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

Tentative Classification Standard

Occc. Code 8710100

Identification Specialist 1, Grade 14	**8710100**
Identification Specialist 2, Grade 18	**8710200**
Identification Specialist 3, Grade 23	**8710300**
Identification Specialist 4, Grade 25	**8710400**
Identification Manager, M-2	**8710500**

Brief Description of Class

Identification Specialists perform a variety of technical and professional tasks related to the management of public safety records, including identification of individuals, using fingerprints, other biometrics, and other analytical tools and methods. Typically, they also supervise other employees in the performance of clerical and lower-level technical and professional tasks related to this function. Identification Specialists are found within the Division of Criminal Justice Services (DCJS).

Distinguishing Characteristics

Identification Specialists are classified when the majority of a given position's duties and responsibilities require use of New York State Statewide Automated Biometric Identification System (SABIS) and biometric and fingerprint identification.

The second, third and fourth levels are primarily distinguished by supervision of staff involved in fingerprint identification activities, with successive increased supervision, and increased complexity of tasks and responsibilities requiring greater institutional knowledge and awareness of the workflows and systems involved.

Identification Specialist 1: full-performance level; performs technical and professional tasks related to identification operations and maintenance of public safety records; supervises lower-level staff in the performance of clerical and technical tasks related to the identification of people using various biometric and other indicators.

Identification Specialist 2: first supervisory level; ensures policies and procedures are implemented correctly and consistently. supervise Identification Assistants and Identification Specialists 1 within a discrete unit, particular function, or particular work shift.

Identification Specialist 3: second supervisory level; supervises Identification Specialists 2 within a distinct unit, function, or shift.

Identification Specialist 4: second supervisory level; supervises one or more Identification Specialist 3 or Identification Specialist 3 (Records) over various units within DCJS's identification or criminal history operations.

Identification Manager: managerial level; supervises one or more Identification Specialist 4; manager of one or more units encompassing a large set of related functions within DCJS's identification or criminal history operations.

Related Classes

Identification Assistants perform specialized tasks associated with the identification of individuals through the use of fingerprint or other biometric information, analysis, comparison, evaluation, and verification. Positions in this class are classified based on the performance of specialized technical activities. Incumbents may supervise lower-level clerical staff in a variety of tasks regarding specific identification procedures and related activities.

Latent Print Examiners at DCJS perform a variety of technical and professional tasks associated with analyzing, searching, comparing, evaluating, and verifying latent print case evidence developed at crime scenes in accordance with Latent Print Laboratory policies and procedures established under ANSI-ASQ National Accreditation Board (ANAB) accreditation requirements. They use specialized systems such as the New York State Statewide Automated Biometric Identification System (SABIS) and the Federal Bureau of Investigation's (FBI) Universal Latent Workstation to access the FBI Next Generation Identification Database for latent print comparisons and identifications.

Illustrative Tasks

Identification Specialist 1

Uses authorized automated systems to read identification history records.

Interprets identification history records.

Uses authorized automated systems to associate fingerprint and other biometric transactions with identification history records maintained by DCJS and other agencies.

Identifies and resolves errors and conflicts in the data.

Communicates with agencies involving issues with fingerprint submissions and requests.

Identification Specialist 2

Performs all the duties of an Identification Specialist 1 and has overall supervisory responsibility over a discrete unit, particular function, or particular work shift

Supervises lower-level staff in the performance of technical and clerical duties related to identification of persons over a given shift or a given unit within the operation.

Mentors and trains lower-level staff.

Regularly reviews and updates existing policies and procedures to incorporate change in regulations and organizational standards.

Provides written and statistical data to higher level supervisors as requested.

Investigates and researches fingerprint processing issues.

Resolves transactions requiring special handling including exception processing.

Responds to inquiries from the general public, contributor agencies, law enforcement, and other parties related to fingerprint processing.

Identification Specialist 3

Supervises, directs, oversees, and coordinates all aspects of operations in assigned units, assessing workload and providing assistance to staff responsible for various functions.

Performs as liaison to and coordinates efforts with various public and private entities outside DCJS, and the general public.

Reviews data and provides written and statistical data to higher level supervisors as requested.

Coordinates efforts and provides advisory assistance to local, county, State and federal agencies when implementing new and amended legislation related to fingerprint-based identification history background checks.

Develops, establishes, and ensures compliance with DCJS policies, standards, and procedures within scope of responsibility.

