

# MICHIGAN SENATE

## MICHIGAN SENATE POLICE DEPARTMENT

### POSITION POSTING

#### OPERATIONS TECHNICAL ANALYST

##### SUMMARY:

Under the direction of the Director of the Senate Business Office, overseen by the Sergeant at Arms/Chief of Police (Chief of Police), and supervised by the Assistant. Sergeant at Arms/Lieutenant of Operations, the Operations Technical Analyst supports the Michigan Senate Police Department (MSPD) within the MSPD Operations Center by monitoring surveillance video and radio communications and, as necessary, dispatching MSPD officers in response to emergencies in the Michigan Senate Binsfeld Office Building, Michigan State Capitol Building, and other Senate properties. The Operations Technical Analyst prepares and develops summaries, reports, graphs, and other materials tracking suspicious activities occurring on Senate properties for presentation to the Sergeant at Arms/Chief of Police. The Operations Technical Analyst also prepares briefings and statements related to activities and patterns for the Sergeant at Arms/Chief of Police to present to sworn MSPD staff. The Operations Technical Analyst acts as the initial point of contact for general MSPD information requests and for medical and property emergencies occurring at Senate properties.

##### ESSENTIAL JOB FUNCTIONS:

- Monitors video surveillance of all Senate properties in accordance with priorities and response protocols provided by Sergeant at Arms/Chief of Police
- Monitors all MSPD radio traffic on the Senate 800MHz radio system and, as assigned, radio traffic of outside agencies, including the Michigan State Police and the Lansing Police Department
- Simultaneously monitors activities across several platforms including, but not limited to, video surveillance, radio traffic, local and national news and weather reports, and the continual movement of officers and guests in and around all Senate properties; uses information obtained to appropriately dispatch MSPD officers, as necessary, based on nature of emergency, threat level, location and response time of MSPD officers, and MSPD protocols
- Evaluates surveillance and provides necessary information to MSPD officers to proactively address possible threats
- Conducts, evaluates, and summarizes reports from security software and other information systems to provide information as authorized; analyzes collected data to detect patterns and trends using statistical analysis
- Provides case-specific analytical assistance and provides critical feedback to the Sergeant at Arms/Chief of Police and Assistant. Sergeant at Arms/Deputy Chief of Police regarding report writing, video analysis, and data collection
- Documents findings and prepares summaries of findings using various types of media, as requested by the Sergeant at Arms/Chief of Police
- Documents phone calls and response actions taken by MSPD and provides weekly summaries to the Sergeant at Arms/Chief of Police or upon request
- Create event to action activities within Genetec System

- Modify MSPD Genetec Security system by creating/applying schedules based on special events
- Trouble shoot alarm activity and report findings to MSPD Leadership
- Creates badge templates at the direction of MSPD Leadership
- Issues alerts to Senators and Senate employees via the Senate Emergency Notification System as directed by the Sergeant at Arms/Chief of Police
- Serves as a liaison to a third-party security vendor regarding the technical aspects of the security system; troubleshoots technical issues and documents error feedback for review by third-party vendor
- Maintains current certifications and participates in training opportunities related to security software and monitoring best practices
- Develops and revises, as necessary, operations and surveillance policies and procedures for review and approval by the Sergeant at Arms/Chief of Police and implementation by MSPD
- Identifies short- and long-term goals and objectives to improve surveillance operations and assists with implementation of identified goals

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Reviews, retrieves, and releases archived surveillance video, as authorized
- Coordinates with outside agencies, as authorized by Sergeant at Arms/Chief of Police, to enhance safety procedures at the Michigan Senate
- Assists the Sergeant at Arms/Chief of Police, as directed, in training MSPD staff in the use and care of surveillance equipment
- Recommends training programs related to surveillance equipment and use, as appropriate, to the Sergeant at Arms/Chief of Police
- Properly maintains the order and appearance of the Operations Center and the equipment contained in the Operations Center

**EDUCATION/EXPERIENCE:**

- Bachelor's degree from an accredited college or university with a major in mathematics/statistics, national security, computer science, criminal justice, forensics, or closely related field preferred
- Two years of increasingly responsible police analysis and research, video monitoring systems, visitor management systems, and/or access control required.
- Genetec security system experience strongly preferred; current Genetec certification, or ability to obtain certification required
- Police and/or fire dispatch with 2-way radio experience preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**

- Excellent communication and interpersonal skills
- Ability to interact effectively with elected officials and employees of every level and cultural background
- Excellent customer service skills, including courteous telephone manner
- Experience in making independent and complex decisions without direct supervision

- Ability to react quickly, efficiently, and calmly in emergency situations
- Proficiency in basic computer applications, including Microsoft Outlook, Word, and Excel
- Strong problem-solving skills and ability to work well under stressful conditions
- Basic understanding of programming language and databases
- Basic understanding of server and network management
- Ability to work independently and as part of a team
- Excellent written communication skills; including ability to draft original correspondence
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to work outside of prescribed hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** Salaried with a standard benefits package

**SALARY:** \$50,000 - \$60,000

**GOVERNING CAUCUS:** Nonpartisan

This is a non-civil service, at-will position.

**Interested applicants, please direct inquiries, cover letters, and resumes  
by 5:00 pm, Tuesday, April 6<sup>th</sup> to:**

Senate Business Office  
Attn: Senate Human Resources  
PO Box 30036  
Lansing, MI 48909

**Or email to:**

[resume@senate.michigan.gov](mailto:resume@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.