



STATE OF NEW JERSEY

In the Matter of Criminal
Intelligence Analyst Title Series

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2023-2248

Request for Title Creation

ISSUED: May 3, 2023

The Division of Agency Services (Agency Services) requests the creation of the local government title series of Criminal Intelligence Analyst.

Agency Services indicated that the Bergen County Prosecutor's Office (BCPO) requested the creation of a local title series that includes the non-competitive title, Criminal Intelligence Analyst Trainee, and competitive titles, Criminal Intelligence Analyst, Senior Criminal Intelligence Analyst, and Supervising Criminal Intelligence Analyst. It explained that a Police Lieutenant of Detectives manages BCPO's Criminal Intelligence unit that is comprised of a combination of 10 sworn and civilian employees. The unit is tasked with providing analytical resources that include crime analysis, toll analysis, financial analysis, link analysis, and the mapping of criminal activity throughout the county with the purpose of identifying crimes that have similar methods of operation, and to give focus and assistance to specialized units in the Prosecutor's Office as well as to local law enforcement agencies. The new positions will be responsible for researching, analyzing, and evaluating information or data for the purpose of preventing or investigating crime, terrorism, or other threats to public safety.

The BCPO did a comparison with several Civil Service titles, but has indicated that no existing titles capture the duties and requirements of those needed for the unit's civilian staff roles. The new titles vary from existing titles in that they require a familiarity with searching and gathering data from open source media, the ability

to identify patterns and trends related to criminal or terrorist objectives and organizations, and in developing investigative leads and connections. The BCPO considered the existing Senior Intelligence Research Analyst title, but the title is unclassified. The existing Research Assistant, Criminal Information title was also considered, but the title lacks the education required for the unit's needs.

Accordingly, upon its review Agency Services agreed that no existing titles match the job duties and requirements and recommends the establishment of the new Criminal Intelligence Analyst title series, to include the following title: Criminal Intelligence Analyst Trainee; Criminal Intelligence Analyst; Senior Criminal Intelligence Analyst; and Supervising Criminal Intelligence Analyst. It recommends that the trainee level be assigned to the noncompetitive division of the career service. In this regard, it stated that the title has been identified as appropriate for the noncompetitive division based on the criteria defined in *N.J.A.C.* 4A:3-1.2. Agency Services stated that competitive testing for the Trainee level is not practicable due to the knowledge, skills, and abilities associated with the job. Specifically, it indicated that it is a professional, entry-level trainee title requiring only a Bachelor's degree including or supplemented by 21 semester hour credits in specific subject areas. There are no experience requirements associated with the title. All of the other titles in the series would be allocated to the competitive division of the career service.

CONCLUSION

N.J.A.C. 4A:3-3.6(a) states, in pertinent part, that the Civil Service Commission (Commission) may determine that a new title or title series is necessary. *N.J.A.C.* 4A:3-1.2(a) states that the Commission shall allocate and reallocate career service titles between the competitive and non-competitive divisions. *N.J.A.C.* 4A:3-1.2(c) states, in pertinent part, that a job title may be placed in the non-competitive division on an ongoing basis when it is determined that competitive testing is not practicable due to the nature of the knowledge, skills, and abilities associated with the job.


Based on the foregoing, ample reasons exist for the creation of the subject title series and the allocation of the Criminal Intelligence Analyst Trainee title to the non-competitive division of the career service. In this regard, that title is a professional, entry-level trainee position requiring only certain educational requirements. No experience requirements are required as the skills required to perform the job are gained through on-the-job training. Given the lack of an experience requirement, competitive testing is not practicable since the knowledge, skills and abilities associated with this title are evaluated during the mandatory training period.

ORDER

Therefore, it is ordered that this request be granted, and the local government titles of Criminal Intelligence Analyst Trainee; Criminal Intelligence Analyst; Senior Criminal Intelligence Analyst; and Supervising Criminal Intelligence Analyst be established. It is further ordered that the Criminal Intelligence Analyst Trainee title be allocated to the non-competitive division of the career service. This action shall be effective the beginning of the first pay period following the issue date of this decision.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 3RD DAY OF MAY, 2023



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