

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

Tentative Classification Standard

Occ. Code 0233310

Design & Construction Manager 1 (Contracts), M-3	0233310
Design & Construction Manager 2 (Contracts), M-5	0233410

Brief Description of Class Series

Positions are responsible for overseeing procurement, award, management, and administration of all D&C contracts for professional consultants, construction management, specialty services and construction work (including emergency contracts). 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), Division of Contract Management, within Design & Construction.

Distinguishing Characteristics

Design & Construction Manager 1 (Contracts): serves as second-in-command of the Division of Contract Management; responsible for supporting Design & Construction Manager 2 (Contracts) with the development and implementation of contracts for construction of buildings for use by various State Agencies, including the evaluation, supervision and review of various construction contract documents and processes for procurement, fiscal management, contract performance, and overall contract management.

Design & Construction Manager 2 (Contracts): serves as director of the Division of Contract Management; oversees the development and implementation of contracts for construction of buildings for use by various State Agencies; and oversees organizational development, portfolio management, training and professional development, finances, infrastructure, and technology.

Related Classes

Design & Construction Managers 1 and 2 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.

Illustrative Tasks

Design & Construction Manager 1 (Contracts)

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

Oversees the development and implementation of contracts for construction of buildings for use by various State Agencies, including the evaluation, supervision and review of various construction contract documents and processes for procurement, fiscal management, contract performance, and overall contract management.

Oversees the formal bid and the execution of contract award to assure procedures and resolutions are in accordance with statutory requirements, including specification review, preparation for advertisements, accuracy of allowances and alternates, and review of recommendation.

Oversees the development of contracts for consultant services with private engineering and architectural design firms, including technical assistance on scope of work, encumbrance and release of funds, development of RFP, contract document review, coordination with client agencies, and development of supplements.

Oversees the audit and processing of payment requests received from vendors (contractors and consultants) for work performed on OGS D&C contracts.

Assists the D&C Manager (Contracts), Legal Services and the Attorney General's Office on pending litigations and investigations and with review and determination on formal bid and contract disputes.

Design & Construction Manager 2

Provides oversight to the Division of Contract Management.

Communicates administrative determinations in accordance with the contract which may result in serious or extraordinary financial or business implications for the entity. These consequences may include determinations on non-responsible vendors (in accordance with Executive Order 192) which may make a contractor unable to hold a contract with New York State.

Executes vendor responsibility meetings; conduct fact-finding meetings and investigations to determine the facts in which to decide who is at fault for a deficiency and identify corrective actions and/or determine responsible versus non-responsible.

Makes determinations as to whether separate contracts are needed for a project under WICKS Law in the State Finance Law.

Oversees and reports out on MWBE/SDVOB utilization across contracts.

Investigates and resolves deficient work or a contract disputes/claims.

Coordinates with the Inspector General's Office for Claims Referrals and investigations of OGS contractors and personnel.

Minimum Qualifications

Design & Construction Manager 1

Open Competitive: Ten years of experience* in managing contract processes and procedures, including contract development, contract award, contract performance, contract payments, contract closeout, and vendor responsibility. Three years of the experience must have been at a managerial level.

Design & Construction Manager 2

Open Competitive: Twelve years of experience* in managing contract processes and procedures, including contract development, contract award, contract performance, contract payments, contract closeout, and vendor responsibility. Three years of the experience must have been at a managerial level.

*Substitutions: An associate degree may substitute for two years of general experience; bachelor's degree for four years of experience; master's degree for five years; JD for six years and doctorate for seven 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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