

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

Classification Standard

Occ. Code 1716100

Criminal Justice Policy Analyst 1, Grade 18 1716100
Criminal Justice Policy Analyst 2, Grade 23 1716200
Criminal Justice Policy Analyst 3, Grade 27 1716300

Brief Description of Class Series

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.

These positions are located at the Division of Criminal Justice Services (DCJS).

Distinguishing Characteristics

Criminal Justice Policy Analysts 1: full performance; under supervision, perform various research and analytical assignments including: reviewing and analyzing criminal justice policy, programs, legislation, and research studies; preparing short-term and long-term plans for criminal justice initiatives; conducting relevant research; and developing and preparing various memoranda, reports and correspondence. They may provide technical assistance to other government agencies.

Criminal Justice Policy Analysts 2: first-level supervisor; perform similar duties to the lower level in the series, but more independently; are assigned higher-level tasks requiring greater experience and expertise, and often supervise subordinates in lower-level professional titles. They review and analyze more complex criminal justice policies, programs, legislation, and research studies; conduct research and prepare various reports and correspondence; identify strategies for dealing with criminal justice problem areas; provide technical assistance to other governmental agencies; function as a project leader; and supervise lower-level staff.

Criminal Justice Policy Analyst 3: second-level supervisor; provides administrative and technical oversight of team; plans, organizes, and directs analysis for program team; supervises lower-level staff. This position is in the non-competitive jurisdictional class.

Related Classes

Program Research Specialists (Criminal Justice) at the various levels perform research, evaluation, and analysis relating to crime and the impact of justice system interventions. They assess crime trends, recidivism, offender risk, quality of program implementation, impact of programming on crime factors, and performance indicators developed by State criminal justice agencies. They often work alongside Criminal Justice Policy Analysts, and typically perform more technically challenging quantitative analyses, especially when the use of more-specialized statistical software packages is required.

Illustrative Duties

Criminal Justice Policy Analyst 1

Under the direction of higher-level staff, incumbents typically work on a team that supports program areas and prepares research, and analysis in various formats, including written reports, data dashboards, formal assessments, policy papers, projection models, and forecasting tools.

- Drafts narrative reports, policy briefs, and policy proposals for use by public safety agency decision makers.
- Procures and analyzes data from a variety of sources.
- Prepare data dashboards, tables, reports, charts, and graphics.
- Author, edit, and compile narrative reports and program and policy documents analyzing crime, offending patterns, case processing trends, criminal justice interventions and other information on policy and program proposals within the criminal justice policy domain.
- Provide topical research on criminal justice.
- Maintain knowledge of the current criminal justice field.
- Establish performance metrics for criminal justice policies and programs.
- Evaluate, monitor, and present data on program performance.
- May analyze the impact of legislative proposals within assigned program area.
- May use computerized modeling techniques including but not limited to cost/benefit analysis.

- May coordinate efforts with staff from other agencies or governmental entities.

Criminal Justice Policy Analyst 2

Under the general direction of higher-level staff, may work independently, or as part of a team on projects requiring greater knowledge and expertise, usually involving more complex policy issues or larger more complicated data sets and where the work products require a higher level of review and analysis. Criminal Justice Policy Analysts 2 may manage or direct projects.

- Prepares written reports and presentations on criminal justice programs and policies, including draft sections of reports on executive policy recommendations, and data tables, data dashboards, graphs, and narrative sections for executive review and for public presentation or publication.
- Analyze and present criminal justice data and trends, using various data sources, using quantitative and qualitative data.
- Review and analyze criminal justice policy, programs, legislation, and research studies.
- Evaluate, monitor, and present data on program performance.
- Conduct research and analysis, and develop reports, correspondence and memoranda on criminal or juvenile justice programs for various parties.
- Develop projections of data to determine the impact of various policy options.
- Perform policy research and literature reviews related to specific program areas.
- Review and summarize impact evaluations of criminal justice programming options.
- Prepare summary and executive briefing materials for consideration.
- Participate in the outcome design and evaluation process.
- May participate in workgroups with other governmental entities and private sector entities related to the assigned area.
- May develop and/or assess policy proposals and policy alternatives.

- May serve as a liaison for the assigned areas to outside agencies, inclusive of the Executive Chamber, the Division of the Budget, and non-state governmental entities.
- May participate in the proposal and grant process performing various research and analysis-oriented functions.

Criminal Justice Policy Analyst 3

Provides administrative oversight and direct supervision of staff.

- Leads initiatives to synthesize and understand best practices and relevant evidenced-based practices
- Analyze and present criminal justice data and trends, using various data sources, using quantitative and qualitative data.
- Review and analyze criminal justice policy, programs, legislation, and research studies.
- Oversees and directs staff in the development, administration, and evaluation of various evidence-based programs and models, program support, producing data dashboards and reports.
- Monitors compliance and expenditures of the various federal and state funding streams.
- Analyzes the needs and gaps in services to prevent individuals from entering the justice system.
- Coordinates intra-agency efforts as needed to accomplish agency goals.
- Represents the agency at internal and external agency meetings as needed.

Minimum Qualifications

Criminal Justice Policy Analyst 1

Open Competitive: a bachelor's degree in Criminal Justice, Political Science, Psychology, Public Administration, Sociology, or a closely related degree, and two years of qualifying experience*.

Criminal Justice Policy Analyst 2

Promotion: one year as a Criminal Justice Policy Analyst 1.

Open Competitive: a bachelor's degree in Criminal Justice, Political Science, Psychology, Public Administration, Sociology, or a closely related degree, and three years of qualifying experience*.

Criminal Justice Policy Analyst 3

Non-Competitive: a bachelor's degree in Criminal Justice, Political Science, Psychology, Public Administration, Sociology, or a closely related field and five years of qualifying experience*. Two years of the experience must have been at a supervisory level.

*Qualifying Experience: experience analyzing data, trends, policies, and programs that involve criminal justice and/or juvenile justice populations in a formal professional setting.

Substitutions: a master's degree in one of the above fields or a Juris Doctor may substitute for an additional year of experience; a PhD in one of the above fields may substitute for two additional years 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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