

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

Classification Standard

Occ. Code 1732100

State Police Intelligence Analyst 1, Grade 18	1732100
State Police Intelligence Analyst 2, Grade 23	1732200
State Police Intelligence Analyst 3, Grade 25	1732300
State Police Intelligence Analyst 4, Grade 29	1732400

Brief Description of Class Series

State Police Intelligence Analysts analyze and collect various types of information, intelligence and data received by the New York State Police at the New York State Intelligence Center related to counterterrorism and criminal activity.

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

Distinguishing Characteristics

State Police Intelligence Analyst 1: full-performance level; examines data sources and other information streams that support the intelligence analysis process; prepares reports documenting research and analytical tools utilized.

State Police Intelligence Analyst 2: first supervisory level; performs analysis on more difficult casework utilizing standard established procedures.

State Police Intelligence Analyst 3: second supervisory level; performs analysis of technically complex cases exercising considerable independent judgment.

State Police Intelligence Analyst 4: management level; analyzes the most complex cases involving multiple data streams and systems; oversees, trains, and evaluates lower-level Intelligence Analysts.

Illustrative Tasks

State Police Intelligence Analyst 1

Monitors, collects, and analyzes open source information, raw crime-related data, and intelligence information using a variety of analytical tools and techniques.

Researches, analyzes, evaluates, and correlates criminal intelligence information to determine source reliability, accuracy, and integrity. Distinguishes patterns and trends from disparate pieces of information and intelligence.

Works as part of a team providing investigative support for criminal and terrorism investigations.

Follows all procedures related to the proper handling of sensitive law enforcement information.

Uses software tools to analyze data and data sources to benefit law enforcement investigations.

Tests and validates computer hardware, software, and analytical tools using established procedures.

Collects and disseminates intelligence data, and shares those data resources.

Conducts peer review of other State Police Intelligence Analyst's analysis and findings.

Composes descriptive intelligence reports using analytical techniques and methods that document research, analysis, and tools utilized in investigative support and intelligence analysis.

Serves as a liaison with internal and external groups and individuals to provide analytical assistance.

Responds to major criminal investigations by providing information sharing support to federal, State, local and tribal agencies.

Provides oral and written briefings on current criminal threat environments and other topics as requested.

Organizes and maintains sensitive, and open source case data, databases, and files.

Testifies in courtroom proceedings as required.

Completes computer hardware, software, and electronic research to locate information and data that can be utilized to further the investigation process.

Reviews current best practices and attends seminars, courses, or professional meetings to stay abreast of developments within the fields of intelligence and crime analysis. Attends meetings, conferences, trainings, and seminars to advance knowledge.

State Police Intelligence Analyst 2

Performs all duties and functions of a State Police Intelligence Analyst 1.

Examines sensitive law enforcement material submitted for support and analysis to extract appropriate data.

Analyzes data using systematic techniques to parse, locate, and extract case relevant data with value pursuant to investigative details.

Testifies in court proceedings regarding casework involving routine methods of acquiring, archiving, and analyzing data.

Uses established report writing standards to prepare comprehensive analysis reports used in criminal investigations or intelligence products, which may be entered into evidence during court proceedings.

Trains and supervises State Police Intelligence Analysts 1.

State Police Intelligence Analyst 3

Performs all duties and functions of State Police Intelligence Analysts 1 and 2.

Provides assistance to State Police Investigators to locate and extract data relative to their investigations and crime scenes.

Testifies in court proceedings explaining analytical processes and consequent findings for a wider range of evidence. Explains analytical processes such as cell phone data mapping, criminal/terrorist network identification, and financial crimes.

Prepares analytical evidence for court presentations by reviewing relevant data and converting data into a format that may be displayed during court proceedings.

Assists State Police Investigators in the review and preparation of evidentiary material pursuant to Rosario and Discovery court motions.

Reviews the analyses completed by other State Police Intelligence Analysts, according to peer review guidelines, to ensure that quality standards are met.

Supervises, trains, and evaluates lower-level State Police Intelligence Analysts.

- Recommends changes in operating procedures, equipment, and personnel based on results of peer review.
- Assists in the implementation of hardware and software tools, and trains staff in using those tools.

State Police Intelligence Analyst 4

Analyzes the most complex cases using GIS Mapping software, and the creation of timelines and link analyses.

Follows State Police investigative and forensic procedures, and search warrant parameters.

Documents analytical findings in comprehensive reports.

Testifies in court to explain the validity of analyses performed by lower-level State Police Intelligence Analysts, including the processes used, and the relation of findings to the overall investigation.

Advises field personnel, including State Police Investigators, of possible alternative methods of analysis that may increase accuracy, efficiency, and timeliness.

Performs peer review of complex cases and reports any unexpected developments to NYSIC supervisors.

Performs the full-range of supervisory duties of lower-level Intelligence Analysts, including training, staff development, performance evaluations, and time and attendance.

Minimum Qualifications

State Police Intelligence Analyst 1

Non-Competitive: bachelor's degree* and two years of related experience**; or an associate's degree* and four years of related experience**; or six years of related experience** in intelligence analysis for a governmental entity.

Substitution: a master's degree may substitute for one year of experience.

State Police Intelligence Analyst 2

Non-Competitive: bachelor's degree* and three years of experience; or an associate's degree* and five years of experience**; or seven years of experience** in intelligence analysis for a governmental entity.

Substitution: a master's degree may substitute for one year of experience.

State Police Intelligence Analyst 3

Non-Competitive: bachelor's degree* and four years of experience; or an associate's degree* and six years of experience**; or eight years of experience** in intelligence

analysis for a government entity. One year of experience must have been at a supervisory level.

Substitution: a master's degree may substitute for one year of experience.

State Police Intelligence Analyst 4

Non-Competitive: bachelor's degree* and six years of experience**; or an associate's degree and eight years of experience**; or ten years of experience** in intelligence analysis for a government entity. Three years of experience must have been at a supervisory level, or one year at a management level.

Substitution: a master's degree may substitute for one year of experience.

*Qualifying degrees include the following or closely related fields: psychology, criminology/criminal justice, law, sociology, geography, geographic information systems, military studies, mathematics, telecommunications, chemistry, language (various), global studies, history, or intelligence studies.

**Experience: Critical data or intelligence analysis, including open source intelligence research with preparation and presentation of intelligence reports and briefings for an organization in the military, private or public sector; conduct of homeland security, terrorism or counter terrorism analysis and assessments in a law enforcement, intelligence, or homeland security organization.

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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