Ensures compliance with DCJS, FBI, and other policies and practices, including interpreting applicable laws.

Designs DCJS documents, presentations, publications, forms, briefings, correspondence and other documents, sometimes for use in training and/or for use in official communication.

Evaluates system indicators and performance measurement data to meet agency objectives.

Presents at professional conferences.

Responds to inquiries from the general public, contributor agencies, law enforcement, legislative staff, and other parties related to applicant fingerprint processing.

Identification Specialist 4

Supervises one or more areas or units encompassing a large set of related functions within DCJS's identification or criminal history operations; supervises, directs, and coordinates all aspects of operations within assigned areas or units, assessing workload and providing assistance to staff.

Oversees identification or criminal history operations workflow and core mission production tasks to ensure it is proceeding on schedule and meeting established quality standards.

Provides assistance to State agencies in the implementation of legislation related to fingerprints, background checks, and identification history.

Collaborates closely with managers and supervisors in identification or criminal history operations, as well as various other DCJS offices.

Develops plans, sets goals and deadlines to implement procedures.

Provides impact analysis to staff and management regarding changes in procedures or legislation to identification standards and resources.

Provides clear and concise reports summaries, providing sound recommendations to higher level management within the identification operation.

Communicates with local and federal law enforcement agencies, District attorney's Offices, Courts, Civil agencies, and DCJS OLS to answer questions, resolve issues, and provide assistance to those entities concerning items related to identification or criminal history operations.

Oversees implementation of new procedures and constantly evaluate for operational effectiveness.

Collaborates with cross-functional teams to gather input and assess the impact of changes in the identification process.

Collaborates with units within the Office of Criminal Justice Records to gather input and assess the impact of changes in the criminal history records processes.

Identifies potential risks and challenges within the identification process and develop strategies to mitigate them.

Identification Manager

Serves as manager of one or more areas or units encompassing a large set of related functions within DCJS's identification or criminal history operations; supervises, directs, and coordinates operations within assigned areas or units, assessing workload and providing advisory assistance to staff.

Performs tasks associated with implementation and management of contracts and grants related to identification or criminal history processing.

Ensures compliance with DCJS and federal policies and practices as needed, including interpreting local, state, and federal laws.

Serves as liaison to local, county, state, and federal agencies. Coordinates with those agencies efforts to implement new and amended legislation related to identification or criminal history processing. Provides technical and procedural information and assistance to those agencies as needed.

Reviews and evaluates procedures for operational effectiveness and presents to upper management for approval.

Verifies operation procedures are implemented correctly and presents findings to upper management for awareness.

Liaises with Human Resources Management and oversees requests to fill and staffing needs. Makes staffing recommendations and modifications as necessary.

Reviews SABIS User Quarterly Reports.

Evaluates system indicators and performance measurement data to attain critical established agency objectives.

Investigates and evaluates new identification technology and products to determine if they will enhance identification or criminal history operations.

Designs and presents materials as necessary within covered areas, including: designing DCJS publications and forms; providing internal trainings; preparing and presenting written and statistical reports; providing briefings to superiors at DCJS; and giving formal presentations at professional conferences.

Completes special projects as assigned by the Director or Assistant Director.

Analyzes legislation and its impact.

Prepares staffing and fiscal impact analysis in relation to changes in law, operational procedures, or organizational structure

Provides assistance to Agency Counsel in terms of interpreting laws and assessing the impact of new or altered law on identification or criminal history operations.

Develops the annual budget proposal for the covered unit or units.

Minimum Qualifications

Identification Specialist 1

Open competitive: four years of experience* handling, processing, reviewing, and/or analyzing criminal justice or similarly sensitive records. Employees must have Ten Print Examiner certification and/or successful completion of the DCJS Latent Proficiency Test within the past year or must gain such certification within the probationary period as a condition of continued employment.

Identification Specialist 2

Promotion: one year of service as Identification Specialist 1 or Identification Specialist (Records).

Open competitive: six years of experience* handling, processing, reviewing, and/or analyzing criminal justice or similarly sensitive records. Employees must have Ten Print Examiner certification and/or successful completion of the DCJS Latent Proficiency Test within the past year or must gain such certification within the probationary period as a condition of continued employment.

Identification Specialist 3

Promotion: one year of service as Identification Specialist 2, Identification Specialist 2 (Records) or Latent Print Examiner 1. Employees must have Ten Print Examiner certification and/or successful completion of the DCJS Latent Proficiency Test within the past year or must gain such certification within the probationary period as a condition of continued employment.

