

I. DESCRIPTION OF WORK

Positions in this banded class perform purchasing and interior design work to enhance the function, safety and aesthetics of interior spaces. Positions develop interior decorating schemes that incorporate the optimum of space utilization and building function with the departmental needs and at minimal cost. Work involves determining client's needs; formulating a design plan and budget; specifying materials, finishes and furnishings; developing timeline for the project, and coordinating contractor schedules to ensure timely completions. Positions supervise subordinate personnel in the preparation of paste-ups, layouts, requisitions, and bid invitations. Work involves contact with engineers, planners, electricians, architects, building contractors, administrators, departmental officials, and vendors on purchasing and decorating problems, procurement of goods, and installation of furnishings. Work is performed under the general supervision of an administrative superior to ensure conformance with established policies and procedures.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

| Contributing | Journey | Advanced |
|--|---|--|
| <p>Positions at this level perform professional entry level of work with a general knowledge of institutional interior design theory and practices. General knowledge or the ability to apply small scale state purchasing and accounting policy and principles is required. Knowledge of related building and state laws and regulations, health, safety and fire codes including ADA regulations is required. Work involves communicating and collaborating with architects, electricians, building contractors to ensure that designs are safe and they meet construction requirements. Positions at this level manage projects involving own work under minimal supervision. Work includes communicating effectively with manufacturers, representatives, departmental representatives and other customers/clients regarding purchasing, decorating, procurement of goods and installation of furnishings.</p> | <p>Positions at this level perform professional level of work using a considerable knowledge of interior design work. Considerable knowledge of large-scale state purchasing policies and procedures is required. Positions at this level manage projects. Work involves establishing and maintaining working relationships with manufacturers' representatives, departmental representatives, architects, electricians, building contractors and other customers/clients. Positions at this level may assist in resolving problems regarding purchasing, decorating, procurement of goods and installation of furnishings.</p> | <p>Positions at this level perform professional level of work using a thorough knowledge of interior design work to develop solutions to resolve complex problems. Thorough knowledge of state purchasing policies and procedures is required. Work involves managing projects that require directing the work of others. Positions at this level are given latitude on actions or decisions. Works involves investigating, researching and integrating new concepts in specialty to improve design. Positions at this level consult with manufacturers' representatives, departmental representatives and other customers/clients on purchasing and decorating problems, procurement of goods and installation of furnishings. They identify and resolve problems related to these parties.</p> |

III. COMPETENCIES

| Competency | Definition |
|---------------------------------|--|
| Knowledge - Professional | Knowledge of institutional interior design theory and practice; Knowledge of related building and state laws and regulations, health, safety and fire codes. Knowledge of Americans with Disabilities Act (ADA) laws and regulations knowledge of State purchasing policy and procedures; knowledge of purchasing principles and applicable accounting principles. |
| Project Management | Ability to provide oversight for purchasing and interior design work related projects. Ability to coordinate and prepare specifications and selection of furnishings, wall and window coverings, decorations and accessories; ability to prepare paste-ups, layouts, requisitions and bid invitations. Ability to coordinate work with engineers, planners, electricians, architects building contractors, administrators, departmental officials, and vendors on purchasing and decorating problems, procurement of goods, and installation of furnishings. Ability to establish and make recommendations regarding the award of contracts based on price, quality, delivery terms, and general reputation of the supplies. |
| Client/Customer Service | Ability to develop and maintain effective working relationships with manufacturers' representatives, departmental representatives and other customers/clients. |

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Knowledge of institutional interior design theory and practice; Knowledge of related building and state laws and regulations, health, safety and fire codes. Knowledge of Americans with Disabilities Act (ADA) laws and regulations knowledge of State purchasing policy and procedures; knowledge of purchasing principles and applicable accounting principles.

