

**New York State Department of Civil Service**  
Division of Classification & Compensation

**Occ. Code 1734100**

**Homeland Security Program Analyst 1, Grade 18 1734100**  
**Homeland Security Program Analyst 2, Grade 23 1734200**  
**Homeland Security Program Analyst 3, Grade 25 1734300**

Brief Description of Class Series

Homeland Security Program Analysts perform research, program planning, policy development and analytical duties, and undertake a variety of liaison activities and special assignments related to homeland security issues and national priorities. These positions, which are non-competitive, are classified primarily in the Division of Homeland Security and Emergency Services.

Distinguishing Characteristics

*Homeland Security Program Analyst 1:* full performance level; under the general direction of a Homeland Security Program Analyst 2, conducts research and policy analysis on a variety of topics related to homeland security issues and national priorities.

*Homeland Security Program Analyst 2:* first supervisory level; under the general direction of higher-level program staff, supervises two or more Homeland Security Program Analysts 1.

*Homeland Security Program Analyst 3:* second supervisory level; under the general direction of executive level staff, independently oversees professional teams and work groups conducting research and policy analysis on a variety of programs, initiatives and issues related to homeland security, public safety and emergency management within an assigned region; administratively supervises two or more Homeland Security Program Analysts 2.

Related Classes

Intelligence Analysts gather, analyze, and disseminate information and intelligence regarding incidents, trends or threats relating to terrorism that have implications for New York State; and facilitate information sharing among federal, State, and local law enforcement agencies in cooperation with the New York State Intelligence Center Counter Terrorism Center.

Intelligence Analysts 1 and 2 (Information Systems) analyze threats and risks to the State and collaborate with the Division of Homeland Security and Emergency Services to identify and review ongoing intrusion activities and threats to New York State.

Critical Infrastructure Analysts conduct vulnerability assessments of public and private critical infrastructure sectors to enhance the overall security of the State's most critical assets. Incumbents identify and monitor critical assets; and provide information on the State's infrastructure to support State emergency response activities.

### Illustrative Tasks

#### *Homeland Security Program Analyst 1*

Conducts research on homeland security/public safety policy trends.

- Evaluates and comments on homeland security/public safety programs and studies conducted by other governments and organizations.
- Plans, organizes, and conducts analytical studies involving the development and implementation of major agency initiatives.
- Drafts preliminary reports, recommendations, and alternatives based on gathered information.

Participates in policy planning and development to identify long- and short-term challenges.

- Evaluates the impact of legislative programs, mandates, and processes on the resources and operations of the agency.
- Plans and conducts analysis of proposals and initiatives specific to a particular program sector responsibility.

Facilitates the implementation and operations of agency initiatives and provides coordination and operational support of targeted program activities.

- Drafts correspondence, policy, white papers, standards, bulletins, advisories, progress reports, and study results on targeted topics.
- Organizes, coordinates, and facilitates meetings, work groups, and trainings.
- Promotes and publicizes the overall and targeted security programs offered by the agency.

- Acts as liaison with partner agencies.
- May represent the agency at conferences, meetings, and program reviews.

*Homeland Security Program Analyst 2*

May perform all of the same duties and functions as a Homeland Security Program Analyst 1.

Plans, coordinates, and manages a systematic evaluation of the agency's strategic plan for compliance with federal, State, and urban area homeland security strategies and timelines.

- Manages site/field visits to gather information relevant to agency or program operations and initiatives.
- Develops collaborative programs with internal and external groups.
- Composes analytical reports to identify links, trends and patterns in policy, protocol, organization, operation, and investigative activities.
- Monitors programmatic data collection and recommends additions and/or modifications.
- Prepares documentation on the impact of federal and State policy, program and budget changes on the organization, and its ability to perform life cycle management of programs.

Directs and manages the provision of operational planning and support to program staff.

- Coordinates and leads various work groups to develop and discuss New York State homeland security policies, practices, and strategies.
- Creates position papers and briefings to support agency programs. Reviews recommendations and research for procurement and deployment of necessary resources for implementation.
- Manages and coordinates program measurement and evaluation studies.
- Collaborates with senior and program staff to develop, manage and execute strategic plans, operational concepts, policies, protocols, and processes.
- Plans, develops, and manages special projects.

Performs the full range of supervisory tasks such as conducting performance evaluations, monitoring time and attendance, and overseeing staff development.

*Homeland Security Program Analyst 3*

May perform all of the same duties and functions as lower-level Homeland Security Program Analysts.

Manages the daily activities of regional Homeland Security Program Analysts, program teams, and work groups to optimize efforts, identify deficiencies, utilize fiscal resources effectively and meet program objectives in an efficient manner

- Secures resources for successful staff deployment, identifies and implements staff requirements, monitors progress, reviews results, and conducts performance reviews.
- Serves as a subject matter expert for team members, program managers, and agency senior staff.
- Develops, modifies, and evaluates policies and protocols governing team deployment, operation and outreach.

Reviews, evaluates, or develops viable policies, programs, and procedures that advance the mission of the agency and encompass current best practices in the functional program area.

- Analyzes agency policy/program and makes recommendations to executives and senior staff.
- Collects and analyzes data on homeland security, public safety, and emergency services issues and practices to compare new and innovative approaches to facilitate development and implementation of new agency initiatives.
- Promotes and manages homeland security prevention, detection, preparedness and response programs, to include training and exercise, grant funding, information and intelligence sharing, border security and other counterterrorism initiatives.

Represents DHSES with stakeholders and partners and provides professional expertise on assigned program and agency issues.

- Develops and oversees outreach and training efforts regarding counterterrorism programs; coordinates efforts with partner public safety agencies, including federal, State, and local law enforcement.

- Maintains effective working relationships with partners and stakeholders; and meets with them to answer questions, review program rollout, and determine the effectiveness of program planning and implementation.
- Resolves differences with partners and stakeholders within the parameters of agency policies, protocols, procedures, and mandated rules and regulations.

Performs the full range of administrative supervisory tasks.

### Minimum Qualifications

#### *Homeland Security Program Analyst 1*

Non-competitive: bachelor's degree and two years of experience in intelligence analysis, or homeland security, counter terrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization. A master's degree may substitute for one year of the experience.

#### *Homeland Security Program Analyst 2*

Non-competitive: one year of permanent service as a Homeland Security Program Analyst 1; or bachelor's degree and three years of experience in intelligence analysis, or homeland security, counter terrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization. A master's degree may substitute for one year of experience.

#### *Homeland Security Program Analyst 3*

Non-competitive: one year of permanent service as a Homeland Security Program Analyst 2; or bachelor's degree and four years of experience in intelligence analysis, or in homeland security, counterterrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization, of which one year must have been at a supervisory level. A master's degree may substitute for one year of the general 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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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