Project Design Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROJECT DESIGN SPECIALIST I	2255	B19	$48,244 - $76,028
PROJECT DESIGN SPECIALIST II	2256	B20	$51,158 - $81,351
PROJECT DESIGN SPECIALIST III	2257	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs architectural assistance work in an office, laboratory, or field setting.

EXAMPLES OF WORK PERFORMED

Performs architectural fieldwork in areas such as surveying, inspections, and construction.

Performs drafting and design functions.

Receives, reviews, and maintains files of materials; and assists with preparing related reports.

Participates in the review, monitoring, or design of construction or remodeling projects.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

Note: *Factors that may distinguish between the levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Other factors may include the type, nature, scope, and complexity of the assigned project.*

PROJECT DESIGN SPECIALIST I: Performs routine (journey-level) architectural assistance work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may assist others in performing work of greater complexity.

PROJECT DESIGN SPECIALIST II: Performs complex (journey-level) architectural assistance work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the preceding level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Perform quality and quantity analyses of architectural materials.
- Prepare conceptual and preliminary drawings and specifications for restoration and new construction projects.
- Evaluate historic sites to ascertain their condition and prepare reports describing conditions, deficiencies observed, recommended work, and associated costs.
- Review projects for compliance with the National Historic Preservation Act.

PROJECT DESIGN SPECIALIST III: Performs highly complex (journey-level) architectural assistance work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may perform the full range of work listed in the examples above and may:

- Coordinate work activities related to architectural projects.
- Collect, organize, analyze, and/or prepare materials in response to requests for project information and reports.
- Prepare and provide presentations.
- Participate in the analysis of projects to develop actions plans for improving or initiating new projects.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of architectural principles, techniques, and procedures.
- Skill in the use of standard tools of the profession and in interpreting architectural plans and specifications.
- Ability to perform drafting and design functions and to communicate effectively.

Additional for Project Design Specialist III level

- Ability to serve as a lead worker providing direction to others.