

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1463510

Crime Analysis Coordinator (Technology), Grade 25	1463510
Crime Analysis Coordinator (Training), Grade 25	1463520
Crime Analysis Coordinator (Intelligence), Grade 25	1463530

Brief Description of Class Series

Positions in this class serve as central points of contact for their areas of expertise, providing training and technical assistance to the Crime Analysis Center (CAC) network, 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

Crime Analysis Coordinator (Technology): under direction of the CAC Program Manager, serves as the network administrator and identifies emerging technology needs for the crime analysis centers, researches and evaluates new and emerging technology to support the crime analysis function, and manages the connectivity and maintenance of the new technology across the CAC network.

Crime Analysis Coordinator (Training): under direction of the CAC Program Manager, provides training and technical assistance, facilitates outside training when necessary, conducts assessments of individual and organizational crime analysis capabilities and needs, and collaborates with the Crime Analysis Coordinator (Technology) when evaluating and implementing the technology components of the distance learning platforms.

Crime Analysis Coordinator (Intelligence): under direction of the CAC Program Manager, oversees all aspects of crime gun intelligence activities for the crime analysis center (CAC) 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.

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 (Technology)

Oversees all crime analysis technology implemented across the CAC network including to the counties supported through GIVE initiative funding.

Identifies evolving technology needs of the crime analysis centers including best practices in the field.

Researches, identifies, and evaluates new and emerging technology to support the crime analysis function.

Makes recommendations and provide required justification for new technology purchases and implementation.

Manages all technology/data connectivity and implementation, including large, complex projects across the entire CAC network.

Serves as systems administrator for the CAC network, assisting analysts with IT/technology issues when they arise.

Maintains a complete inventory of hardware and software in use at all CACs.

Participates with Office of Crime Analysis and Strategic Partnerships (OCASP) management in policy development involving the use of sophisticated computer applications used in crime analysis.

Assists OCASP management in assessing the technical capacity and capabilities of any new site designated for a new crime analysis center.

Provides comprehensive written assessments and progress reports to management concerning any technology gaps across all crime analysis centers including a comprehensive mitigation plan.

Provides technical assistance and guidance on a wide variety of crime analysis tools and strategies implemented across the CAC network.

Manages all aspects of all software products integrated across the CACs, with the central focus on the network-wide search and analysis software tool.

Crime Analysis Coordinator (Training)

Oversees all crime analysis training conducted under the auspices of DCJS including to the counties supported through GIVE initiative funding.

Conducts initial and ongoing training gap assessments of all CAC staff across all jurisdictions and partner law enforcement agencies.

Participates in the initial orientation of all new staff (local law enforcement staff) assigned to and hired at all CACs.

Provide comprehensive written assessments and progress reports to management concerning any training gaps across all crime analysis centers and provide a comprehensive mitigation plan.

Coordinates activities, duties, information sharing with all members of the Gun Involved Violence Elimination (GIVE) Program staff, CAC Directors, and Office of Crime Analysis and Strategic partnership (OCASP) management.

Provides technical assistance, guidance, and training on tactical, operational, strategic analysis, evidence-based policing theories, and integrating technology into crime analysis.

Develops and implements, in conjunction with the NYS Municipal Police Training Council, and manage all aspects of the Level 2 Crime Analysis Certification program.

Crime Analysis Coordinator (Intelligence)

Oversees all aspects of crime gun intelligence activities for the crime analysis center network, including to the counties supported through GIVE initiative funding.

Identifies evolving tools and technology related to crime gun intelligence and tracking, including best practices in the field; researches, evaluates and makes recommendations on new and emerging technology and practices to support the crime gun intelligence function.

Maintains a complete inventory of ballistic acquisition hardware and software in use at all crime analysis centers and interfaces with the Crime Analysis Coordinator (Technology) as appropriate.

Participates in the development and implementation of policies and procedures related to crime gun intelligence and analysis.

Works closely and in collaboration with the Crime Analysis Coordinator (Technology) and the Crime Analysis Coordinator (Training) to ensure staff have an acceptable level of technical aptitude in using the various crime gun analysis-related tools.

Provides comprehensive written assessments and progress reports to management concerning any gaps across all crime analysis centers related to crime gun intelligence capacity, including a comprehensive mitigation plan.

Provides technical assistance and guidance on a wide variety of crime gun analysis tools and strategies implemented across the CAC network.

Develops, implements, and refines standardized and actionable reports and analytical products across all CACs in the network.

Minimum Qualifications

Crime Analysis Coordinator (Technology)

Non-Competitive: Eight years of crime analysis experience,* one year which must have included either the supervision of staff or serving in the role of lead analyst within a crime analysis unit responsible for the creation of comprehensive analytical products.

Experience must include advanced-level knowledge and use of hardware and software tools in a crime analysis center environment, and involved researching, identifying,

evaluating, and coordinating the implementation of technology solutions/products within a crime analysis center or unit.

Crime Analysis Coordinator (Training)

Non-Competitive: Eight years of crime analysis experience,* one year of which must have included the supervision of staff or in the role of lead analyst within a crime analysis unit responsible for the creation of comprehensive analytical products.

Experience must have involved use of and/or conducting comprehensive training in topics such as querying and extracting data from law enforcement information systems; the use of one or more geographic information systems (GIS) and statistical software packages; and experience training, lecturing, and/or teaching subject matter directly related to crime analysis to crime analysts and law enforcement staff.

Crime Analysis Coordinator (Intelligence)

Non-Competitive: Eight years of crime analysis experience,* one year of which must have included the supervision of staff or serving in the role of lead analyst within a crime analysis unit responsible for the creation of comprehensive analytical products supervisory experience. Three years of the experience must have included in-depth work with and understanding of crime gun analysis and the creation of related comprehensive analytical products.

Experience must have involved the use of a wide variety of technology utilized in crime analysis; including querying and extracting data from law enforcement information systems; geographic information systems (GIS); and statistical software packages. Candidates must also have experience presenting, training, lecturing, and/or teaching subject matter directly related to crime gun intelligence and analysis to crime analysts and law enforcement staff.

*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 the same degree fields may substitute for four years of experience. A master's or higher-level degree in one of the same degree 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.

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