

Effective Date: October 12, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**FACILITY DESIGNER
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to positions primarily responsible for providing interior facility design program duties. Positions allocated to this classification are currently assigned to the Professional Engineering Bargaining Unit per s.111.825(1) (f)(8), Wis. Stats., as determined by the Wisconsin Employment Relations Commission.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions at various state departments which devote the majority of their time and are primarily responsible for conducting space management planning activities and office space design; providing space design services; acting as project managers for interior improvement projects; and developing plans and specifications for systems/ furniture. Positions included in this series must meet the Qualifications prescribed under Section I.C.

C. Qualifications

Specific qualifications for a position will be determined at the time of recruitment. A Bachelor's degree in Interior Design, Architecture, or similar field of study may be required. The National Council For Interior Design qualification licensing may be required for the Journey level.

D. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that REQUIRE a Bachelor of Science degree in engineering or equivalent and require a professional engineer responsibility.
2. Positions that do NOT spend the majority of their time in the facility design program.
3. All other positions which are more appropriately identified by other classification series.

E. Entrance and Progression Through This Series

Employees typically enter this classification series by competitive examination. Progression to the journey level will occur through reclassification.

II. DEFINITIONS

FACILITY DESIGNER

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

FACILITY DESIGNER - JOURNEY

Work is performed under general supervision. This is the objective level for positions which conduct space management planning activities and office space design. Provide design services and oversee complex interior improvement projects at state office buildings and leased space managed by the Department of Administration. Review consultant's work and construction activities. Develop plans and specifications for furniture, especially systems furniture. Act as project manager for the design and construction of projects by directing the work of project architect/engineers, building construction representatives, Division of Facilities Management and owner agency staff to assure that the project is completed in accordance with approved programs, schedules and budgets. Review building plans for compliance with building codes. Recommend and approve finish material selection. Develop and maintain a sophisticated computer aided design data base system. Independent judgment is exercised in establishing daily priorities in space management planning and design with agency representatives. Skill with computer aided drafting and design software on a personal computer is utilized. Positions at this level are involved in meetings with agency management or vendors on projects assigned, or other comparable areas with or without the supervisor and may coordinate projects which cross program lines.

III. ADMINISTRATIVE INFORMATION

This classification series was created October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform facility design work. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Facility Design classification series (class codes 26261 through 26263).

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