



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

# NOTICE OF EXAMINATION

**CRIME ANALYST**

**Exam No. 9000**

**WHEN TO APPLY: From: July 5, 2018**

**To: July 25, 2018**

**APPLICATION FEE: \$68.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This 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 and identify patterns in criminal activity by utilizing state of the art database applications, spreadsheet applications, and Geographic Information System (GIS) mapping technology to identify specific crime patterns; using spatial analysis techniques to produce thematic overlays; conducting demographic analysis; utilize qualitative and quantitative analytical tools to assist the agency in designing tactical and operational initiatives and determining 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.

#### Special Working Conditions:

Crime Analysts may be required to work various shifts including nights, Saturdays, Sundays, and holidays. (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 \$51,000 per annum. This rate is subject to change. 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 may not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2019, or experience which you obtain after the end of the Application Period (July 25, 2018).

#### 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 January 31, 2019. The experience requirement must be met by the last day of the Application Period (July 25, 2018).**

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.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period.

**Residency:** 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, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications 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:**

- 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.
- Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.4, A.5 (if applicable), B (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- Foreign Education Evaluation Guide: (Required only 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 located on the Department of Citywide Administrative Services (DCAS) website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

**THE TEST:**

Your score will be determined by an education and experience test. 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:
At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	20 points
3 or more years	30 points

<b>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:</b>	<b>You will receive:</b>
At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
3 or more years	15 points

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period (July 25, 2018).

You will not receive credit for experience which you obtain after the end of the application period. Experience must be obtained by the last day of the application period (July 25, 2018).

Experience used to meet the minimum qualification requirements cannot be used to gain additional credit.

#### **CHANGE OF MAILING AND/OR EMAIL ADDRESS:**

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, 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. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your 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. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the education and experience test, 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 mail 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: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### **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. **Your certification(s) and/or experience will be checked by the appointing agency at the time of appointment.**

##### **Selective Certification for Certification:**

**Crime Analysis Certification:** Possession of a valid Certification in Crime Analysis from the International Association of Crime Analysts (IACA) or the New York State Office of Criminal Justice. **To add Selective Certification for Crime Analysis Certification, enter "ACC" in Section D of the Education and Experience Test.**

##### **Selective Certification For Special Experience:**

**Domain Awareness System (DAS) Experience:** At least six (6) months 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. **To add Selective Certification for Domain Awareness System (DAS) Experience, enter "DAS" in Section D of the Education and Experience Test.**

**RTRD (Recidivist Tracking Reporting Database) Experience:** At least six (6) months full-time satisfactory experience with utilizing the NYPD recidivist Tracking Reporting Database for tasks including but not limited to the identification of criminal recidivists by crime type, modus operandi, location, custody status, description. **To add Selective Certification for RTRD (Recidivist Tracking Reporting Database) Experience, enter "RRD" in Section D of the Education and Experience Test.**

**Crime Pattern Analysis Experience:** At least six (6) months 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. **To add Selective Certification for Patterns Experience, enter "CEP" in Section D of the Education and Experience Test.**

**Cognos Experience:** At least six (6) months 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. **To add Selective Certification for Cognos Experience, enter "213" in Section D of the Education and Experience Test.**

**GIS Experience:** At least six (6) months 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, filter by attributes, filter by location, spatial joins, buffering, kernel density analysis, analysis of spatial data, map layouts and product creation. **To add Selective Certification for GIS Experience, enter "GIF" in Section D of the Education and Experience Test.**

**CompStat Experience:** At least one (1) year 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. **To add Selective Certification for CompStat Experience, enter "CSE" in Section D of the Education and Experience Test.**

**Statistics Experience:** At least one (1) year 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. **To add Selective Certification for Statistics Experience, enter "SAE" in Section D of the Education and Experience Test.**

**Excel Experience:** At least one (1) year of full-time satisfactory experience using Microsoft Excel, including advanced knowledge of functions including but not limited to percent change, standard deviations, Z-scores, date/time formats, VLOOKUP, IF statements, and Pivot Tables, as well as extracting, uploading, downloading and appending raw data to existing worksheets. **To add Selective Certification for Excel Experience, enter "EXL" in Section D of the Education and Experience Test.**

**Data Quality Experience:** At least one (1) year 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. **To add Selective Certification for Data Quality Experience, enter "DTA" in Section D of the Education and Experience Test.**

**Index Crime Experience:** At least one (1) year 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 and police presence documentation and related data sources, with a full understanding of standard FBI definitions of "index crimes" and "non-index crimes". **To add Selective Certification for Index Crime Experience, enter "CIE" in Section D of the Education and Experience Test.**

**Law Enforcement Agency Experience:** At least six (6) months 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. **To add Selective Certification for Law Enforcement Agency Experience, enter "CLE" in Section D of the Education and Experience Test.**

**Selective Certification for Municipal Experience:** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population. **To add Selective Certification for Municipal Experience, enter "MGE" in Section D of the Education and Experience Test.**

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request 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 social security number, and the Selective Certification you are requesting on 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, contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

**PENALTY FOR MISREPRESENTATION:**

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

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31175; The Miscellaneous Service.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)