NYC DCAS
Citywide Administrative Services

ERIC L. ADAMS
Mayor

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Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

CRIME ANALYST
Exam No. 4117

WHEN TO APPLY:	From: April 3, 2024	APPLICATION FEE: $68.00
	To: April 23, 2024	If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Crime Analysts, under supervision, with considerable latitude for independent action, perform complex, confidential, and sensitive research and analysis of crime and criminal activity data; identify patterns in criminal activity by utilizing state of the art database applications, spreadsheet applications, and Geographic Information System (GIS) mapping technology; use spatial analysis techniques to produce thematic overlays; conduct demographic analysis; utilize qualitative and quantitative analytical tools to assist the agency in designing tactical and operational initiatives; and determine the appropriate allocation of personnel and other critical agency resources for crime prevention. In the absence of the immediate supervisor, Crime Analysts may perform the duties of that position. All Crime Analysts perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is $59,867 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A Baccalaureate degree from an accredited college or university in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field; **and** one of the following:

(a) one year of satisfactory full-time experience in the analysis and/or research of data related to crime, criminals, criminal intelligence, and/or other social sciences in a police, judicial, or other criminal justice setting; or

(b) a Master's degree from an accredited college or university in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field.

The education requirement must be met by June 30, 2024. The experience requirement must be met by the last day of the Application Period (April 23, 2024).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2024 or experience which you obtain after the end of the Application Period (April 23, 2024).

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency, and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: *https://a856-exams.nyc.gov/OASysWeb/Faqs*. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan	**Brooklyn**	**Queens**
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

Staten Island	**Bronx**
135 Canal Street	1932 Arthur Avenue
3rd Floor	2nd Floor
Staten Island, NY 10304	Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at *OASys@dcas.nyc.gov*.

Special Circumstances Guide: This guide is located on the DCAS website at *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf* and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).
   If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
3. **Foreign Education Evaluation Guide (Required <u>only</u> if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf.* When you contact the evaluation service, ask for a **"document-by-document"** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (April 23, 2024).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience in the research, validation, and analysis of data related to crime, criminals, criminal intelligence, and/or other social sciences in a police, judicial, or other criminal justice setting for:	**You will receive up to:**
At least 6 months but less than 12 months	6 points
At least 12 months but less than 18 months	12 points
At least 18 months but less than 24 months	18 points
At least 24 months but less than 30 months	24 points
30 months or more	30 points

If you have satisfactory full-time experience in the research, validation, and analysis of large, complex volumes of data not in a police, judicial, or other criminal justice setting for:	**You will receive up to:**
At least 12 months but less than 24 months	6 points
At least 24 months but less than 36 months	12 points
36 months or more	18 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2024 or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Education must be obtained by June 30, 2024 and experience must be obtained by the last day of the Application Period (April 23, 2024).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at *www.nyc.gov/ess*
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *www.nyc.gov/examsforjobs*
- Submit a written request by email at *OASys@dcas.nyc.gov*, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all the instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: *https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.*

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number, and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: *https://www1.nyc.gov/site/dcas/employment/civil-service-system.page*.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *www.nyc.gov/examsforjobs* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Certification and/or Special Experience:

If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your certification(s) and/or experience will be checked by the appointing agency at the time of appointment.

Crime Analysis Certification (ACC): A valid Certification in Crime Analysis from the International Association of Crime Analysts (IACA) or the New York State Division of Criminal Justice Services.

Domain Awareness Experience (DAS): At least two (2) years of full-time satisfactory experience with the NYPD Domain Awareness System (DAS) for the purposes of accessing the large volume of crime data through filtering by crime type, crime sub-classifications, date range, location, call type, property type, weapon type and other factors, displaying such data on the map, saving layers, exporting data results, uploading data and sharing resulting data and analysis.

Precision Alerting System Experience (RRD): At least two (2) years of full-time satisfactory experience with utilizing the NYPD recidivist Tracking and Reporting Database for tasks including but not limited to the identification of criminal recidivists by crime type, modus operandi, location, custody status, and description.

Crime Pattern Analysis Experience (CEP): At least two (2) years of full-time satisfactory experience in the understanding of theories related to crime patterns including but not limited to the standard definition of a crime pattern, offender(s) behavior, crime series, crime spree, pattern identification and pattern components and utilization of the Patternizer tool.

Cognos Experience (213): At least two (2) years of full-time satisfactory experience with IBM Cognos Business Intelligence Tools for mining large datasets including but not limited to data package selection, Cognos Report Studio, list queries, crosstab queries, filters, and joins.

GIS Experience (GIF): At least two (2) years of full-time satisfactory experience with Geographic Information Systems and specifically ESRI ArcGIS as they relate to spatial analysis including but not limited to the uploading of spatial data to display X-Y coordinates, conversion of data to shapefiles, filtering by attributes, filtering by location, spatial joins, buffering, kernel density analysis, analysis of spatial data, map layouts, and product creation.

CompStat Experience (CSE): At least two (2) years of full-time satisfactory experience with the CompStat Managerial Philosophy, including but not limited to access and analysis of timely and accurate data, rapid

analysis of such data, identification of potential effective responses to data including identification of target areas based on spatial and temporal factors, and relentless follow-up in regard to impact of identified responses.

Statistics Experience (SAE): At least two (2) years of full-time satisfactory experience using basic statistics including but not limited to percent change, percent of whole, mean, median and mode, trends, standard deviation, Z-scores, normal range, and the application of such statistics to crime analysis.

Excel Experience (EXL): At least two (2) years of full-time satisfactory experience using Microsoft Excel, including advanced knowledge of functions including but not limited to percent change, standard deviations, Zscores, date/time formats, VLOOKUP, IF statements, and Pivot Tables, as well as extracting, uploading, downloading, and appending raw data to existing worksheets.

Data Quality Experience (DTA): At least two (2) years of full-time satisfactory experience in dealing with data quality including but not limited to data contents, data access, data completeness, data accuracy, data timeliness, and approaches and processes for dealing with data quality issues.

Index Crime Experience (CIE): At least two (2) years of full-time satisfactory experience with crime data including but not limited to data collected from crime reports, victim reports, arrest reports, citizen calls for police service, police enforcement, police presence documentation, and related data sources, with a full understanding of standard FBI definitions of "index crimes" and "non-index crimes".

Law Enforcement Agency Experience (CLE): At least two (2) years of full-time satisfactory experience within a law enforcement agency including but not limited to experience with citizen reports of crime and disorder, 911 calls for service, police operations data, investigative reports and other policing-related sources of data and information.

Municipal Government Experience (MGE): At least two (2) years of full-time satisfactory experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: *LMACustomerService@dcas.nyc.gov*, or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.