

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

Classification Standard

Occ. Code 2809750

Director Criminal Justice Records, M-4

Brief Description of Class

The Director Criminal Justice Records provides direction and management of the activities of the Division of Criminal Justice Services, Office of Criminal Justice Records (OCJR). The position ensures that all OCJR responsibilities are completed in accordance with agency policy and procedure and as required by New York State Law.

Distinguishing Characteristics

Director Criminal Justice Records: non-competitive class; one-position class; managerial level; reports to the First Deputy Commissioner and directly supervises a Chief of Identification Operations, and staff.

Illustrative Tasks

Initiates and evaluates new policies, procedures, and programs in support of legislative mandates and user agency requirements.

Advises the Commissioner and executive team regarding issues pertaining to crime records, criminal history data and crime reporting and makes recommendations on organizational changes, fiscal issues, and future program direction.

Meets and incorporates the needs of stakeholders, including state, local and federal criminal justice agencies, and the FBI.

Plans and develops OCJR program objectives and formulates new operational procedures and standards with managers.

Plans and develops the OCJR budget.

Oversees the automation and maintenance of the New York State Coded Law File.

Minimum Qualifications

Director Criminal Justice Records

Non-competitive: Bachelor's degree and seven years of progressively responsible experience related to crime analysis and crime reporting and developing and implementing IT systems for crime reporting. Two years must have been at the managerial level and must have included analysis of public policy, legislation or system-wide procedural changes. J.D or master's degree may substitute for one year of the general 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.

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