

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

Tentative Classification Standard

Occ. Code 2355200

Building Space Analyst 1, Grade 18 2355200
Building Space Analyst 2, Grade 23 2355300

Brief Description of Class Series

Building Space Analysts develop plans for the allocation and utilization of office space in buildings owned and operated, or leased by New York State.

These positions are classified only at the Office of General Services.

Distinguishing Characteristics

Building Space Analyst 1: full performance level; under the general direction of a Building Space Analyst 2, performs the full range of professional space planning and development activities including the creation of floor plans, assignment of space, and preparation of Computer Aided Drafting Design (CADD) drawings.

Building Space Analyst 2: supervisory level; under the general direction of higher-level space planning staff, supervises two or more Building Space Analysts 1 and handles the more difficult design projects.

Illustrative Duties

Building Space Analyst 1

Establishes spatial requirements for an agency to enable assignment of proper amount of space and facilities appropriate for agency organizational structure and function.

Conducts and participates in on-site inspections of buildings and renovation projects to identify conditions requiring modification for utilization and space efficiency, compliance with life safety codes; assures accuracy of drawings and compliance with approved renovation plans.

Develops layout and renovation plans for use in the acquisition and construction of new facilities and the rehabilitation and improvement of existing facilities utilizing CADD software.

Computes building statistics and rentable area calculations to enable appropriate budgeting and charges for agencies in State owned and leased space.

Maintains and updates project records to provide accurate information.

Reviews construction drawings used in the acquisition and construction of new facilities and the rehabilitation and improvement of existing facilities for compliance with layout design and code requirements.

Functions as project manager for specific projects. Develops project schedules, preliminary budgets, and coordinates activities in the acquisition and construction of new facilities, including furniture selection, and the rehabilitation and improvement of existing facilities.

Building Space Analyst 2

Performs all of the duties and responsibilities of Building Space Analyst 1.

Performs the full range of supervisory duties including approving leave and tracking time and attendance; identifying staff development needs; evaluating staff performance; and completing performance evaluations.

Reviews drawings, programming sheets, and inspection reports completed by Building Space Analysts 1.

Resolves the more difficult space allocation problems, and brings them to the attention of managerial staff when appropriate.

Communicates or oversees the communication of Building Space Analysts 1 with client agencies, internal units of the Office of General Services, or other State agencies relative to space planning and allocation transactions.

Functions as project manager for the most difficult projects.

Minimum Qualifications

Building Space Analyst 1

Open Competitive: six years of experience performing hands-on space planning and allocation in commercial or residential building interiors. Experience must include creating floor plans, assigning space, and preparing CADD drawings based upon client requirements. **Substitution:** associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute five years of specialized experience; J.D. may substitute

for six years of specialized experience. Ph.D. may substitute for seven years of specialized experience.

Building Space Analyst 2

Promotion: one year of service as a Building Space Analyst 1.

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 of 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 qualification requirements for appointment or examination.

Date: 8/2026

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