

SPACE ANALYST OCCUPATIONAL GROUP [250]**SPACE ANALYST****General Statement of Duties and Responsibilities**

Under varying levels of supervision and of latitude for independent action, performs work in: the study, evaluation, and analysis of the space utilization and needs of City agencies, the design of space layouts, and space allocations. There are two Assignment Levels in this class of positions; all personnel perform related work. Following are typical assignments:

Assignment Level I

Under general supervision, with some latitude for independent initiative and judgment, performs, or assists in evaluating space needs of City agencies, designing space layouts, and allocating space. Performs tasks such as the following:

Examples of Typical Tasks

Reviews requests from City agencies for additional or new space; reviews and inspects agency operations; obtains data for use in evaluating the agency's operations and space requirements, with due regard for growth and economic factors. Performs studies of existing space and space layouts to determine opportunities for rearrangement and for more efficient and economic use; develops area computations and schematic layouts to reflect agency's needs; compiles and analyzes data. Prepares reports and makes recommendations concerning agency's space requirements.

May represent the supervisor in discussions with agency representatives to review operations and functions, work flow, and changes in work flow necessitated by new space.

SPACE ANALYST OCCUPATIONAL GROUP [250]**SPACE ANALYST** (continued)**Assignment Level I** (continued)**Examples of Typical Tasks** (continued)

Prepares and assists in the maintenance of inventories and records regarding vacant and occupied space in City-owned buildings.

Conducts facilities' surveys.

Assists in the preparation of reports and analyses for high level management.

Assignment Level II

Under managerial direction, and with wide latitude for independent initiative, judgment, and action, performs complex duties in the: regulation, study, survey, evaluation, analysis, cancellation and efficient/economic utilization of City-owned and leased space; may act as a space planning and utilization specialist; supervises assigned staff. Performs tasks such as the following:

Examples of Typical Tasks

Evaluates and analyzes relevant data; determines whether government-owned or leased space is available, or suitable for use by a requesting agency; determines space requirements when new space is needed; makes recommendations and may advise management.

Develops and modifies present and projected space standards and occupancy requirements for general office space, as well as special facilities. Determines the amount and kind of space actually required by agencies.

SPACE ANALYST OCCUPATIONAL GROUP [250]**SPACE ANALYST** (continued)**Assignment Level II** (continued)**Examples of Typical Tasks** (continued)

Prepares office layouts including, but not limited to, partition requirements, furniture, and special facility locations. Aids in the development of efficient work flows for optimum utilization of space. Determines costs of renovations required in City-owned or leased space.

Makes recommendations for lease renewals, cancellations and dispositions, and for reorganizations and reallocations of space for efficient and economical utilization.

Analyzes periodic space reports submitted by occupying agencies for possible changes in space requirements.

Ensures the maintenance of records concerning City agency space allocations, including agency location, personnel, amount of space occupied, and floor layouts.

Prepares reports for use by agency management.

Qualification Requirements

1. A baccalaureate degree from an accredited college, and one year of satisfactory, full-time experience in the evaluation and layout of space in office buildings, garages and other structures used for commercial and industrial purposes. Such experience must have included projects requiring knowledge of construction needs and costs, installation of computer equipment and telephone communication systems, and building standards and leasing procedures; or

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SPACE ANALYST (continued)Qualification Requirements (continued)

2. A four year high school diploma or its educational equivalent and five years of satisfactory, full-time experience, as described in "1" above. College education may be substituted for up to four years of experience on the basis of 30 semester credits for one year. However, all candidates must have at least one year of the experience described in "1" above.

Note:

To be qualified for assignment to **Assignment Level II**, individuals must have two additional years of the experience described in "1" above, as follows:

- a) A baccalaureate degree from an accredited college, and three years of satisfactory, full-time experience as described in "1" above; or
- b) A four year high school diploma or its educational equivalent and seven years of satisfactory, full-time experience, as described in "1" above.

Direct Lines of Promotion

From: None

To: Administrative Space
Analyst (10037)