

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 SECRETARY-A	10. Division Biometrics and Identification Division
5. Working Title (What the agency calls the position) Section Secretary	11. Section Automated Print Identification Section/Digital Analysis and Identification Section
6. Name and Position Code Description of Direct Supervisor MCCLAIN, JAALA M; DEPARTMENTAL MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor KELLEY, MARCI S; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48827 / Monday through Friday / 8 a.m. until 5 p.m.

14. General Summary of Function/Purpose of Position

This position serves as a management assistant providing administrative support for the Automated Print Identification (API) and Digital Analysis and Identification (DAI) Section managers and staff. The DAI and API Sections are responsible for the Automated Biometric Identification System (ABIS), The Statewide Network of Agency Photos (SNAP) System, Ten-Print Analysis and Identification (TAI) Unit, SNAP Unit, Photo Lab Unit, Forensic Art Unit, Automated Print Unit, and Audio Video Analysis Unit. The incumbent will assist the section by gathering information and statistics to compile metrics for the development of reports, graphs, and charts. The incumbent assists the section with form preparation, completes SIGMA voucher payments, SIGMA timekeeping, procures goods and services, monitors system access for new hires and onboarding measures. The incumbent serves as a point of contact for the department's Vulnerable or Impaired Persons (VIP) Program and is responsible for all coordination of VIP events under the supervision of the API Unit manager. The incumbent conducts an initial review of the Identity Analysis Team (IAT) fraud detection records and processing into the SNAP system. After initial biometric quality review is completed by an examiner, this position scans and uploads physical print cards into the Michigan ABIS, as well as scans and uploads physical mugshots into the SNAP system. This position coordinates support as needed with the division secretary and other section secretaries. This position functions 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: 40

Administrative support for API and DAI Section managers and staff.

Individual tasks related to the duty:

- Prepare meeting notices and agendas, schedule conference rooms, attend meetings to take meeting minutes, prepare and distribute minutes, and provide other support as needed. Enter direct voucher payments and billing invoices from vendors for services/supplies rendered to the section through the Statewide Integrated Governmental Management Applications (SIGMA).
- Assist staff with preparing travel forms, expense vouchers, and requesting cash advances.
- Organize and maintain resource materials (e.g., manuals, reference guides).
- Register employees for training and assist with travel arrangements for section staff, as instructed, adhering to state of Michigan travel regulations.
- Complete and track section employees training fund documentation and approvals.
- Procure goods and services using a procurement card and ensure proper documentation of procurement files and reconciliation.
- Monitor service needs for equipment within the sections and take appropriate action to resolve issues.
- Enter and assist with timesheet approval in SIGMA.
- Assist with the creation of training materials and presentations.
- Ensure all new members are equipped with appropriate access to various computer systems and hardware to perform their job duties.
- Monitor issued state of Michigan equipment to ensure system update requirements are being met, as well as warranty and expiration dates of equipment.
- Complete all necessary paperwork for new members during the hiring and onboarding process.
- Serve as a backup to other section secretaries and attend group secretarial meetings as necessary.
- Troubleshoot and resolve DAI and API SharePoint-related issues reported by users, such as broken links, loading issues, etc.

Duty 2

General Summary:

Percentage: 35

Data and records management. Fingerprint/palm print card scanning into ABIS. Mugshot scanning into the SNAP system.

Individual tasks related to the duty:

- Assist in monitoring of ABIS and SNAP database advancement projects and recommend process improvements when deficiencies are found.
- Document and maintain records for inspections for the DAI and API Sections and assists with the inspection process.
- Gather information and statistics and analyze metrics related to the activity of the DAI and API Sections and develop reports, graphs, and charts for leadership. This includes reports for Freedom of Information Act requests.
- Maintain records showing the status of the API and the DAI Section programs and provide periodic status reports to section staff.
- Create and maintain employee-required training records. Access and track any Michigan Commission on Law Enforcement Standards Information and Tracking Network related training records.
- Assist with hosting various training courses to include scheduling locations, creating announcements, and working with vendors to ensure all training amenities are in place.
- Serves as the division contact for the Learning Management System.
- After initial biometric quality acceptance review by examiners, scan physical fingerprint/palm print cards into AFIS for digitization and optimal database searching.
- After initial biometric quality acceptance review by examiners, scan physical mugshots into SNAP for digitization and optimal database searching.

Duty 3

General Summary:

Percentage: 20

Under the supervision of the API Unit manager, coordinates all aspects of VIP events, including photo submissions and record enrollment. Conduct initial review and process IAT fraud detection records within the SNAP system.

Individual tasks related to the duty:

- Coordinate VIP events between members and site officials. This includes working with schools, adult care facilities, and other local entities to ensure all eligible VIPs are properly enrolled.
- Upload VIP images and data into the SNAP system and ensure the record is accurate.
- Create, update, and maintain databases and the SharePoint site with VIP information.
- Conduct the initial review and process IAT fraud detection records within the SNAP system to ensure accurate records. Includes determining whether records are authentic or fraudulent.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Backup to the Michigan State Police (MSP) photographer on photography needs, when they are not available. Includes capturing portraits at events and in the lab.
- 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.

Position involves making decisions on prioritizing work affecting scheduling of workload and special projects, and independently making decisions regarding report creation, tracking methods, and data integrity upon entry into various systems.

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

Decisions requiring supervisors review include requests for confidential information, budget items, and when information is required for preparing special reports or projects. Any decisions not previously reviewed or discussed with the manager.

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.

Most work is performed while seated, utilizing a computer with extensive typing and phone use, in an office environment. Occasional lifting is required for equipment and boxes of delivered supplies. Some kneeling and repetitive movements are involved.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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?

This position provides administrative support to the API and the DAI Section's systems, programs, and staff. This position composes and processes correspondence, arranges meetings and training classes, creates and updates spreadsheets and databases. This position supports all aspects of the VIP program, analyzes records within the SNAP system and IAT platform for fraud, scans print cards and mugshots.

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

This position's primary function has not changed, updates to the position's duties include, duty two and three. Most of the language identified in the original position description was outdated or the work was no longer completed due to the changing needs of the work area. Duties two and three have been updated to reflect proper work in the area including VIP coordination and data and records management, in addition to the administrative support this position provides for the API and DAI sections. Updating for verification that this PD has been reviewed and approved for CALEA standards.

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

The API and DAI Sections are responsible for the ABIS, TAI Unit, SNAP Unit, Photo Lab Unit, Forensic Art Unit, Automated Print Unit, and the Audio Video Analysis Unit. These sections handle Criminal Justice Information Systems data and support various programs. This position provides various levels of technical support to the section members and systems through tracking, data entry, data review, and metric creation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office-related software (e.g. Microsoft Word, Excel, Outlook).

Knowledge of MSP databases and programs.

Knowledge of department policies and procedures.

Knowledge of composition of business letters, reports, charts and spreadsheets.

Ability to communicate effectively.

Ability to determine work priorities.

Ability to problem solve.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred: Knowledge of biometric systems (e.g. SNAP, ABIS, etc.)

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.

ASHLEY ALVARADO

9/12/2025

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