

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 1424100***

<b>Public Safety Program Specialist 1, Grade 18</b>	<b>1424100</b>
<b>Public Safety Program Specialist 2, Grade 23</b>	<b>1424200</b>
<b>Public Safety Program Specialist 3, Grade 25</b>	<b>1424300</b>
<b>Public Safety Training Manager, Grade 27</b>	<b>1424400</b>

Brief Description of Class Series

Positions in this series research, develop, and implement training programs for law enforcement or security personnel. Incumbents support various public safety programs; oversee the administration of training programs; perform duties related to the research and development of law enforcement training; serve as an instructor in training programs; conduct training-related studies; provide technical assistance to various law enforcement agencies; and review and evaluate training programs and instructors for compliance with applicable laws, rules, and regulations. All positions are classified at the Division of Criminal Justice Services.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

*Public Safety Program Specialist 1:* full performance; under the direction of a Public Safety Program Specialist 2 or higher-level supervisor, conducts or provides direct training or instruction to law enforcement and partner law enforcement support agencies.

*Public Safety Program Specialist 2:* advanced performance level or first supervisory level; provides technical assistance on the development or revision of regulations and statutes; evaluates instructors providing training; audits training programs and conducts analysis of compliance to training standards; and may supervise Public Safety Program Specialists 1 and other professional, paraprofessional, and clerical staff.

*Public Safety Program Specialist 3:* supervisory level; serves as section supervisor and subject matter expert in the research, development, and implementation of training programs for law enforcement or security personnel. Incumbents oversee the administration of training programs and supervises Public Safety Program Specialists 2 and other professional, paraprofessional, and clerical staff.

*Public Safety Training Manager:* managerial level; administratively supervises staff responsible for New York State police and peace officer certified training programs to enhance the productivity and professionalism of law enforcement and public safety personnel; supervises Public Safety Program Specialists 3 and other professional, paraprofessional, and clerical staff.

### Related Classes

Training Specialists develop and present training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission, including the care and treatment of vulnerable persons in the care and/or custody of the State. The positions are classified in a variety of State agencies.

Senior Training Technicians (DHSES) are temporary, per-diem trainers that deliver advanced and comprehensive training to government, law enforcement, and emergency responders at the Division of Homeland Security and Emergency Services.

Senior and Associate Training Technicians (Veterans Services) provide on-going training programs that the Division of Veterans Services (DVA) delivers to staff, and other parties throughout New York State at DVA.

Criminal Justice Program Specialists develop, administer, or supervise programs directed toward improving the efficiency, effectiveness, and professionalism of law enforcement and public safety related activities.

### Illustrative Duties

#### *Public Safety Program Specialist 1*

Conducts or provides direct training or instruction to law enforcement and partner law enforcement support agencies.

- Assists in the development, evaluation, review, and implementation of training to law enforcement develops and updates training policies, manuals, and guidance.
- Prepares training and costs proposals funded by state and federal funds.
- Prepares standard Letter of Agreements.
- Evaluates instructors currently providing training to covered persons or agencies.
- Audits training programs and conducts analysis of compliance to training standards. Supervises programs to ensure compliance by covered programs and instructors with applicable laws, rules, regulations, and contracts.

Provides direct technical assistance to agencies for implementation of programs and the development or amendment of regulations and statutes.

- Prepares and provides tables, written reports, charts, and graphics on topical research such as new technologies, evidence-based practices, and emerging law enforcement and criminal justice trends for executive level review, public presentation and/or publication.
- Reviews and analyzes criminal justice policy, programs, legislation, and research studies.
- Maintains various web-based programs.
- Serves as a liaison for the assigned areas to outside agencies, inclusive of the Executive Chamber, and non-state governmental entities.
- Participates in workgroups with other governmental entities related to assigned areas.

#### *Public Safety Program Specialist 2*

Performs the duties of Public Safety Program Specialist 1. In addition,

- Prepares training and costs proposals funded by state and federal funds.
- Drafts and implements Memoranda of Understanding between agencies to ensure fidelity to programs.
- Reviews outside instructor lesson plans to issue equivalency certifications and ensures content meets best practices and state standards.
- Develops, evaluates, reviews, and otherwise implements various kinds of presentations and training to law enforcement. This may also include reviewing and evaluating complaints from training program recipients.
- Develops evaluation tools to analyze the results and effectiveness of training programs or specialized programs.
- Develops online training programs and maintains web-based programs, including Learning Management System (LMS), Listservs, and website content.
- Performs policy research and literature reviews related to specific program areas.
- Develops and implements specialized programs to support police and peace officers.
- Maintains statutorily required police and peace officer training to include the coordination of review and program enhancements.
- Assembles and facilitates stakeholder advisory panels. Leads the panel of subject matter experts to draft policy and procedures guidance documents and facilitate implementation of such documents statutorily required.

- Develops best practice recommendations and conducts binding or non-binding model policy development to increase the safety, efficiency, and effectiveness of law enforcement actions.
- May supervise professional and paraprofessional training staff and/or support staff.

### *Public Safety Program Specialist 3*

Prepares or supervises the development and enhancement of new and current training programs or specialized programs for police and peace officers.