Identification Specialist 4

Promotion: one year of service as an Identification Specialist 3, Identification Specialist 3 (Records) or Latent Print Examiner 2.

Identification Manager

Promotion: one year of service as Identification Specialist 4, or Latent Print Examiner 3.

*Substitutions: 30 semester credit hours may substitute for one year of experience; an associate degree may substitute for two years of experience; a bachelor’s degree may substitute for four years of experience.

Attachment

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.

Date: 8/2026

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Parenthetic Attachment

Identification Specialist 1, 2, & 3 (Records)

Identification Specialists (Records) are classified when most, or all, of a given position's duties and responsibilities do not require use of SABIS and biometric and fingerprint identification. Within this parenthetic, the second, and third levels are primarily distinguished by supervision of staff involved in identification activities that do not involve the use of SABIS, in successively larger units. Identification Specialists (Records) are found within the Division of Criminal Justice Services (DCJS) and the Office of Victim Services (OVS).

Within OVS, Identification Specialists (Records) are responsible for daily intake of sexual offense evidence collection kits (SOECKs) and other associated items, including data entry, physical handling, and storage of potential evidence; documenting the conditions of evidence packaging; and are responsible for developing and following implementing best practices and appropriate procedures to ensure chain of custody and confidentiality of these sensitive materials and the individuals they are associated with. Incumbents implement all policies, laws, and regulations that impact the storage of SOECKs as communicated by the supervisory chain. Identification Specialists (Records) regularly communicate with hospital and law enforcement personnel to correct errors in records, prepare items for release to law enforcement, and facilitate the proper collection, shipping, and handling of such items. Incumbents may also be responsible for developing and administering training and engagement materials for hospital staff interacting with the SOECK facility.

Within OCJR, Identification Specialists (Records) maintain, review, and update records related to criminal history and evidence management. These positions utilize State and federal criminal justice records systems and work closely with law enforcement and court agencies to ensure accurate and appropriate records related to the criminal justice system.

Illustrative Duties

Identification Specialist 1 (Records)

Maintains records related to criminal history records and evidence management.

Utilizes authorized State and Federal systems to review and update criminal history, identification, and evidence-related records.

Reviews incoming data for errors, comparing information between systems to ensure accuracy and completeness, and updating records as necessary.

Monitors and evaluates existing records for deficiencies and determine suitable action for correction.

Works with outside entities within law enforcement agencies, hospitals, courts, civil vendors, and individuals to manage and update records.

Ensures that the retention and release of sensitive information is suitable within the current laws and regulations.

Responds to subpoenas and testifies in court regarding the maintenance and processing of records as needed.

Typically supervises Identification Assistants (Records) or lower-level staff in the performance of clerical tasks.

Identification Specialist 2 (Records)

Performs all of the duties of an Identification Specialist 1 (Records).

Reviews and documents procedures to ensure compliance with current laws and regulations, makes recommendations to management for process improvements.

Ensuring all chain of custody and proper evidence handling procedures are established and followed in accordance with State and federal laws.
May be called upon to respond to subpoenas and testify in court regarding the storage and maintenance of the SOECKs.

Conducts routine reviews of submissions to update agency records and works with law enforcement, courts, FBI, and other external agencies to correct any errors in data.

Supervises Identification Specialists 1 or other lower-level staff.

Identification Specialist 3 (Records)

May perform all of the duties of an Identification Specialist 2 (Records).

Establishes statewide case management policies, procedures, and reference manuals and ensures staff compliance. Supervisory level.

Coordinates the acquisition of vendor services and acts as the agency representative to negotiate statewide contracts.

Conducts random case reviews to ensure that policies and procedures are being appropriately applied.

Assists statewide staff in resolution of the most difficult issues.

Minimum Qualifications:

Identification Specialist 1 (Records)

Open competitive: four years of experience* handling, processing, reviewing, and/or analyzing criminal justice or similarly sensitive records.

Identification Specialist 2 (Records)

Promotion: one year of service as Identification Specialist 1 or Identification Specialist 1 (Records).

Open competitive: six years of experience* handling, processing, reviewing, and/or analyzing criminal justice or similarly sensitive records.

Identification Specialist 3 (Records)

Promotion: one year of service as Identification Specialist 2, Identification Specialist 2 (Records), or Latent Print Examiner 1.

*Substitutions: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree or higher may substitute for five years of experience.