



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 11/20/2024

APPLICATION DUE BY: 12/11/2024

Title: Senior Administrative Analyst
Starting Salary: \$65,001.00

Locations: State Police Academy
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

DUTIES:

Research

- Academy – in collaboration with the Academy staff, the incumbent will assist with academically supported best training practices and research for:
 - Basic School – Recruit Trooper Training
 - Field Training Officer Training
 - Firearms
 - Legal
 - Emergency Vehicle Operation
 - Bureau of Criminal Investigation
 - Leadership
 - Officer Wellness
 - Suicide Prevention
- Exam – identify best source material for outside readings to be utilized for the promotional exam process.
 - Leadership
 - Management
 - Tactical / Incident Management
 - Legal Material
- Liaison with Finn Institute for Public Safety
 - Research focused on training environment.
 - Develop assessment tools for Recruit Troopers and Probationary Troopers
 - Identify areas to work with Finn Institute to improve the Academy training

Administrative

- Academy
 - Assist with event management.
 - Large training effort site management
 - Enrollment
 - Intern support
 - Work with interns to complete academic research
- Exam
 - Establish timelines for development, printing, and delivery of written exam.
 - Manage the roster of candidates, ensuring all Members meeting criteria for participation in the promotion process are afforded the opportunity, documenting their decision to participate or decision to decline promotion.
 - Identify of source material, compile the print order, and ensure the delivery of print material to candidates.
 - Work with Planning and Research to consolidate source material from Manuals/internal material.
 - Assist with development of RFP for site of OACE.
 - Visit sites to ensure RFP are adequate.
 - Assist with management of all aspects of OACE including selection, site/event management.
 - Establish and maintaining promotion lists.
 - Establish and maintain a list of make-up candidates, ensuring they are afforded the same opportunity for the exam.
 - Liaison with PSI, or vendor, for all aspects of exam development and delivery.

Exam Development/scoring

- Maintain and update items and their classifications in the item bank according to established workflows.
- Edit and proofread items according to grammar, spelling, test item format, and conformance to client-specific style guides.
- Assemble test forms that meet prescribed criteria and document those results.
- Prepare exams for publication and perform quality checks.
- Facilitate in-person and web-based test development meetings.
- Document decisions and outcomes from test development meetings.
- Develop and maintain timelines for test development activities and track progress in project management ticketing software.
- Communicate test development requirements and progress to Captain – Leadership and Professional Development and subject matter experts.
- Coordinate test development and test publication activity.
- Provide test development expertise.
- Maintain in-depth and up-to-date knowledge of legal updates, relevant research, available sources of knowledge applicable to the exam process.
- Support the exam detail with tasks related to test development.
- Assist in the preparation of exam statistical reports.
- Assist in the review of candidate feedback impacting examination results.
- Manage simple test scoring projects - assist in report generation for internal and external meetings; mocking up and generating generic or custom score reports; reviewing and proofing reports.
- Maintain detailed documentation of changes in score reports and processes.
- Scoring and analysis of exam items.

Non-NYSP OACE

- Maintain roster of candidates to support requests from outside agencies for OACE support.
- Respond to requests for assistance from outside agencies when requested by the Assistant Deputy Superintendent – Employee Relations.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Criminal Justice or related field,

AND
- Two (2) years of relevant experience.

Preference may be given to candidates that can clearly demonstrate:

- Experience with statistics and research in the field.
- Experience managing a project.
- Experience in training environment.
- Experience developing training.
- Experience developing assessment tools/exams.

HOW TO APPLY:

Kindly send a letter of intent, complete resume, and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Senior Admin Analyst*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.