

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

Classification Standard

**Occ. Code 9212700**

**Manager Forensic Multimedia Services, M-2      9212700**  
**Director Forensic Multimedia Services, M-4      9212900**

Brief Description of Class Series

These positions oversee the Forensic Video and Multimedia Services Unit at the Division of State Police. They oversee and direct the Division's forensic video, video production, and audiovisual program to provide investigative services to federal, State, and local law enforcement agencies.

These positions are classified only at the Division of State Police.

Distinguishing Characteristics

*Manager Forensic Multimedia Services:* non-competitive; one position class; oversees all sections in the Forensic Video Multimedia Services Unit, which include forensics, video production, photography, and audiovisual support.

*Director Forensic Multimedia Services:* non-competitive; one position class; directs all sections in the Forensic Video Multimedia Services Unit, which include forensics, video production, photography, and audiovisual support.

Illustrative Duties

*Manager Forensic Multimedia Services:* reporting to a Director Forensic Multimedia Services, examines and analyzes video and audio taped evidence using digital scientific forensic equipment; produces expert testimony based on analysis; serves as a statewide expert witness regarding electronic multimedia technology as it relates to law enforcement; responds to, and documents major crime scenes and/or any event that could become criminal in nature; performs equipment modifications, equipment testing, and surveys of end-users to ensure that equipment meets programmatic needs; supervises and coordinates the Division video unit in producing, editing, and distributing interagency training videos, documentaries, public service announcements, and commercials; presents at the Division training academy on the use of forensic video work in the documentation of crime scenes; and provides training to outside agencies on the use of forensic multimedia technology.

*Director Forensic Multimedia Services:* reporting to a Major State Police, oversees staff who respond to and document major crime scenes in the Forensic Video section, Video Production section, Photography section, and the Audiovisual section; directs the daily operation of the Forensic Video Multimedia Services unit; directs the video documentation of criminal and civil events throughout the State; directs on-scene analog/digital multimedia extractions; directs and manages the analysis and examination of analog and digital video evidence and provides expert criminal and civil testimony; directs and coordinates with the Division Collision Reconstruction Unit all forensic photogrammetry analysis testing performed in the field; directs the Video Production, Photography, and Audiovisual Sections, including pre-production planning, scripting, production, post-production editing, and distribution of programming; researches all multimedia installation/renovation projects; coordinates all forensic analysis of body worn camera critical incidents with Professional Standards Bureau (PSB) to produce evidentiary exhibits; and develops, and implements special projects in the forensics and multimedia technology fields for the agency.

### Minimum Qualifications

#### *Manager Forensic Multimedia Services*

Non-Competitive: bachelor's degree in video, television, film production, web interface design, graphic design, communications design, or a closely related field and five years of experience in the field of video production. Two years must have included supervisory experience.

#### *Director Forensic Multimedia Services*

Non-Competitive: a bachelor's degree in video, television, film production, web interface design, graphic design, communications design, or a closely related field; and seven years of experience in a related field, producing multimedia programming projects using elements of production, or graphic design for web. Two years must have included management 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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