
6. Name and Position Code Description of Direct Supervisor PLAGA, KENNETH C; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor DILG, KENNETH H; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / 8 a.m. – 4 p.m., occasional weekends

14. General Summary of Function/Purpose of Position

This position provides analytical and operational support related to recruitment, data analysis, and selection processes for the Recruiting and Selection Section (RSS). This position is responsible for collecting and analyzing data and trends to assess recruitment effectiveness, identifying trends in applicant demographics and hiring outcomes, and recommending improvements to the recruitment of the Michigan State Police (MSP). The analyst collaborates closely with recruiters, background investigators, and department leadership to develop data-informed strategies, ensure compliance with legal and departmental hiring standards, and support continuous improvement in recruitment practices. This role also requires developing and presenting reports to internal stakeholders, as well as assisting with candidate applications and the overall hire process for enlisted candidates. 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: 45

Collect and analyze recruitment and selection data to identify trends, patterns, and insights that inform decision-making and contribute to the continuous improvement of recruitment strategies, processes, and outcomes.

Individual tasks related to the duty:

- Develop and analyze reports and metrics to track key recruitment data, providing insights to support evidence-based workforce planning and resource allocation.
- Collaborate with MSP's Director's Office and Professional Development Bureau (PDB) Leadership to interpret data findings, identify recruitment process inefficiencies, and recommend enhancements aimed at improving the effectiveness and efficiency of recruitment and selection activities.
- Develop and present comprehensive reports and data-driven findings to the PDB to inform strategic recruitment decisions.
- Develop processes and strategies to implement new recruitment efforts.
- Provide leadership with data-driven insights and reports on recruitment trends, including demographic analysis and emerging areas of workforce need, supported by current research.
- Analyze current recruitment processes to identify gaps and barriers and explore areas of operational inefficiencies. Develop, pilot, and implement enhanced processes.
- Collaborate with other law enforcement agencies for dual applicants.
- Provides detailed reporting on employee retention trends and metrics for the Transparency and Accountability Division (TAD)

Duty 2

General Summary:

Percentage: 25

Coordinate and facilitate the hiring process for enlisted candidates, including eligibility screening, pre-employment testing, and communication throughout the recruitment cycle. Facilitate background investigations and support the assignment of enlisted personnel.

Individual tasks related to the duty:

- Coordinate with Field Services Bureau on need of assignment based on survey data.
- Evaluate and interrupt background investigation reports to determine eligibility for employment and escalate incidents to background investigators when necessary.
- Collects and analyzes needs-based data for trooper 9 placements and reports barriers of readiness to leadership.
- Facilitates and coordinates with Michigan Commission on Law Enforcement Standards (MCOLES) to interrupt background information and eligibility for state licensing and provides recommendations to MCOLES regarding candidate eligibility.
- Initiates appeal processes for denied applicants and coordinate and facilitate consensus meetings with leadership regarding candidate eligibility.
- Site coordinator for MCOLES pre-employment testing.
- Sparrow occupational health account manager.
- Audit MCOLES information and tracking network (MITN) for accuracy.
- Point of contact for all inquiries from outside law enforcement agencies regarding employment.
- Review candidate's qualifications, coordinate and administer pre-employment testing.

Duty 3**General Summary:****Percentage: 20**

Responsible for coordinating and managing all aspects of the trooper recruit interview process, including scheduling and logistical planning.

Individual tasks related to the duty:

- Facilitate statewide Trooper Interviews. Manage interview process for each recruit school on a monthly basis including the creation of interview folders for each applicant in every district; interview consensus forms, interview consent forms, interview questions, applicants cover letter and resume.
- Develop monthly availability surveys to assemble hiring panels in each district that comply with adopted panel criteria.
- Schedule trooper recruit interviews through Neogov, create and maintain a tracking database for applicants, scores, attendance, notes, etc.
- Notify applicants of their interview scores in each competency.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Audit and review work from recruiting and selection technicians.
- Performs related work as assigned.

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

This position independently makes decisions determining what work takes priority to ensure MSP meets their goal of filling recruit schools with qualified recruits. These decisions may impact individuals in the selection process. These same decisions may help or hinder MSP's ability to fill a recruit school with quality recruits by certain deadline.

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

The supervisor determines which appointable applicants get accepted into recruit school.

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 environment is typical of an office setting. An individual needs normal manual dexterity. One needs to be able to operate standard office equipment and training aids.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 analyst is responsible for overseeing recruiting activities and responsibilities related to the selection, retention, and discharge of applicants and entry level trooper recruits for MSP. This includes analytical and operational support on recruitment, data analysis, and selection processes. This position is also responsible for collecting and analyzing data and trends to assess recruitment effectiveness, identifying trends in applicant demographics and hiring outcomes, and recommending improvement to the recruitment of the Michigan State Police.

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 Recruiting and Selection Section responsibilities include development and implementation of processes related to the selection of qualified diverse candidates to fill positions for entry level trooper recruits.

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:

- Proven effectiveness and demonstrated sensitivity to equal employment opportunity and discrimination issues.
- Workable knowledge of state and federal employment law relative to employment issues.
- Public speaking ability.
- Training and instructor qualifications are desirable.
- Knowledge of department hiring policies and procedures, Civil Service Rules and Equal Employment Opportunity plan a bonus.
- Knowledge of applicable 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.
- Functions as a member of the Recruiting and Selection Section with good working knowledge of the hiring process, NEOGOV system and application process.
- Ability to operate general office equipment, computer programs and software and drive department vehicles. The position requires one to pay special attention to detail and to multi-task.

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.

EMILY UPTON

10/9/2025

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