

**ORANGE COUNTY  
MANAGEMENT CLASS SPECIFICATION**

**TITLE:** SYSTEMS INTEGRATION MANAGER - LAW ENFORCEMENT      **GRADE:** 22

**TITLE ABBREVIATION:** SYST INT MGR LE      **TITLE NO.:** 567580

**JURIS.CL:** C      **SALARY CODE:** 03      **EEO CODE:** OA      **FLSA CODE:** PR

**DEPARTMENT:** INFORMATION TECHNOLOGY SERVICES

NATURE OF THE WORK: This is a managerial and technical position responsible for the implementation and operation of information technology systems and technical equipment within the Department of Emergency Services for the Department of Information Technology Services, with a focus on law enforcement information systems. Technical work includes network administration, troubleshooting, telecommunication connectivity and support, database administration and management, computer-aided dispatch (CAD) support, and monitoring facility security systems. Law enforcement related aspects of the work include identifying and explaining relevant law enforcement data within information contained in the County Emergency Services' Department's Division of Police Liaison Services and information technology programs primarily utilized by such Division and by law enforcement agencies within Orange County.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This position is allocated in the competitive class for classified service. The position has responsibility for the organization of systems integration and operation, security and support of computer network and telecommunications equipment and software. The work is performed under general direction of the Chief Information Officer and the Deputy Chief Information Officer (CIO) and general supervision is exercised over technical personnel whom the CIO assigns to such individual's supervision.

TYPICAL DUTIES AND TASKS:

With a specific focus on information technology software designed to aid law enforcement agencies across Orange County, and in collaboration with the Systems Integration Manager in the Department of Emergency Services, the incumbent:

Supervises the design, installation, operation and maintenance of all facility hardware, including network and telecommunications equipment in relation to law enforcement matters; the incumbent may work in cooperation with the Systems Integration Manager for the Department of Emergency Services as a whole but is expected to be able to identify necessary information utilizing his or her law enforcement experience which must be accessible to law enforcement professionals in undertaking their work;

Conducts feasibility studies and estimates hardware, software, network and related equipment costs and upgrades with a focus on:

- sensitive information contained within the multi-jurisdictional information sharing Law Enforcement (LE)/Police networks;

- records which may be utilized by the District Attorney pre and post arrest;
- records relating to Probation Department pretrial and posttrial release records;
- records relating to National Crime Information Center (NCIC), New York State (NYS) Department of Motor Vehicles (DMV), NYS Division of Criminal Justice Services (DCJS) arrest history depository records, etc.;

Works to implement Record Management Systems (RMS), Motor Vehicle Administration (MVA) and mobile ticketing within police vehicles on peripheral hardware. Such work shall be done based on the incumbent's knowledge relating to:

- police, prosecutor, and court record retention,
- police business process design, functional design and documentation,
- police organizational change management,
- police end user training in RMS, MVA and mobile ticketing

Recommends and implements hardware and software solutions and data system enhancements relating to law enforcement records;

Coordinates with vendors in the integration of new systems and software solutions for the department when focused on law enforcement systems and software;

Supervises and provides training and support to users for various law enforcement related software and hardware solutions;

Collaborates with the Department of Emergency Services, Systems Integration Manager, in the managing and maintaining of all hardware, software, databases, and interfaces used for 911 operations, including but not limited to: Computer-Aided Dispatch (CAD) system, telecommunications system, Automated Vehicle Locaters (AVL), Mobile Data Terminals (MDT), and audio logging recorder system with the primary responsibility for such falling upon the incumbent rather than the Systems Integration Manager;

Collaborates with the Department of Emergency Services, Systems Integration Manger, in the managing and maintaining of the Law Records Management System (LRMS) with the primary responsibility for such falling upon the incumbent rather than the Systems Integration Manager;

Collaborates with the Systems Integration Manager and Deputy Commissioner in the Division of Police Liaison Services to prepare an annual budget related to equipment purchase and maintenance;

Maintains liaison with Department of Emergency Services and Information Technology Services to address systems and support issues and identify solutions in relation to law enforcement related software operating out of the Department of Emergency Services.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the functions and capabilities of the Department of Emergency Service's computer systems and technical equipment in relation to law enforcement software and hardware operated by the Department; Recognition of prosecutorial and law enforcement relevance of information contained within the data of the software of the Division of Police Liaison Services; Knowledge of cybersecurity strategies to maintain and add to the data collected and/or preserved by the Department in relation to law enforcement activity; Demonstrated interpersonal skills to work collaboratively with the Systems Integration Manager of the Department of Emergency Services and State, County, and local information technology services; ability to install and maintain computer network and equipment; ability to supervise the work of others; ability to communicate clearly and effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Ten (10) years or more of employment as Police Officer (or similar or higher-ranking title) with the New York State Police or a County Sheriff's Office, or City, Town or Village Police Department and with five (5) or more years of full time work in cybersecurity OR computer technology focused on law enforcement needs in such person's capacity as a Police Officer; OR
- (B) Bachelor's degree (or higher) in computer science or related field and five (5) or more years of service as a Police Officer (or similar or higher-ranking title) with the New York State Police or a County Sheriff's Office, or City, Town or Village Police Department; OR
- (C) Completion of 60 college credits and five (5) or more years of service as a Police Officer (or similar or higher-ranking title) with the New York State Police or a County Sheriff's Office, or City, Town or Village Police Department and four (4) years' experience as a network administrator, system administrator and/or network engineer in such person's capacity as a Police Officer.

**NOTE:** Possess and maintain a valid driver's license.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All applicants are subject to satisfactory completion of an inclusive background investigation. Such investigation requires that all prospective candidates for employment be fingerprinted at their own cost.

ADOPTED 06/15/24