



POSTING DATE: 05/01/2025

APPLICATION DUE BY: 05/22/2025

Title: CJIS Specialist 2
Starting Salary: \$66,951.00

Location: Division Headquarters
CJIS (Criminal Justice Information Services) Security and
Compliance Unit
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

DUTIES

- First line supervisor to personnel in the CJIS Specialist 1 positions within the CJIS Security and Compliance Unit.
- Implements enterprise and CJIS information security procedures and protocols ensuring customer agencies are complying with CJIS policies and standards as well as other mandatory regulations.
- Complete personnel background applications, and monitor relevant investigations for the NYSP enterprise solutions.
- Act as primary State Administrator for both CJIS OnLine and CJIS Audit applications. CJIS OnLine is the application used for security awareness and local agency security officer training. CJIS Audit is the application used for the federally mandated audits.
- Assist with CJIS policy enforcement of compliance standards, policy and documentation updates, audits, and quality control.
- Assist with the review and creation of training materials relative to the CJIS Security and Compliance Unit.
- Oversee creation of monthly newsletter to all Terminal Agency Coordinators (TACs).
- Maintain SaaS application inventory database.

- Review reported cyber incidents, NYS ITS cybersecurity advisories, CISA advisories, etc.
- Interact and audit OCA and large county datacenters.
- Assist in providing training of outside NYS agencies regarding compliance with the latest version of the CJIS Security Policy, application usage, and other relevant policies.
- Contribute to enhancing NYSP ISO policies and procedures as technology changes.
- Work on special projects as needed.

Managers may be expected to be available during off-shift hours to ensure the continuous operation of CJIS services.

MINIMUM QUALIFICATIONS

- A bachelor's degree or higher with AND two years of related experience in one or more of the areas: telecommunications; computer science, cybersecurity, eJusticeNY Integrated Justice Portal use, NCIC for state access to CJI data, land based mobile radio communications dispatch, IT customer support and training, desktop support, computer programming, business/systems analysis, program design, and program testing, application development.

OR

- An associate degree and four years of related experience in one or more of the following areas: telecommunications; computer science, cybersecurity, eJusticeNY Integrated Justice Portal use, NCIC for state access to CJI data, land based mobile radio communications dispatch, IT customer support and training, desktop support, computer programming, business/systems analysis, program design, and program testing, application development.

OR

- Six years of related experience in one or more of the following areas: telecommunications; computer science, cybersecurity, eJusticeNY Integrated Justice Portal use, NCIC for state access to CJI data, land based mobile radio communications dispatch, IT customer support and training, desktop support, computer programming, business/systems analysis, program design, and program testing, application development.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

HOW TO APPLY:

Kindly send a cover letter, transcripts and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *CJIS Spec 2*

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.