

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

Classification & Salary Guidelines

Occ. Code 1715000

Crime Analysis Center Director, NS M-4, M-5 1715000

Brief Description of Class

Crime Analysis Center Directors direct a regional Crime Analysis Center (CAC), under general direction of the Division of Criminal Justice Services' Deputy Commissioner for the Office of Public Safety. Incumbents oversee a regional CAC team from the following law enforcement entities: city, county, and town police; State and local probation/parole agencies; county district attorney's offices; State Police; and various federal law enforcement partners. Each CAC provides investigative support and information to help police and prosecutors more effectively solve, reduce, and prevent crime, as well as exclude individuals from suspicion and avoid wrongful arrests.

Distinguishing Characteristics

Crime Analysis Center Director

The level of each position is based upon the size and scale of each CAC region and is dependent upon the number of participating State, local and, federal law enforcement entities; number and level of staff; depth of technology and intelligence resources required to support investigations; and number and severity of regional crime activities.

M-4: directs medium to large CAC regions; supervises a moderate size/level of staff.

M-5: directs the largest CAC regions; supervises a larger size/level of staff.

Illustrative Duties

Crime Analysis Center Director

- Maximize all information and intelligence sharing opportunities by enlisting the participation of various law enforcement and criminal justice agencies.
- Manage the participation of designated agency representatives within the respective CAC.
- Determine and assign staff to manage short- and long-term priorities.

- Maintain regular communication and consultation with members of the CAC Board of Directors and other executives from all participating local, State, and federal partners.
- Develop memoranda of understanding to confirm agreements and establish parameters for CAC partner agencies.
- Coordinate with staff to identify additional training and technology needs.
- Convene quarterly meetings of the CAC Board of Directors.
- Audit CAC's operations to ensure compliance with all standards, regulations, laws, and professional practices.
- Maintain liaison with partner agencies and programs.

Minimum Qualifications

M-4: Bachelor's degree and seven years of relevant experience. *

M-5: Bachelor's degree and eight years of relevant experience. *

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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