

PROPOSED  
**Department of Health Care Access and Information**  
**Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Statewide Hospital Planning and Development Structural Services Section Structural Support Unit	
<b>Position Number</b> 441-420-3336-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Senior Structural Engineer	<b>Working Title</b> Senior Structural Engineer	

<b>General Description</b> The SSE will Review structural and nonstructural aspects of component and system seismic anchorage and bracing to ensure compliance with the California Building Standards Code. Review pre-approval submittals, prepare letters, routinely records pre-approval related information into the pre-approval database and explains pre-approval program to applicants. Conduct reviews of plans, specifications, calculations, and other submittal documents for health facilities' gravity bearing and lateral resisting primary structural frames and systems. Make recommendations to the Sup, HFR to approve/disapprove applications for anchorage pre-approval. Maintains current certification/registration with appropriate licensing board.	
<b>Supervision Received</b>	Under direction, the SSE reports directly to the Sup, HFR.
<b>Supervision Exercised</b>	N/A
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to lift and transfer documents weighing up to 40 pounds, with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires prolonged sitting and use of computers and video data terminals and frequent contact with employees and the public. Requires mobility to various Office work site areas and may require travel to the Office's Los Angeles Office and locations throughout the State.
<b>Job Duties</b> <b>E = Essential, M = Marginal</b>  45%    E        Review structural and nonstructural aspects of component and system seismic anchorage and bracing to ensure compliance with the California Building Standards Code. Review pre-approval submittals, prepare letters, routinely records pre-approval related information into the preapproval database and explains pre-approval program to applicants. Make recommendations to the Sup, HFR to approve/disapprove applications for anchorage pre-approval.	

25%	E	<p>Conduct reviews of plans, specifications, calculations, Office of Statewide Hospital Planning and Development (OSHDP) Preapproved Manufacturer's Certification (OPM), OSHDP Special Seismic Certification (OSP), OSHDP Preapproved Components and Systems (PCS), Alternate Methods of Compliances (AMCs), Post Approval Documents (PADs) and other submittal documents for health facilities' gravity bearing and lateral resisting primary structural frames and systems, anchorage and bracing of equipment and non-structural components, exterior walls, and cladding, framing and anchorage of interior partitions and ceilings, elevator guide rails and stairs. Triage submittals for completeness, establish the appropriate type of review, estimate the review hours needed, complete the appropriate level of review, and accurately document all review activities in the Division's time and project tracking system (eSP) in accordance with the Division's guidelines, policies, procedure manuals and as directed.</p> <p>Make technical and code compliance decisions related to the reviews conducted, correspond/communicate with facility project personnel and/or applicant as to the status of the project review(s) and consistently cite code authority for all proposals, plans, specifications, and other submittal documents deemed to violate applicable codes. Initiate or recommend changes that promote innovative solutions to meet customer needs.</p>
10%	E	Assist in the resolution of disputes between HCAI plan review staff and clients involving complex interpretations of applicable codes and regulations. Consult with the district structural engineering staff and the Project Manager in resolving more difficult structural problems. Resolve technical issues arising from interpretation or implementation of anchorage pre-approvals.
10%	E	Represent HCAI, along with the district structural engineer, in meetings between the contractor, Inspector of Record (IOR), and hospital owners and their engineering staff on issues involving preapproved anchorage and bracing systems.
10%	E	Assist in the development of Policy Intent Notices, Code Application Notices, and amendments to regulations through the code change process.
5%	M	Perform other functions necessary to carry out the activities of the Structural Services Section. Provide support to the Office's Emergency Response. May be called upon to work in the Emergency Operations Center for periods exceeding the normal workday. Perform other related duties as required.
<b>Other Expectations</b> <ul style="list-style-type: none"> <li>• Demonstrate a commitment to adhere to the OSHPD's Employee Expectations.</li> <li>• Demonstrate a commitment to performing duties in a service-oriented manner.</li> <li>• Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.</li> <li>• Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.</li> <li>• Demonstrate a commitment to HCAI's and OSHPD's mission, vision, and goals.</li> </ul>		

- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date