

IU Classification Level Guide
 Facilities Job Family – Engineers/Architects/Designers

Positions in this job are primarily engaged in engineering, architectural/ building design, or facility and space planning activities. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact and complexity should be provided.

Level	FC1	FC2	FC3	FC4
<p>Level Overview</p>	<ul style="list-style-type: none"> Grandfathered positions may be reclassified to CL / TE / SS support positions when the position becomes vacant. No new positions in this job family will be slotted at this level / grade. <i>These professional positions are <u>all</u> classified as PAO (Professional Overtime Non-Exempt).</i> 	<ul style="list-style-type: none"> A professional contributor in instrument or facility design without full authority to deviate from established protocols. Has good grasp of professional principles and skills. Knows and effectively uses fundamental concepts, practices, and procedures. Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. Assists in fact finding. Errors generally are limited to unit operations. May be first line supervisors, often of support staff. 	<ul style="list-style-type: none"> Fully competent and productive professional contributor, working independently on progressively more complex projects/assignments. The work may involve program ownership. <p><i>This is intended by design to cover an <u>extensive</u> span of professional work.</i></p> <ul style="list-style-type: none"> Responsibilities are of a professional or highly analytical nature. Jobs may have significant technical requirements with a high level of accountability. Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. May train and direct work of junior staff. 	<ul style="list-style-type: none"> Generally responsible for managing a department or major function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> Frequently contributes to management strategy. Establishes priorities; assigns functions; maintains quality control. Errors may have significant impact on operations and / or profits within the organization. Provides total management and expert guidance to lower level staff.
<p>Decision Making</p>		<ul style="list-style-type: none"> Works in compliance with established procedures. Identifies and resolves readily identifiable problems. Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. Nature of work requires supervision; exercises limited judgment. Work typically involves regular process checks or review of output by a coworker and/or supervisor. 	<ul style="list-style-type: none"> Performs full range of professional level work that typically requires more complex and less clearly-defined issues. Identifies problems then solutions then takes appropriate action to resolve. Nature of work requires significant independence. Receives guidance only on unusual, complex problems / 	<ul style="list-style-type: none"> Has latitude to make operational/procedural decisions within broadly defined parameters. Decisions require a high level of judgment. Guidance from higher management limited to expected outcomes. Generally requires higher managerial approval for policy and/or fiscal variances.

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			<p>issues.</p> <ul style="list-style-type: none"> • Typically involves periodic review of output by supervisor / manager. 	
Characteristic Duties		<ul style="list-style-type: none"> • Assists in planning and coordinating use of space and facilities; develops plans to maximize capacity. • Participates in planning and designing interiors; prepares drawings, establishes specs, and provides estimates. • Assists in design and planning of building systems, and distribution systems; creates installation schematics. • Develops, and fabricates equipment from descriptions and sketches. • Assimilates data and prepares information for budget planning. • Provides on-site consultation. 	<ul style="list-style-type: none"> • Performs a variety of engineering and design work; acts as technical resource to other staff and researchers; plans and designs equipment, building systems and interiors. • Oversees production, installation, and maintenance of specialized systems and equipment. • Develops cost estimates and specifications. • Oversees and ensures compliance with building codes and other regulations. • Works with contractors. • May supervise support staff. 	<ul style="list-style-type: none"> • Manages construction, renovation or design projects; integrates related engineering elements for development of construction documents. • Monitors projects to ensure compliance with contractual plans. • May serve as lead or senior licensed engineer/architect and supervise professional staff. • Signs off on formal plans.
Minimum Education/ Experience (or equivalent)		<ul style="list-style-type: none"> • Bachelors and 0-2 years (or equivalent; Interior Designer position may require license) 	<ul style="list-style-type: none"> • Bachelors and 2-5 years 	<ul style="list-style-type: none"> • Bachelors plus 5-8 years (licensed Engineer/Architect)

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Level	FC5
Level Overview	<ul style="list-style-type: none"> • Typically manages multiple departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization.
Decision Making	<ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent.
Characteristic Duties	<ul style="list-style-type: none"> • Manages an engineering department; responsible for engineering services related to capital project design and operational support. • Supervises engineering staff; leads and sets priorities. • Exercises control over budgets for engineering services and projects.
Minimum Education/ Experience (or equivalent)	<ul style="list-style-type: none"> • Bachelors plus 5-8 years (licensed Engineer/Architect), and 3 years management experience.