- Supervises the development of training-related contracts and requests for proposals, including solicitation and administration of quote requests and Memoranda of Understanding between agencies; supervises the development and conducts review of training correspondence, documents, and instructional materials to ensure compliance with regulatory and statutory functions and program requirements
- Reviews and monitors budget expenditures.
- Supervises the coordination of training activities or specialized programs with other state agencies and organizations and fosters their assistance and cooperation to ensure the timely implementation of programs.
- Reviews audit compliance findings of training program standards and develops a corrective action plan.
- Supervises the selection of outside instructors and consultants based on programmatic needs and review of evaluation tools.
- Conducts informational meetings to law enforcement professional training associations and related groups to convey information about agency initiatives and execution of programs.
- Monitors adherence to procurement rules and terms of agreements.
- Provides oversight of the assembly of stakeholder advisory panels to foster their assistance and cooperation and to ensure timely development and implementation of programs.
- Consults with executive level management to provide feedback and review of proposed and new legislative changes.
- Presents summary and executive level briefing materials.
- Performs the full range of supervisory responsibilities over Public Safety Program Specialists 2 and other professional and support staff.

### *Public Safety Training Manager*

Advises and assists the Director of the Office of Public Safety in the management of the DCJS Office of Public Safety (OPS) within a defined area of purview and/or defined group of programs.

- Monitors the effectiveness and utilization of evaluation tools to analyze the results of training programs.
- Reviews audit compliance findings of training program standards and review proposed corrective action plans.
- Administers assigned programs in accordance with all appropriate statutory, regulatory, and programmatic requirements.
- Devises and organizes workplans for all assigned organizational units.
- Participates in workgroups with other governmental entities related to assigned areas.
- Evaluates proposed policies and management proposals and prepares written analysis and recommendations.
- Managed administrative and statutorily mandated functions within OPS.
- Develops and implements budgets for assigned organizational units.
- Represents the Commissioner, Deputy Commissioner, and Director in a variety of meetings, conferences, panels, and committees, as appropriate.
- Performs the full range of supervisory responsibilities.

### Minimum Qualifications

#### *Public Safety Program Specialist 1*

Non-Competitive: Six years of qualifying experience\* as a law enforcement officer or law enforcement trainer in a local, state, or federal police agency.

#### *Public Safety Program Specialist 2*

Non-Competitive: One year of service as Public Safety Program Specialist 1 or seven years of qualifying experience\* as a law enforcement officer or law enforcement trainer in a local, state, or federal police agency.

#### *Public Safety Program Specialist 3*

Non-Competitive: One year of service as Public Safety Program Specialist 2 or eight years of experience\* as a law enforcement officer or law enforcement trainer in a local, state, or federal police agency, including one year of supervisory experience.

*Public Safety Training Manager*

Non-Competitive: One year of service as Public Safety Program Specialist 3 or as Public Safety Program Specialist 3 (Missing Persons) or nine years of experience\* as a law enforcement officer or law enforcement trainer in a local, state, or federal police agency, including two years of supervisory experience.

\*All qualifying experience must have been gained after basic/recruit training. Time served for basic/recruit training does not count towards the qualifying experience. An associates degree or 60 credit hours may substitute for two years of general experience; a bachelor's degree may substitute for four years of general experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 6/2023

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## Parenthetic Attachment

*Public Safety Program Specialist 1 (Missing Persons)*

*Public Safety Program Specialist 2 (Missing Persons)*

*Public Safety Program Specialist 3 (Missing Persons)*

Public Safety Program Specialists (Missing Persons) support missing persons investigations requiring the knowledge and interpretation of a substantial variety or body of laws, rules, or regulations; provide support to law enforcement in all aspects of a missing persons investigation; and provides technical assistance and training to law enforcement and the public regarding missing persons investigations. They use a variety of investigative techniques, including gathering and verifying information, interviewing law enforcement and left-behind family members, reviewing electronic and paper documents, and conduct surveillance to obtain information and evidence. They prepare written reports of their findings, which may be used by law enforcement in support of their investigation.

*Public Safety Program Specialist 1 (Missing Persons):* full performance; under the general direction of a Public Safety Program Specialist 2 (Missing Persons) or higher-level supervisor, supports law enforcement officials investigating cases involving missing children under 21 years old, college students, and vulnerable adults; administers alerts that quickly disseminate information about missing persons; provides short- and long-term investigative assistance to law enforcement related to missing persons; and provides direct training or instruction to law enforcement and partner law enforcement support agencies.

*Public Safety Program Specialist 2 (Missing Persons):* advanced performance level or first supervisory level; reviews new directives, procedures, and policies, and incorporates into unit procedures; prepares reports detailing unit activities, workload, and staff requirements; evaluates the training needs of the unit for supervisory and management staff; and may supervise Public Safety Program Specialists 1 (Missing Persons) and other professional, paraprofessional, and clerical staff.

*Public Safety Program Specialist 3 (Missing Persons):* supervisory level; serves as section supervisor of the Missing Persons Clearinghouse coordinating daily operations in accordance with New York State, DCJS, and Office of Public Safety policies and procedures. The position supervises staff involved in conducting investigations requiring the knowledge and interpretation of a substantial variety or body of laws, rules, or regulations; and provides technical assistance, training, and support to law enforcement and the public regarding missing persons.

## Minimum Qualifications

### *Public Safety Program Specialist 1 (Missing Persons)*

Non-Competitive: Six years of qualifying experience\* in an investigative support position supporting missing persons investigations.

### *Public Safety Program Specialist 2 (Missing Persons)*

Non-Competitive: One year of service as a Public Safety Program Specialist 1, or seven years of qualifying experience\* in an investigative support position supporting missing persons investigations.

### *Public Safety Program Specialist 3 (Missing Persons)*

Non-Competitive: One year of service as a Public Safety Program Specialist 2, or eight years of qualifying experience\* in an investigative support position supporting missing persons investigations.

\*Qualifying experience must include taking written statements from law enforcement and left behind family members; collecting and archiving physical and documentary evidence; and preparing detailed written reports of investigative findings.

An associates degree or 60 credit hours may substitute for two years of general experience; a bachelor's degree may substitute for four years of general experience.