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

Classification Standard

Occ. Code 9217100

Criminal Justice Information Services Specialist 1, Grade 14	**9217100**
Criminal Justice Information Services Specialist 2, Grade 18	**9217200**
Criminal Justice Information Services Specialist 3, Grade 23	**9217300**
Criminal Justice Information Services Specialist 4, Grade 27	**9217400**

Brief Description of Class Series

Criminal Justice Information Services Specialists uphold the federal compliance mandates of the Criminal Justice Information Services (CJIS) Security Policy. These positions administer the CJIS network for the entire State of New York.

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

Distinguishing Characteristics

Criminal Justice Information Services Specialist 1: entry-level; provides first-level support for safeguarding criminal justice information; provides guidance to users.

Criminal Justice Information Services Specialist 2: first-supervisory level; ensures customer agencies are complying with CJIS policies and standards as well as other mandatory regulations; maintains working knowledge of CJIS security policy and related applications.

Criminal Justice Information Services Specialist 3: second-supervisory level; oversees administrative and operational functions of applications; oversees enforcement of CJIS policy compliance standards.

Criminal Justice Information Services Specialist 4: managerial level; assists in managing the CJIS Security and Compliance Unit; assists in developing State and CJIS security policy standards.

Illustrative Duties

Criminal Justice Information Services Specialist 1

Maintains knowledge and understanding of the FBI CJIS Security Policy.

Assists New York State agencies with CJIS policy enforcement, compliance standards, policy and documentation updates, audits, and quality control.

Assists with the review and creation of training materials.

Reviews reported cyber incidents and advisories.

Reviews logs and performs analysis to identify operational anomalies.

Maintains records of security incidents reported by New York State agencies.
Reviews IT security audit responses from New York State agencies.

Provides training to agencies that do not meet requirements during IT security audits.

Reviews updates to FBI CJIS Security Policy to identify changes to security audit questions.

Criminal Justice Information Services Specialist 2

Supervises Criminal Justice Information Services Specialists 1 and may perform any of the duties of a Criminal Justice Information Services Specialist 1.

Implements enterprise and CJIS information security procedures and protocols.

Ensures customer agencies are complying with CJIS policies and standards as well as other mandatory regulations.

Completes personnel background applications and monitors relevant investigations for agency enterprise solutions.

Functions as a primary State administrator for CJIS OnLine and CJIS Audit applications.

Assists with enforcement of CJIS policy compliance standards, policy and documentation updates, audits, and quality control.

Assists with the review and creation of training materials relative to the CJIS Security Compliance Unit.

Oversees creation of monthly newsletter to all Terminal Agency Coordinators (TACs).

Reviews reported cyber incidents, and NYS ITS cybersecurity advisories.

Interacts with and audits Office of Court Administration and large county datacenters.

Assists in providing training to New York State agencies regarding compliance with the latest version of the CJIS Security Policy, application usage, and other relevant policies.

Reviews software requests and performs security analysis on each request.

Contributes to enhancing agency policies and procedures as technology changes.

Criminal Justice Information Services Specialist 3

Supervises Criminal Justice Information Services Specialists 1 and 2 and may perform any of the duties of a Criminal Justice Information Services Specialist 1 and 2.

Implements enterprise and CJIS information security procedures and protocols.

Ensures customer agencies are complying with CJIS policies, standards, and mandatory regulations.

Assigns work to subordinate supervisors; monitors work progress; and reviews major staff initiatives and products.

Develops alternative solutions to problems and consults with agency management, FBI CJIS Division, ITS staff, and/or New York CJIS stakeholders and users to evaluate the effectiveness and CJIS compliance of proposed solutions.

Develops or participates in the development of training guidelines for CJIS Unit, ITS and/or New York CJIS stakeholder technical staff.

Manages or participates in CJIS policy enforcement of compliance standards, policy and documentation updates, audits, and quality control.

Manages or participates in the review and creation of training materials relative to the CJIS Security Compliance Unit.

Manages or participates in the review of reported cyber incidents, and NYS ITS cybersecurity advisories.

Manages or participates in the review software requests and performs agency security analyses.

Contributes to enhancing agency information security policies and procedures as technology changes.

Criminal Justice Information Services Specialist 4

Assists in developing State and CJIS Security policy, compliant disaster recovery policies, and standards for the Integrated Justice Portal (IJP).

Analyzes IJP audit logs utilizing Structured Query Language (SQL).

Coordinates technical response to information and system security compliance audits, including preparing and collecting documentation for the triennial FBI IT Security Audits.

Develops, reviews, and confirms systems, contracts, service level agreements, memorandums of understanding language, and other documents to verify they meet IJP information security needs and requirements, and align with State and FBI CJIS information security policies.

Researches relevant laws and regulations affecting security controls and classification of IJP information assets, and approves adjustments needed to meet legal and regulatory requirements.

Manages and assists in resolving security threats to IJP information systems and improper dissemination of criminal justice information.

Develops, implements, and improves information security incident response plans and reports for IJP.

Develops metrics to measure the efficiency and effectiveness of the IJP security program.

Provides advice to criminal justice and non-criminal justice agency executives on IJP related matters, including responding to inquiries for information related to litigation processes, such as electronic records management and electronic discovery preparedness for the IJP.

Administers training to criminal justice and non-criminal justice agency employees, contractors, and third parties.

Represents the CSA at internal and external events and evaluates the applicability of the latest techniques and tools to IJP security programs.

Supervises a staff of Criminal Justice Information Services Specialists 1-3.

Minimum Qualifications

Criminal Justice Information Services Specialist 1

Non-Competitive: high school graduation or possession of a high school equivalency diploma and four years of experience as a Dispatcher, utilizing CJIS systems. An associate's degree may substitute for two years of experience. A bachelor's degree may substitute for four years of experience.

Criminal Justice Information Services Specialist 2

Promotion: one year of service as a Criminal Justice Information Services Specialist 1.

Criminal Justice Information Services Specialist 3

Promotion: one year of service as a Criminal Justice Information Services Specialist 2.

Criminal Justice Information Services Specialist 4

Promotion: one year of service as a Criminal Justice Information Services 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.

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