

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

## Classification Standard

**Occ. Code 1715100**

<b>Crime Analyst 1, Grade 18</b>	<b>1715100</b>
<b>Crime Analyst 2, Grade 23</b>	<b>1715200</b>
<b>Crime Analyst 3, Grade 27</b>	<b>1715300</b>

### Brief Description of Class Series

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.

These non-competitive positions are classified only at New York State Crime Analysis Centers supported by the Division of Criminal Justice Services.

### Distinguishing Characteristics

*Crime Analyst 1*: full-performance level; examines data sources and other information streams that support the crime analysis process and prepares reports documenting research and analytical tools utilized.

*Crime Analyst 2*: first supervisory level; functions as lead crime analyst; performs analysis on more difficult casework utilizing standard established procedures.

*Crime Analyst 3*: second supervisory level; functions as Assistant Crime Analysis Center Directors; performs analysis of technically complex cases exercising considerable independent judgment.

### Related Classes

Crime Analysis Coordinators 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, prosecute, and prevent crime more effectively. They are classified at the Division of Criminal Justice Services.

## Illustrative Tasks

### *Crime Analyst 1*

Monitors, collects, and analyzes open-source information, raw crime-related data, and intelligence information using a variety of analytical tools and techniques.

Researches, analyzes, evaluates, and correlates crime and intelligence information to determine source reliability, accuracy, and integrity. Distinguishes patterns and trends from disparate pieces of information and intelligence.

Works as part of a team providing investigative support for criminal investigations.

Follows all procedures related to privacy protection and the proper handling of sensitive law enforcement information.

Uses software tools to analyze data and data sources to benefit law enforcement investigations.

Tests and validates computer hardware, software, and analytical tools using established procedures.

Collects and disseminates crime and intelligence data and shares those data resources as appropriate.

Conducts peer review of other Crime Analysts' findings and analyses.

Composes descriptive intelligence reports and products using analytical techniques and methods that document research, analysis, and tools utilized in investigative support and analysis.

Serves as a liaison with internal and external groups and individuals to provide analytical assistance.

Responds to major criminal investigations by providing information sharing support to federal, State, local and tribal agencies as requested and assigned.

Provides oral and written briefings on current criminal threat environments and other topics as requested.

Testifies in court proceedings regarding casework involving routine methods of acquiring, archiving, and analyzing data.

Organizes and maintains sensitive and open-source case data, databases, and files. Testifies in courtroom proceedings as required.

Completes computer hardware, software, and electronic research to locate information and data that can be utilized to further the investigation process.

Reviews current best practices and attends seminars, courses, or professional meetings to stay abreast of developments within the fields of intelligence and crime analysis.

### *Crime Analyst 2*

Performs all duties and functions of a Crime Analyst 1.

Reviews and approves work products developed by Crime Analyst 1.

Examines sensitive law enforcement material submitted for support and analysis to extract appropriate data.

Analyzes data using systematic techniques to parse, locate, and extract case relevant data with value pursuant to investigative details.

Uses established report writing standards to prepare comprehensive analysis reports used in criminal investigations or intelligence products, which may be entered into evidence during court proceedings.

Serves as shift leader as assigned.

Performs the full range of supervisory responsibilities.

### *Crime Analyst 3*

May perform the duties and functions of Crime Analysts 1 and 2 as necessary.

Coordinates the oversight of the CAC operations together with the CAC Director.

Manages the day-to-day operations of the CAC in the Director's absence and assists in management of the participation of designated partner agencies, through assignment of staff to the CAC, as well as communication and consultation with representatives at all participating agencies.

In collaboration with the Program Training Coordinator, assists in the oversight of training to participating agency staff, by assessing existing gaps. This includes both the provision of training in various crime analysis methods, such as how to analyze data and early recognition of crime patterns, as well as determining what software tools would enhance analysis and offering related training to participating entities.

Ensures maximization of all information and intelligence sharing opportunities by facilitating the participation of various law enforcement and criminal justice agencies as

directed by the CAC Director, Board of Directors, and/or DCJS. Ensure continued collaboration with these agencies to create technology links to facilitate agency authorized sharing of information and data.

Assists law enforcement partners to locate and extract data relative to their investigations and crime scenes.

Testifies in court proceedings explaining analytical processes and consequent findings for a wider range of evidence. Explains analytical processes such as cell phone data mapping, criminal network identification, and financial crimes.

Prepares analytical evidence for court presentations by reviewing relevant data and converting data into a format that may be displayed during court proceedings.

Assists law enforcement partners in the review and preparation of evidentiary material pursuant to Rosario and discovery court motions.

Assists in the implementation of hardware and software tools, and trains staff in using those tools.

Performs the full range of supervisory responsibilities.

### Minimum Qualifications

#### *Crime Analyst 1*

Non-Competitive: six years of crime analysis or related experience\*. Required experience includes strategic, tactical, and administrative analysis, which includes resource deployment, crime mapping, pattern identification, or emerging trend recognition; or experience researching and interpreting law enforcement data.

#### *Crime Analyst 2*

Non-Competitive: seven years of crime analysis or related experience\*. Required experience includes strategic, tactical, and administrative analysis, which includes resource deployment, crime mapping, pattern identification, or emerging trend recognition; or experience researching and interpreting law enforcement data.

Promotion: One year of permanent service as a Crime Analyst 1.

#### *Crime Analyst 3*

Non-Competitive: nine years of crime analysis experience\*, two years of which must have been at a supervisory level. Required experience must have included using strategic, tactical, and administrative analysis, which includes resource deployment,

crime mapping, pattern identification, or emerging trend recognition; or coordinating training, technology, intelligence, or retail theft prevention.

Promotion: One year of permanent service as a Crime Analyst 2.

\*Substitutions: An associate degree may substitute for two years of experience; bachelor's degree may substitute for four years of experience; a master's or higher-level degree 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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

CRM

8/2025