

DIRECTOR OF CRIMINAL JUSTICE PLANNING & POLICY DEVELOPMENT
(New York County District Attorney)

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent initiative, judgment, and decision-making, oversees, administers and implements complex, confidential law enforcement intelligence gathering and analysis programs, projects, and functions of the Office. Advises District Attorney and executive staff regarding policy development and implementation of crime strategies, and intelligence-driven prosecution initiatives. Performs highly confidential managerial work and supervision of assigned staff, consults on crime strategies and analysis, and performs related work.

Examples of Typical Tasks

Responsible for maintaining and managing intelligence data and identifying emerging crime patterns and trends to assist the District Attorney and executive staff in better targeting of investigative and prosecutorial priorities.

Supervise specialized staff in tracking patterns of crime activity by routinely monitoring statistical data, including records of arrests, criminal complaints, geographical mapping of crime trends, internal case tracking systems, and crime data provided by city, state, and federal agencies.

Responsible for active coordination and intelligence sharing with the NYPD, and other federal, state, and local police agencies and prosecutors' offices to identify crime patterns and trends.

Responsible for developing and implementing intelligence-driven prosecution strategies targeting priority offenders and neighborhoods.

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Examples of Typical Tasks (continued)

Advises agency officials regarding policy, development, and implementation of crime analysis, crime strategies, and intelligence-driven prosecution initiatives. Performs related confidential studies and/or research for the District Attorney.

May represent the District Attorney through attendance at meetings, hearings and other events and may present Office programs on his behalf.

Qualification Requirements

A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, managerial or executive experience in Business or Public Administration, or a related field, including two (2) years in Criminal Justice or a related field.

Direct Lines of Promotion

None. This class of positions is classified in the non-competitive class.