

## **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

### Classification Standard

**Occ. Code 8711800**

**Chief Identification Operations, M-2 8711800**  
**Assistant Director Identification Operations, M-3 2866910**  
**Director Identification Operations, M-4 2866920**

### Brief Description of Class Series

These positions manage the statewide Office of Identification Operations that includes the criminal history unit, criminal identification, civil identification, and victims' services functions. They are found only in the Division of Criminal Justice Services.

### Distinguishing Characteristics

*Chief Identification Operations:* managerial level; manages one or more units encompassing a large set of related functions within DCJS's identification operations and/or criminal history maintenance.

*Assistant Director Identification Operations:* managerial level, under the direction of the Director Identification Operations, provides direction and management of activities of the State Identification Bureau (SIB) or the Office of Criminal Justice Records (OCJR).

*Director Identification Operations:* managerial level, single-position class in the non-competitive jurisdictional class; reports to the Deputy Commissioner, NS, exempt, and provides the overall direction of the DCJS Office of Identification Operations. This position is in the non-competitive jurisdictional class.

### Related Classes

Latent Print Examiners are responsible for a variety of technical tasks associated with the analysis, comparison, evaluation, and verification of latent print case evidence developed at crime scenes.

Latent Print Laboratory Director is a single-position class, scientific in nature and in the non-competitive jurisdictional class, in overall charge of DCJS's latent print operation.

## Illustrative Duties

### *Chief Identification Operations*

Supervises, directs, oversees, and coordinates all aspects of operations in all aspects of the covered areas, unit, or units, assessing workload and providing advisory assistance to staff responsible for various functions.

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

Establishes and enforces standards and procedures.

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

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

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

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.

Assists Agency Counsel in terms of interpreting laws and assessing the impact of new or altered law on identification operations and/or criminal history record information; prepare staffing and fiscal impact analysis in relation to changes in law.

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

### *Assistant Director Identification Operations*

Provides management and guidance to program managers in carrying out the responsibilities and core functions of the SIB or OCJR; performs the full range of administrative supervisory duties.

Ensures that all responsibilities are completed in accordance with Agency policies and procedures and as required by law and provides guidance in making decisions for establishing policies in accordance with NYS Law.

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

Coordinates and oversees efforts related to the evaluation and development of new policies, procedures, and programs in support of legislative mandates and user agency requirements.

Coordinates with managers and various stakeholders, the development of objectives that meet the present and future needs of SIB or OCJR in the areas of technical, fiscal and staffing resources.

Prepares reports and develop new procedures and standards.

Represents the Director at meetings and official functions when the Director is unavailable.

Provides oversight of all hiring activity within the OCJR or SIB.

Coordinates the budget planning and development efforts among OCJR and SIB.

#### *Director Identification Operations*

Supervises the overall management and operation of the State Identification Bureau and performs the full range of administrative supervisory duties.

Advises the Commissioner and other Executive Staff members regarding issues, problems and events with identification implementation.

Analyzes proposed and enacted legislation for its impact on the identification system and makes recommendations to the Commissioner.

Develops and recommends policy relating to identification operations in the State.

Formulates new operational procedures regarding internal SABIS production.

Confers and coordinates with agency program directors; coordinates the DCJS identification and criminal history operations with the needs of other state, local and federal criminal justice agencies, including the FBI; and serves as the agency liaison and representative with criminal justice and law enforcement officials and identification experts.

Oversees the budget planning and development for the identification, criminal history, and support operations.

Devises new training programs and standards for DCJS staff and law enforcement personnel.

Plans for and manages security and emergency activity for DCJS.

Minimum Qualifications

*Chief of Identification Operations*

Promotion: one year of permanent service as an Identification Specialist 3 or Latent Print Examiner 3.

*Assistant Director Identification Operations*

Promotion: one year of permanent service as a Chief of Identification Operations.

*Director Identification Operations*

Non-competitive: Eleven years of experience\* with identification operations, or criminal history operations, or information technology experience with identification/biometric systems. Two of the years must have been at the managerial level.

Substitutions: a bachelor's degree may substitute for four years of general experience. A master's degree may substitute for an additional year of general experience. A Ph.D. may substitute for two additional years of 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 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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