

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 0233300

Design & Construction Manager 1, M-3	0233300
Design & Construction Manager 2, M-5	0233400

Brief Description of Class Series

Positions are responsible for overseeing organizational development, portfolio management, training and professional development, finances, infrastructure, and technology within OGS' Design & Construction (D&C). The work includes the development, implementation, and monitoring of the strategic plan that guides Design and Construction. These roles are responsible for recognition and implementation of various process improvements, technology improvements, and initiatives identified by the Deputy Commissioner and Executive Staff.

Each level in this title series is a one position class, and this title series is only classified at the Office of General Services (OGS) within Design & Construction.

Distinguishing Characteristics

Design & Construction Manager 1: serves as second-in-command of the Division of Strategic Operations; responsible for supporting Design & Construction Manager 2 with the identification, development, implementation and monitoring of processes, and procedures vital to the improvement of Design and Construction; and oversees the Personnel Assistant Liaison(s) section.

Design & Construction Manager 2: serves as director of the Division of Strategic Operations; oversees organizational development, portfolio management, training and professional development, finances, infrastructure, and technology; and develops, implements, and monitors the strategic plan that guides Design and Construction.

Related Classes

Design & Construction Managers (Contracts) 1 and 2 provide oversight to procurement, award, management, and administration of all D&C contracts for professional consultants, construction management, specialty services and construction work (including emergency contracts). These positions are only classified at OGS within the Division of Contract Management.

Illustrative Tasks

Design & Construction Manager 1

Serves as second-in-command, and supports the Design & Construction Manager 2 with all day-to-day Division tasks.

Assists in the development of the D&C strategic plan and makes recommendations throughout the implementation phase.

Develops reports on the D&C strategic plan implementation status.

Oversees and supports the development and management of a D&C Asset Management System.

Oversees the content creation, development, and dissemination of all internal information across D&C.

Evaluates staffing needs, monitors staff workload, and makes adjustments to ensure appropriate resource utilization and operational efficiency.

Serves as the personnel assistant liaison to HR regarding recruitments, classifications, promotional opportunities, training opportunities, career advisement and succession planning.

Design & Construction Manager 2

Provides oversight to the Division of Strategic Operations.

Manages the development and implementation of the overall D&C strategic plan.

Oversees the analysis, implementation, and monitoring of processes and procedural initiatives and organizational changes across all D&C Units.

Analyzes data and reports to make business and strategic recommendations to executive leadership.

Researches and assesses emerging technologies for potential implementation to improve business operations and organizational effectiveness

Oversees the research, development, and implementation of virtual D&C tools to ensure D&C is using the industries latest trends and standards.

Oversees the identification of Divisions Key Performance Indicators (KPI) and develops reporting on identified KPI's for D&C.

Maintains quality assurance and quality control practices to ensure compliance with standards, policies, and contractual requirements.

Identifies, assesses, and mitigates program risks through proactive planning, issue resolution, and implementation of appropriate risk management strategies.

Minimum Qualifications

Design & Construction Manager 1

Open Competitive: Ten years of experience* in one or more of the following areas: building construction management, building engineering or design, organizational development, strategic planning, project management, or contract management. Three years of the experience must have been at a supervisory level, or one year at a managerial level.

Design & Construction Manager 2

Open Competitive: Twelve years of experience* in one or more of the following areas: building construction management, building engineering or design, organizational development, strategic planning, project management, or contract management. Three years of the experience must have been at a managerial level.

*Substitutions: An associate degree can substitute for two years of general experience; bachelor's degree for four years of experience; master's degree or juris doctorate for five years; and doctorate for six years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 9/26

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