

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

Classification Standard

**Occ. Code 9216000**

<b>State Police Assistant Director Communication Systems, M-2</b>	<b>9216000</b>
<b>State Police Director Communication Systems, M-3</b>	<b>9215000</b>

Brief Description of Class Series

These non-competitive positions oversee the Division of State Police communication program. They direct the system design and operation of all communications transmissions, facilities, and devices, and maintain these systems to promote efficient and effective communication.

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

Distinguishing Characteristics

*State Police Assistant Director Communication Systems:* non-competitive; one-position class; functions as second in command within Communications; assists in directing the activities of the communications section.

*State Police Director Communication Systems:* non-competitive; one position class; directs the activities of staff in the communications section; ensures appropriate levels of technical support are maintained.

Illustrative Duties

*State Police Assistant Director Communication Systems*

Assists with day-to-day oversight of the operations of the Radio and Telephone Units.

Assists with the development and implementation of policies, and ensures they are enforced.

Assists with budget requests for personnel, facilities, and communications equipment; arranges for funding of special projects as approved in the budget process; ensures all Cost Center appropriations are accurate.

Negotiates and leases all Division leased radio tower facilities.

Assists with evaluating and implementing relocation initiatives.

### *State Police Director Communication Systems*

Directs the system design and operation of all communications transmission, facilities and devices, including all radio systems.

Coordinates, designs, constructs, and installs communication systems at new facilities and renovates services at existing facilities.

Evaluates and implements new technologies and systems proposed by the Division of Homeland Security and Emergency Services; coordinates the evaluation of new technology and equipment from communications companies and maintains cost data to evaluate options.

Establishes policies and administers specialized communications programs, such as Enhanced 911 County Programs and the Computer Aided Dispatch (CAD)/Automatic Vehicle Locator (AVL) Program.

Ensures compliance with all State and federal regulations pertaining to communications facilities and services.

Manages all major communications section initiatives.

Identifies and secures funding sources to support section operations.

Represents the Division at technical meetings and communications conferences; serves as the liaison between Executive staff, Troop and Detail Commanders, and the Director of Finance, with other law enforcement agencies.

Develops and maintains the communications section budget; manages Division communications cost center appropriations; and negotiates and manages equipment and facility contracts.

Assists with the evaluation and implementation of facility relocation and upgrade initiatives.

Provides technical assistance to agencies that use State Police communication systems.

### Minimum Qualifications

#### *State Police Assistant Director Communication Systems*

Non-Competitive: nine years of public safety communications experience including telecommunications and dispatch experience. Two years of experience must have been at a supervisory level. A bachelor's degree may substitute for four years of experience. A master's degree may substitute for one year of experience.

*State Police Director Communication Systems*

Non-Competitive: ten years of experience in public safety communications including telecommunications and dispatch. Three years of experience must have been at a supervisory level. A bachelor's degree may substitute for four years of experience. A master's degree may substitute for one year of 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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