| Contributing | Journey | Advanced |
|---|---|---|
| <p>General knowledge of institutional interior design theory and practice.</p> <p>General knowledge of purchasing and accounting policy and principles.</p> <p>General knowledge of related building and state laws and regulations, health, safety and fire codes and ADA law and regulations.</p> <p>Ability to create new designs for facilities/offices or redesigns for existing facilities, taking into account factors such as the site's functions, staff interactions, traffic flow, and the machinery that is used.</p> <p>General knowledge of information technologies in the subject area of work.</p> | <p>Considerable knowledge of institutional interior design theory and practice.</p> <p>Considerable knowledge of purchasing and accounting policy and principles.</p> <p>Considerable knowledge of related building and state laws and regulations, health, safety and fire codes and ADA law and regulations</p> | <p>Thorough knowledge of institutional interior design theory and practice applied to concepts and designs.</p> <p>Thorough knowledge of state purchasing policies and procedures at all levels of design.</p> <p>Thorough knowledge of related building and state laws and regulations, health, safety and fire codes and ADA law and regulations.</p> <p>Ability to apply thorough knowledge to develop solutions to resolve problems at a high-complexity level.</p> |

Project Management

Ability to provide oversight for purchasing and interior design work related projects. Ability to coordinate and prepare specifications and selection of furnishings, wall and window coverings, decorations and accessories; ability to prepare paste-ups, layouts, requisitions and bid invitations. Ability to coordinate work with engineers, planners, electricians, architects building contractors, administrators, departmental officials, and vendors on purchasing and decorating problems, procurement of goods, and installation of furnishings. Ability to establish and make recommendations regarding the award of contracts based on price, quality, delivery terms, and general reputation of the supplies.

| Contributing | Journey | Advanced |
|--|---|--|
| <p>Ability to assist in the preparation of specifications, paste-ups, layouts, requisitions and bid invitations.</p> <p>Ability to assist in contract preparation.</p> <p>Ability to assist in inspections to verify project requirements.</p> <p>May require ability to assist in reviewing bid packages.</p> <p>Ability to research and study new concepts in design.</p> <p>Ability to apply general information technologies in the subject area to meet work needs.</p> | <p>Ability to coordinate and prepare specifications, paste-ups, layouts, requisitions and bid invitations.</p> <p>Ability to prepare contracts based on price, quality, delivery terms and general reputation of the supplies and make recommendations.</p> <p>Ability to follow-up to all milestones within the approved design plan. May require ability to conduct final on-site inspections to verify project requirements.</p> <p>Ability to review bid packages and make recommendations to Purchasing regarding award of contracts and /or services based on compliance with specification packages and State Purchasing guidelines.</p> <p>Ability to investigate, research and study new concepts in design and suggest design improvements.</p> | <p>Ability to manage projects that require directing the work of others and with latitude on actions or decisions. Ability to prepare specifications, develop schedule, manage project managers and monitor projects resulting in timely project completion.</p> <p>Ability to oversee multiple, complex design activities involving multiple areas. Ability to develop contracts and recommend variances in consultation with appropriate management personnel.</p> <p>Ability to manage the follow-up to all milestones within the approved design plan; ability to conduct final on-site inspections to verify project requirements.</p> <p>Ability to provide detailed review of bid packages and make recommendations to Purchasing regarding award of contracts and /or services based on compliance with specification packages and State Purchasing guidelines.</p> <p>Ability to investigate, research and integrate new concepts in specialty to improve design.</p> |

Client/Customer Service

Ability to develop and maintain effective working relationships with manufacturers’ representatives, departmental representatives and other customers/clients.

| Contributing | Journey | Advanced |
|---|---|---|
| <p>Ability to develop and maintain effective working relationships with those contacted in the course of work.</p> <p>Ability to work effectively with manufacturers’ representatives, departmental representatives and other customers/clients.</p> <p>Ability to communicate clearly and concisely, both orally and in writing.</p> | <p>Ability to develop and maintain effective working relationships with manufacturers’ representatives, departmental representatives and other customers/clients.</p> <p>Ability to respond effectively to the most sensitive inquiries or complaints.</p> <p>Ability to communicate moderately complex ideas and issues clearly and concisely, both orally and in writing.</p> | <p>Ability to consult with manufacturers’ representatives, departmental representatives and other customers/clients on purchasing and decorating issues, procurement of goods and installation of furnishings.</p> <p>Ability to engage all project stakeholders during all phases of the project delivery.</p> <p>Ability to respond effectively to the most sensitive inquiries or complaints.</p> <p>Ability to make effective and persuasive speeches and presentations on controversial or complex topics.</p> |

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree in art, interior design, or related discipline and experience in large-scale interior design; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.