

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. DEPSPL2G45N
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Technology, Management, & Budget- MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> Departmental Specialist - 2	<b>10. Division</b> Real Estate
<b>5. Working Title (What the agency calls the position)</b> Move and Project Specialist / Interior Designer	<b>11. Section</b> Space Coordination
<b>6. Name and Position Code Description of Direct Supervisor</b> Myers, Curt M.; State Administrative Manager 15	<b>12. Unit</b> State of Michigan Capital, Secondary, and Outstate Complexes
<b>7. Name and Position Code Description of Second Level Supervisor</b> Fehrenbach, Thomas J.; State Office Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b> State Facilities Administration Bldg. 3111 W. St. Joseph Hwy. Lansing, MI 48917
<b>14. General Summary of Function/Purpose of Position</b> <p>This position will act as a Project/Move Manager for DTMB and other state agencies to provide extensive interior design, space programming and move management services for state-owned and leased spaces. This position is responsible for the Secondary complex and outstates.</p> <p>This position requires extensive knowledge and expertise in the use of AutoCAD software and will provide interior design drawings including devising block plans, modular configurations, and interior remodeled spaces.</p> <p>This position will work with client agencies to provide interior space programming services for all agencies within leased and State-owned spaces. This position will design the most efficient and effective facilities for agency functions while adhering to DTMB design standards. This position will conduct employee interviews to determine cubicle design and layout and typical workstation designs. This position independently designs and maintains efficient, barrier-free and ergonomically effective office facilities for all agencies. Must have knowledge of construction codes and standards, including fire safety, Michigan Barrier Free Code and ADA.</p> <p>This position will also provide move management services for all client-agencies, with emphasis on multi-agency projects. This position will aid in the communication and coordination of all move-related personnel including Facility Supervisors, Lessors, property specialists, designers, movers, communications personnel, IT, telecommunications and other related services. This position must understand and have experience in State-budgeting processes and coordination of multi-agency services to coordinate a move. This position requires experience in restacking large facilities exceeding 100,000 sq.ft. along with the ability to handle multiple large restacking and move projects at once.</p>	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**Duty 1**

**General Summary:**

**Percentage: 50**

Project/Move Manager: Provide project management for interior construction projects in state-owned and leased facilities and provide move management services for all client-agencies to aid in the communication and coordination of all move-related personnel as it pertains to that project.

**Individual tasks related to the duty:**

- Prepare installation drawings.
- Develop and submit detailed specifications using current State contracts for use in preparing purchase requisitions.
- Schedule and oversee installations.
- Evaluate finished project and develop punch list items.
- Schedule and/or attend construction meetings, to assure all space requirements are met.
- Authorize payment upon successful completion.
- Collect and maintain space information, evaluate department requirements and make recommendations for space utilization as needs change.
- Provide move management services for all client-agencies with emphasis on multi-agency projects.
- Provide the communication and coordination of all move-related personnel including Facility Supervisors, Lessors, property specialists, designers, movers, furniture contractors, communications personnel, IT, telecommunications and other related services.
- Develop and monitor budgets for large projects multi-agency services to coordinate a move where needed.
- This position requires experience in restacking large facilities exceeding 100,000 sq.ft. and the ability to handle multiple large restacking and move projects at once.
- Designs communications for tenants impacted by move through newsletter, e-mail and other communication methods.
- Aids in the creation of move and furniture budgets as needed.

**Duty 2**

**General Summary:**

**Percentage: 20**

Designer Move Manager: Provide interior design drawings including devising block plans, designing modular configurations, and designing interior remodeled spaces for leased and State-owned facilities.

**Individual tasks related to the duty:**

- Evaluate space needs with work site users.
- Collect data and analyze building space, workflow, ergonomic needs and budget.
- Generate conceptual and preliminary plan drawings using specific modular furniture available on contract.
- Review and obtain approval of all preliminary plans with users of space.
- Prepare detailed plan and 3-D drawings and present to work site for approval.
- Develop and recommend office and finish standards for the Department and monitor their compatibility with other State Departments.
- Maintain library of current drawings of office space.
- Responsible for short and long-term space planning for state-owned and leased facilities throughout the state.

**Duty 3**

**General Summary:**

**Percentage: 15**

Space Programmer: This position will work with client agencies to provide interior space programming services for all agencies for leasing and State-owned spaces.

