

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

Classification Standard

**Occ. Code 9217500**

**Director Criminal Justice Systems Compliance, M-3**

Brief Description of Class

The Director Criminal Justice Systems Compliance oversees the Criminal Justice Information Services (CJIS) Security and Compliance Unit at the Division of State Police. This unit ensures State Police, State Agencies, and local agencies comply with federal CJIS Security Policy and facilitates FBI IT Security Audits.

This position is classified only at the Division of State Police.

Distinguishing Characteristics

*Director Criminal Justice Systems Compliance:* non-competitive; one position class; supervises Criminal Justice Information Services Specialists 3, Grade 23, and lower-level staff.

Illustrative Duties

*Director Criminal Justice Systems Compliance:*

Confers with managers, CJIS system users, FBI CJIS Division, and the NYS Office of Information Technology Services (ITS) to ensure all initiatives and new IT systems comply with FBI CJIS policies, and New York State policies and standards.

- Directs meetings with counterparts within the FBI CJIS Division and ITS staff to discuss specific projects.
- Consults with involved parties to evaluate the effectiveness and CJIS compliance of proposed solutions and develop alternative solutions if necessary.
- Makes recommendations to agency management and ITS regarding hardware and software acquisitions in terms of CJIS compliance.

- Liaises with vendors on behalf of the agency, ensuring vendor compliance with State and CJIS policies in contracts for services.

Develops long-term work plans, taking into consideration technical, fiscal, and staffing resources.

Develops procedures, standards, and internal controls for the CJIS Unit.

Facilitates FBI IT security audits, including communicating with agencies that are out-of-compliance and working to bring them into compliance.

Ensures cybersecurity concerns and vulnerabilities are addressed to mitigate risks.

Writes progress reports for agency management that describe project status.

Analyzes the impact of proposed policy and legislation as they pertain to NYS CJIS compliance.

Oversees the development of trainings and communications regarding CJIS policy changes for NYS CJIS users.

### Minimum Qualifications

#### *Director Criminal Justice Systems Compliance*

Non-Competitive: a bachelor's degree in computer science, information technology, cybersecurity, or a related field and six years of IT experience, three years of which must have been at a supervisory level. A master's degree in a related field may substitute for one of 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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