

State of Michigan  
Department of Civil Service  
Bureau of Human Resource Services

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described, and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties signs and dates the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD FILL OUT THIS PAGE.**

<b>2. Name of Incumbent (Last, First, M.I.)</b> <p style="text-align: center;"><b>VACANT</b></p>	<b>8. Department/Agency</b> <p style="text-align: center;"><b>Michigan State Police</b></p>
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> <p style="text-align: center;"><b>Specialized Services Bureau</b></p>
<b>4. Civil Service Classification of Position</b> <p style="text-align: center;"><b>Departmental Analyst P9-11</b></p>	<b>10. Division</b> <p style="text-align: center;"><b>Intelligence Operations Division</b></p>
<b>5. Working Title of Position (What the Agency Titles the Position)</b> <p style="text-align: center;"><b>Narcotics Intelligence Analyst</b></p>	<b>11. Section</b> <p style="text-align: center;"><b>Michigan Intelligence Operations Center</b></p>
<b>6. Name and Classification of Immediate Supervisor</b> <p style="text-align: center;"><b>Sarah Wilson, Department Manager 14</b></p>	<b>12. Unit</b> <p style="text-align: center;"><b>Criminal Intel and Narcotics Support Unit</b></p>
<b>7. Name and Classification of Next Higher-Level Supervisor</b> <p style="text-align: center;"><b>Brian Budde, Detective First Lieutenant/15</b></p>	<b>13. Work Location (City and Address)/Hours of Work</b> <p style="text-align: center;"><b>Lansing, Michigan. (Monday-Friday, 8:00-5:00)</b></p>

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

Apply all phases of the intelligence cycle to assist with criminal narcotics case support. Focus on providing assistance to the Medical Marijuana Investigation Section (MMIS) with marijuana investigations related to the Michigan Medical Marijuana Act, Medical Marijuana Facilities Licensing Act, and Marijuana Tracking Act. Evaluate tip information obtained regarding possible criminal drug activity. Conduct thorough research of multiple suspects to provide the MMIS and other law enforcement entities investigative connections and additional investigative information. Utilize multiple database systems to obtain criminal information for all marijuana related cases. Disseminate reports to customer base following established guidelines, procedures, and protocols. Establish and maintain effective working relationships with analytic counterparts and law enforcement colleagues.

**For Civil Service Use Only**

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List duties in order of importance, from most important to least important.

**Duty 1**

**General Summary of Duty: 80 % of Time**

Provide analytic support to the MMIS and other law enforcement agencies and work units concerning criminal drug activity, specifically focusing on marihuana investigations. Analyze case information received from various sources. Provide analytical reports to law enforcement agencies linking criminal suspects to multiple investigations. Notify investigators and detectives of information that may impact investigation and prosecution of cases. Comply with all policies and guidelines regarding analytic support for criminal investigations.

**Individual tasks related to the duty.**

- Receive and document requests for assistance from investigators and detectives.
- Obtain all case investigative information relating to suspects and victims.
- Analyze case information to determine additional associates possibly involved in criminal drug activity.
- Utilize multiple law enforcement database systems to gather significant additional case information while maintaining 28 CFR Part 23 compliance.
- Provide law enforcement with written response to requests and additional case support items such as charts, graphs, maps and assessments.
- Adhere to MIOC policies and guidelines regarding use of databases, collection of information, and dissemination.
- Work with additional narcotics analysts to provide case matching and deconfliction.
- Provide investigators with analysis updates and end product case analysis.
- Maintain records of all analytic support provided for all marihuana related criminal investigations.

**Duty 2**

**General Summary of Duty: 15 % of Time**

Evaluate tip information received and determine when follow-up is needed. Prepare responses to tips for the MMIS, drug teams, and patrols operating in the area of the tip. Identify when tips meet suspicious activity criteria and should be reported to additional agencies.

**Individual tasks related to the duty.**

- Receive tip information and identify criminal drug nexus or other criminal activity.
- Evaluate information and review intelligence products or reports to determine relevancy and accuracy.
- Identify criminal predicate and document points of interest for investigation.
- Link any similar tips and determine when organized criminal activity is identified.
- Maintain tip information within identified database and ensure tip outcomes are documented and case investigations are referenced.

**Duty 3**

**General Summary of Duty: 5 % of Time**

Other duties as assigned.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Determine whether the request meets the criteria for analytic assistance. Make a determination on what resources are to be used, what information is relevant, and whether it can be released. The improper release of intelligence information or the release of inaccurate information could adversely affect an investigation, jeopardize an officer or a confidential informant, or open the department to outside scrutiny. Identify information gaps and request information to fill those gaps from law enforcement. Determine when additional tools should be used for an investigation such as maps, charts and graphs.

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

Release of restricted or confidential information. Decisions requiring a response by official correspondence. Any requests that are beyond the experience or training of the intelligence analyst. Requests for the use of new software or equipment. Decisions affecting the entire Section or Division. Requests for written assessments and products.

**18. What kind of physical effort do you use to perform your job? What environmental conditions are you physically exposed to on your job? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2.**

Physical efforts normally encountered in an office environment. Most work is completed at a desk utilizing a computer terminal.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, ongoing basis. (If more than ten, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
None			

**20. My responsibility for the above-listed employees includes the following (check as many as apply):**

**21. I CERTIFY THAT THE ABOVE ANSWERS ARE MY OWN AND ARE ACCURATE AND COMPLETE.**

Signature

Date

**NOTE: Make a copy of this form for your records.**

**TO BE FILLED OUT BY IMMEDIATE SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 18? If not, which items do you disagree with and why?**

Yes

**23. What are the essential duties of this position?**

Analyzes, assimilates, and evaluates all available narcotics intelligence information collected in accordance with established standards, regulations, and procedures. Provides criminal intelligence analysis for case investigation. Prepares reports and briefings, and creates products relevant to area of responsibility. Prepares requests for collection of additional data to fill gaps. Develops strong relationships with key law enforcement members for information sharing.

**24. Indicate specifically how the job'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?**

Provide assistance to the department and other law enforcement agencies in the application of the Intelligence Process. Provide investigative case support to investigators and detectives by utilizing access to various database systems and analyzing the results of queries within those systems. Provide information to these agencies and maintain liaison with agencies that assist in providing this information.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Bachelor's degree or qualifying state employment experience under the Civil Service transfer policy.

**EXPERIENCE:**

None required with bachelor's degree.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Demonstrate good organizational skills, apply prioritization techniques, and demonstrate flexibility and ability to multitask. Work independently as needed. Identify training opportunities relevant to assigned analytic topic, discipline, or area of responsibility; attend training regularly and apply newly acquired skills to current duties. Provide a full range of law enforcement-related intelligence products and services; when applicable, be fully prepared to deliver effective presentations and/or court testimony. Demonstrate proficient use of databases and intelligence tools. Write and communicate clearly, concisely, and effectively. Fulfill all requirements to obtain and maintain a security clearance.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**NOTE:** *Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. 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's Signature

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

None

**29. I certify that the entries on these pages are accurate and complete.**

Appointing Authority's Signature

Date