

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

Classification Standard

Occ. Code 1463500

Crime Analysis Coordinator, Grade 25 1463500

Brief Description of Class Series

Positions in this class serve as central points of contact for their area(s) of responsibility, which includes partnerships with local and federal law enforcement, and district attorney offices to provide investigative support and crime analysis to help police and prosecutors solve, reduce, and prevent crime more effectively. They are classified at the Division of Criminal Justice Services.

Distinguishing Characteristics

Under direction of the Deputy Commissioner of the Office of Crime Analysis & Strategic Partnerships, serves as the operational supervisor and subject matter expert of their individual area(s) of responsibility with extended reach across the State and the crime analysis center network, conducts assessments of individual and organizational capabilities and needs, and collaborates with the staff and leadership across OCASP and the crime analysis center network.

All positions are in the non-competitive jurisdictional class.

Related Classes

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.

Crime Analysts analyze and collect various types of information, intelligence, and data received from a wide variety of sources and law enforcement partners related to criminal activity.

State Police Intelligence Analysts analyze and collect various types of information, intelligence and data received by the New York State Police at the New York State Intelligence Center related to counterterrorism and criminal activity. These non-competitive positions are classified only at the Division of State Police.

Intelligence Analysts gather, analyze, and disseminate information and intelligence regarding incidents, trends or threats relating to terrorism that have implications for New York State; and facilitate information sharing among federal, State, and local law enforcement agencies in cooperation with the New York State Intelligence Center Counter Terrorism Center. Positions in this series are only classified at the Division of Homeland Security and Emergency Services.

Criminal Justice Policy Analysts analyze, evaluate, monitor, present, and convey criminal justice and program performance data and trends; analyze criminal justice policy, programs, legislation, and research studies; develop reports and other research materials and documents on criminal or juvenile justice programs; and conduct relevant research for, prepare correspondence to, and provide technical assistance to other governmental agencies.

Illustrative Duties

Crime Analysis Coordinator

Oversees daily operations of their particular area(s) of expertise across the state crime analysis centers including but not limited to training, technology, and intelligence.

Identifies evolving trends, needs, gaps, threats, and risks within their given area(s) of responsibility, including best practices in the field.

Researches, identifies, and evaluates new and emerging trends and risks to support their area(s) of focus.

Makes recommendations and provides required justification for new purchases and implementation of programs and best practices.

Serves as systems administrator for systems employed and deployed across the state within their area of responsibility and assists with resolving issues when they arise.

Participates with Office of Crime Analysis and Strategic Partnerships (OCASP) management in policy development involving tools and processes implemented across their area(s) of responsibility.

Assists OCASP management in assessing the capacity and capabilities of any new initiatives or processes.

Provides comprehensive written assessments and progress reports to management regarding any gaps across their area(s) of responsibility, including preparing comprehensive mitigation plans.

Provides technical assistance and guidance to various stakeholders including crime analysts, law enforcement agencies, and other public or private entities on a wide variety of tools and strategies implemented across the area(s) of responsibility.

Manages all aspects of all software products integrated across their area(s) of responsibility.

Coordinates training conducted under the auspices of DCJS/OCASP relevant to their area(s) of responsibility.

Conducts initial and ongoing training gap assessments across all jurisdictions and partners.

Coordinates activities, priorities, and information-sharing with other DCJS entities, as well as outside agencies, departments, and partners, as well as with Office of Crime Analysis and Strategic partnership (OCASP) management.

Provides technical assistance, guidance, training, practices, processes, regulations, standards, and guidelines related to their area(s) of responsibility.

Maintains a complete inventory of all processes and equipment assigned to and related to their area(s) of responsibility.

Participates in the development and implementation of policies and procedures related to their area(s) of responsibility.

Works closely and in collaboration with the other Crime Analysis Coordinators within OCASP to ensure staff have an appropriate level of technical aptitude in using the various tools utilized in their area(s) of responsibility.

May perform the full range of supervisory responsibilities.

Minimum Qualifications

Crime Analysis Coordinator

Non-Competitive: Eight years of relevant experience* based on the focus of the position (e.g., law enforcement, information technology, computer science, training, education, business administration, etc.), one year of which must have included the supervision of staff or review and approval of staff work products.

Experience must include advanced-level knowledge/subject matter expertise in the area covered by the particular position being recruited.

*Substitutions: An associate degree in criminal justice, criminology, criminal justice

research, criminal justice policy, psychology, sociology, public administration, statistics, information systems, police science, computer science, mathematics, statistical analysis, or information management may substitute for two years of experience; or a bachelor's degree in one of these fields may substitute for four years of experience; a master's or higher-level degree in one of these fields may substitute for one additional year of experience; and a certificate in crime analysis or GIS may substitute for one year of 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: 1/2025

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