

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

Classification Standard

Occ. Code 9218100

State Police Security Specialist 1, Grade 8	9218100
State Police Security Specialist 2, Grade 10	9218200
State Police Security Specialist 3, Grade 14	9218300
State Police Security Specialist 4, Grade 20	9218400

Brief Description of Class Series

State Police Security Specialists are the first line of security for State government buildings and operate 24/7. These positions screen and monitor deliveries, mail, vehicles, and people before they can gain access into State buildings. These positions must possess and maintain knowledge of policies and laws associated with illegal activities on State property, and recognize citizen rights when dealing with mass gatherings and emergency operations.

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

Distinguishing Characteristics

State Police Security Specialist 1: full performance level; operates various types of equipment to screen individuals and objects entering State buildings; may be required to contain individuals creating an immediate risk to people or property.

State Police Security Specialist 2: first supervisory level; reports on safety and security matters and the enforcement of policy and procedures to applicable supervisors; manages radio, telephone, and other communications systems.

State Police Security Specialist 3: second supervisory level; administratively supervises multiple State Police Security Specialists 2.

State Police Security Specialist 4: managerial level; administratively supervises multiple State Police Security Specialist 3 positions; oversees Empire State Plaza Command Center and floor operations.

Related Class

Security Officers are located at busy and crowded State offices to enforce agency regulations and State laws regarding criminal trespass on State property, disorderly conduct and interference with governmental process and operations. They patrol offices where entitlements, benefits and other determinations potentially adverse to clients are made, the building is regularly visited by large numbers of persons, or the facility is highly secure.

Illustrative Duties

State Police Security Specialist 1

Operates various types of screening equipment such as walk-through and hand-held magnetometers to screen items and people seeking entrance.

Develops and employs security screening techniques to detect questionable packages, objects, or individuals entering government buildings.

Identifies questionable or dangerous objects in parcels, briefcases, backpacks, and equipment using electronic detection and imaging equipment.

Operates the computerized dock master delivery program to screen incoming mail and shipments.

Develops an aptitude for utilizing screening devices that distinguish between types of materials and for identifying illegal or prohibited items.

Inspects and tests equipment daily to ensure operability, and reports any deficiencies to supervisor.

Monitors flow of people and parcels in and out of State buildings.

- Checks individuals entering through checkpoints, using both hand-held devices and pat-down searches when necessary.
- Determines the need to delay or detain packages or persons for K-9 searches or further processing.
- Monitors activities of individuals and groups accessing buildings.

Participates in training in weapon concealment techniques and applies knowledge to daily screening duties.

Maintains knowledge of notices and bulletins regarding fraudulent identification.

Collaborates to adjust staffing at security checkpoints based on flow of traffic.

State Police Security Specialist 2

May perform any of the duties of a State Police Security Specialist 1.

Supervises State Police Security Specialists 1.

- Schedules and posts all duty and shift assignments.
- Reviews and approves all overtime requests.
- Monitors and evaluates performance to ensure adherence to the State Police mission, goals, policies and procedures; takes corrective actions as necessary in cases of subordinate employee misconduct, unsafe conditions, and security risks.
- Performs the full range of supervisory responsibilities such as interviewing and selecting staff, assigning work, and preparing probationary reports and performance reviews.

Provides in-service and on-the-job training for security personnel in security techniques.

Maintains knowledge of applicable federal, State and local laws, rules, and regulations governing the security operation.

State Police Security Specialist 3

Manages teams comprised of lower-level State Police Security Specialists.

- Provides technical direction and guidance in responding to security incidents and resolving identified security risks.
- Reviews staff schedules and ensures appropriate coverage to meet safety and security plans for each location managed.
- Identifies, develops, and conducts training programs, and participates in the development of measures of successful job performance.

Confers with security staff and agency program managers on the effectiveness of the security program, and necessary improvements.

Maintains knowledge of applicable federal, State and local laws, rules, and regulations and agency policies regarding security issues.

Prepares written documents detailing security plans for facilities under supervision and distributes to staff.

- Distributes procedures, and trains staff on the use of electronic security surveillance systems.

State Police Security Specialist 4

Manages and directs all personnel engaged in security operations for all State owned and leased properties and serves as management liaison regarding security issues to agency health and safety committees.

- Performs the full range of supervisory responsibilities such as interviewing and selecting staff, assigning work, and preparing probationary reports and performance reviews.

Provides technical expertise, direction, and support to agency managers, supervisors, security staff, and regional partners on all matters relating to physical security, security risk identification, analysis and integration.

Develops, reviews, tracks, tests, resolves, and revises security plans, policies, and procedures to ensure compliance with appropriate laws, rules, and regulations, and conformance with current security practices.

Coordinates with external law enforcement agencies and fire and emergency services personnel, to resolve safety and security matters regarding department customers, employees, and property.

Coordinates response with external law enforcement, fire, and emergency services personnel to respond to security and emergency incidents.

Communicates revisions to agency security plans, policies, and procedures; and ensures all security personnel understand and effectively implement agency security plans, policies, and procedures.

Prepares various reports to document security procedures and policies, and responses to incidents.

Develops and implements in-house training for all security staff, as well as arranges for specialized security training by vendors to ensure that staff continues to meet Security Guard registration requirements.

Minimum Qualifications

State Police Security Specialist 1

Non-Competitive: must be at least 18 years old; possess a high school diploma, GED, or equivalent; be a citizen of the United States; possess a valid New York State Driver's License; and be certified physically fit to perform the duties of the position.

State Police Security Specialist 2

Promotion: one year of service as a State Police Security Specialist 1.

State Police Security Specialist 3

Promotion: one year of service as a State Police Security Specialist 2.

State Police Security Specialist 4

Promotion: one year of service as a State Police Security Specialist 3.

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.

10/2025

LEM

Parenthetic Attachment

State Police Security Specialist (Communications) operates the Capital radio network and all telephone equipment; ensures compliance with Federal Communications Commission (FCC) rules and regulations; controls based, fixed, and mobile communications by operating all radio and telephone equipment, including the 911 system; maintains the status and control over all mobile units and responds to operators with information on emergencies; maintains radio equipment in the dispatch area by performing periodic tests; operates tape logging devices to record radio and telephone transmissions; maintains blotter, radio log, and daily reports that detail specific information regarding police and security activities; submits various daily reports to the communications supervisor for review; performs other communications-related duties as needed; and may perform any duties of a State Police Security Specialist 1.

State Police Security Specialist 2 (Communications): manages radio, telephone, and other communications systems while monitoring security cameras both at the Empire State Plaza and various other external locations; grants access to secure and restricted areas from the command center as needed.

State Police Security Specialist 3 (Communications): first supervisory level for Communications staff; supervises State Police Security Specialists 2 (Communications).

Minimum Qualifications

State Police Security Specialist 2 (Communications)

Non-Competitive: one year of experience as a police, emergency services, or public safety dispatcher; or one year of active duty service as a dispatcher of military police or security personnel and an honorable discharge or under conditions in the NYS Restoration of Honor Act.

State Police Security Specialist 3 (Communications)

Promotion: one year of service as a State Police Security Specialist 2 (Communications).