

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

Classification Standard

Occ. Code 8604100

Criminal Justice Program Specialist 1, Grade 18 8604100
Criminal Justice Program Specialist 2, Grade 23 8604200
Criminal Justice Program Specialist 3, Grade 27 8604300

Brief Description of Class Series

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. These positions are classified only at the Division of Criminal Justice Services.

Distinguishing Characteristics

Criminal Justice Program Specialist 1: full performance level; works with local criminal justice agencies to evaluate operations, identify needs, and develop procedures, protocols and systems to improve operations and link them to other agencies and resources; works with State agency staff on regional or statewide program initiatives designed to coordinate information gathering and dissemination for use by local, state and federal criminal justice agencies; may work with criminal justice agencies to ensure compliance with applicable statutes and regulations; may supervise paraprofessional or support staff.

Criminal Justice Program Specialist 2: first supervisory level; supervises two or more Criminal Justice Program Specialists 1.

Criminal Justice Program Specialist 3: second supervisory level; oversees a unit of two or more Criminal Justice Program Specialists 2 under the general guidance of director-level staff.

Related Classes

Public Safety Grants Representatives monitor, oversee, direct, and administer criminal justice, public safety, and homeland security grant programs.

Criminal Justice Policy Analysts analyze, evaluate, monitor, present, and convey criminal justice and program performance data and trends; analyze criminal justice policy, 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

Criminal Justice Program Specialist 1: analyzes State and local level operations, policies and procedures; reviews transaction processing forms, intake procedures, tracking systems, and data collection; analyzes legislative, regulatory and policy changes and assesses their impact on program operations; identifies areas in need of development or change; monitors for statutory and regulatory compliance within areas of Division purview and may research complaints of non-compliance; provides technical assistance, training, and education to State and local criminal justice staff in changing areas of criminal justice programs, concepts, and issues; maintains and revises program budgets and monitors procurement contracts; develops training materials; evaluates program and initiative effectiveness; and assesses outcomes and recommends changes.

Criminal Justice Program Specialist 2: provides programmatic expertise to law enforcement, public, other state agencies and private entities; interprets federal and state guidelines and implements policy changes due to new initiatives; represents the agency on various boards, commissions or work groups; performs the full range of supervisory duties; may perform all duties and responsibilities of a Criminal Justice Program Specialist 1.

Criminal Justice Program Specialist 3: develops procedures and advises on policy to further the mission of the agency on a statewide scale; communicates with executive staff regarding issues impacting the program area; performs the full range of supervisory duties; may perform all duties and responsibilities of a Criminal Justice Program Specialist 2.

Minimum Qualifications

Criminal Justice Program Specialist 1

Open Competitive: Bachelor's degree or higher in correctional studies, criminal justice, criminal science, criminology, forensics, forensic mental health, psychology, justice studies, law enforcement, public justice, sociology, or law and society, and satisfactory completion of a two-year traineeship.

Criminal Justice Program Specialist 2

Promotion: one year of permanent service as a Criminal Justice Program Specialist 1.

Criminal Justice Program Specialist 3

Promotion: one year of permanent service as a Criminal Justice Program Specialist 2.

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 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.

Date: 2/2024

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