**Individual tasks related to the duty:**

- Assist in the development of standardized programming documents for agency use in State-owned and leased spaces.
- Interview agencies to determine future space usage needs for programs within a given facility.
- Obtain agency approval of all programming documents.
- Complete space programming documents for inclusion in lease Request for Proposals to obtain the most efficient and effective facilities for agency functions while adhering to DTMB design standards.

**Duty 4**

**General Summary:**

**Percentage: 10**

General space planning and coordination

**Individual tasks related to the duty:**

- Space utilization planning for State-owned/managed and leased facilities.
- Establish space planning and usage goals for the DTMB, both project and operational.
- Obtain and analyze information for use in developing recommendations regarding the most effective, efficient and economical use of space.
- Assist in the development of design and space services that support DTMB's overall goals and initiatives.
- Meets and confers with the Division Director regarding staffing, organizational structure, budget and workload issues.
- Participate in long-term strategic planning for leased and State-owned space usage.

**Duty 5**

**General Summary:**

**Percentage: 5**

Perform other duties as assigned by Bureau and Division Directors.

**Individual tasks related to the duty:**

- Special assignments related to but not limited to the offices within the assigned area(s).
- Draft correspondence as needed.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Make short and long-term recommendations for space use based on collection and analysis of current data. Independently meet with Section, Division Managers and user groups to review needs. Review, modify and enforce DTMB standards for Department office space Statewide. Independently create programming documents that will impact the long-term budget of multiple agencies.

**17. Describe the types of decisions that require the supervisor's review.**

Deviations from standard space standards  
Unexpected expenditures or specialized purchasing issues.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Physical Activities: Computer Operations (60%) of the time; Meetings with Client Agencies (20%) of the time; Project Site Visits (20%) of the time.

Conditions/Hazards: Computer Operations - eye and hand fatigue; Site Visitation - mostly interior work but following MIOSHA standards for protection; Meetings - Interior office meeting rooms, no real hazards.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | Y | Provide guidance on work methods. |
| N | Orally reprimand.                  | Y | Train employees in the work.      |

**23. What are the essential functions of this position?**

This position will act as a Project/Move Manager for DTMB and other state agencies to provide extensive interior design, space programming and move management services for state-owned and leased spaces.

This position requires extensive knowledge and expertise in the use of AutoCAD software and will provide interior design drawings including devising block plans, modular configurations, and interior remodeled spaces.

This position will work with client agencies to provide interior space programming services for all agencies within leased and State-owned spaces. This position will design the most efficient and effective facilities for agency functions while adhering to DTMB design standards. This position will conduct individual employee interviews to determine individual cubicle design and layout and typical workstation designs. This position independently designs and maintains efficient, barrier-free and ergonomically effective office facilities for all agencies. Must have knowledge of construction codes and standards, including fire safety, Michigan Barrier Free Code and ADA.

This position will also provide move management services for all client-agencies, with emphasis on multi-agency projects. This position will aid in the communication and coordination of all move-related personnel including Facility Supervisors, Lessors, property specialists, designers, movers, communications personnel, IT, telecommunications and other related services. This position must understand and have experience in State-budgeting processes and coordination of multi-agency services to coordinate a move. This position requires experience in restacking large facilities exceeding 100,000 sq.ft. along with the ability to handle multiple large restacking and move projects at once.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Filling vacancy.

**25. What is the function of the work area and how does this position fit into that function?**

Two sections of the Real Estate Division are responsible for State-owned and Leased spaces and associated planning. The Real Estate staff provides support to Project Directors and assists agencies with interior office planning, design, construction and renovation. This position is responsible for short and long-term space planning in State of Michigan owned and leased facilities.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.****EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:****Departmental Specialist 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:****22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

- Requires experience in restacking large facilities exceeding 100,000 sq.ft.
- Requires the ability to handle multiple large restacking and move projects at once.
- Knowledge of methods of planning, developing and administering programs.
- Extensive knowledge and expertise in the use of AutoCAD software.
- Must have extensive knowledge of building construction codes and standards, including fire safety, Michigan Barrier Free Code and ADA.
- Knowledge of available furnishings and State space related contracts.
- Ability to communicate through creation of newsletters, memos, email and other written communication techniques.
- Knowledge of the need, preparation, and use of reports.
- Ability to verbally communicate with others, analyze programs, effectively solve problems and provide recommendations independently.
- Ability to plan, coordinate, and expedite work projects.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Supervisor Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_

Appointing Authority Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Employee Date