

Office Space Standards

1. Department Director
 - Gubernatorial appointee; director of an Executive Branch State Department
 - Full time Employee
 - 300 square foot office *
 - Floor-to-ceiling office walls
2. Deputy Director
 - Deputy director of an Executive Branch State Department
 - Full time Employee
 - 230 square foot office*
3. Gubernatorial Appointee
 - Gubernatorial appointee to a state agency; other than a Department Director
 - Full time employee
 - 160 square foot office *
4. Division Administrator
 - Department Director appointed to administer a department division
 - Full time employee
 - 140 square foot office *
 - 80" systems furniture
5. Bureau Chief
 - Division Administrator appointed to administer a division bureau
 - Full time employee
 - 100 square foot office *
 - 62" system furniture
6. Support Personnel
 - Professional / Technical department support personnel
 - Full time employee
 - Receives visitors in office area
 - 80 square foot office *
 - 62 " or lower systems furniture
7. Support Personnel
 - Technical / Clerical department support personnel
 - Full time employee
 - 64 square foot office *
 - 62" or lower systems furniture
8. Data Entry, Field Support Office, etc.
 - Data entry support personnel OR,
 - Field office used by multiple field personnel working out of a central office OR,
 - Similar use by a full time employee
 - 25 square foot to 48 square foot office *
 - 62" or lower system furniture
9. Conference Room Space
 - 18x20 - 20-25 people
 - 15x18 - 12-15 people

* Office square footages are approximate