

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 Building Safety Section Central Region – Architectural & Engineering Unit	
<b>Position Number</b> 441-450-3336-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> <p>The Senior Structural Engineer (SSE) will perform, but not limited to, preliminary, triage, normal, expedite, and over-the-counter reviews of submittal documents pertaining to the more difficult types of structural engineering work in the design and construction of healthcare facilities as required to ensure compliance with Title 24, California Code of Regulations (CCRs) (including all referenced codes and standards there within), the Office’s Policy Intent Notices, Code Application Notices and other applicable codes, guidelines and policies, and other reference materials. Conducts field observations as directed. Maintains current certification with appropriate licensing board.</p>	
<b>Supervision Received</b>	Under direction, the SSE reports directly to a Supervisor, Health Facilities Review (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 onto a cart and push the cart to various locations within the Office, with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires prolonged sitting and use of telephone. Requires frequent contact with employees and the public. Requires mobility to various Office work areas, various office locations and construction sites during various stages of project completion. May require climbing stairs and ladders, kneeling, stooping, standing, bending at the neck and waist, crawling, and walking on uneven and unfinished surfaces. May require grasping, pushing, pulling, and reaching above, at, and below shoulder level. Requires use of a personal computer with Microsoft Office programs, eServices Portal (eSP), electronic mail and calendaring program. May be called upon to work for periods exceeding the normal workday or work week.

## Job Duties

E = Essential, M = Marginal

75%	E	<p>Conduct reviews of plans, specifications, calculations, 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.</p> <p>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 Office's time and project tracking system (eSP) in accordance with the Office's guidelines, policies, procedure manuals and as directed.</p> <p>Make technical and code compliance decisions related to the reviews conducted, corresponds/communicates with facility project personnel and/or applicant as to the status of the project review(s) and consistently cites code authority for all proposals, plans, specifications, and other submittal documents deemed to violate applicable codes. Initiates or recommends changes that promote innovative solutions to meet customer needs.</p>
20%	E	<p>Consult with, make recommendations, and provide technical assistance to professional engineers, architects, building and fire officials, hospital administrators and their designated representatives, construction contractors, Office plan review and construction observation staff and state and local officials regarding planning concepts, design, building regulations, etc. Prepare reports, correspondence, and other communication as necessary to perform assigned duties.</p> <p>Conduct field observation and/or perform field triage and review of construction plans, specifications, AMCs, PADs, and other submittal documents as directed.</p> <p>Coordinate and oversee the structural review work of outside structural plan review consultants as directed. Determine if reviews conducted by plan review consultant is in accordance with applicable codes and the Office's policies and procedures. Provide technical assistance to the consultant and keep the Office's Project Manager apprised of the consultant's progress throughout the review and approval process.</p> <p>Coordinate and oversee the structural review work of the Office's Structural Engineering Associates (SEAs) as directed. Determine if reviews conducted by the SEAs are in accordance with applicable codes and the Office's policies and procedures. Provide technical assistance to the SEAs and keeps the Sup, HFR apprised of the SEA's progress throughout the review and approval process.</p>

5%	M	Other related duties as assigned to accomplish the Office’s Vision, Mission, and Goals. Attend and participate in all meetings and training scheduled by supervisor. Participate in Department of Health Care Access and Information’s (HCAI) Emergency Response.
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**Other Expectations**

- Demonstrate a commitment to adhere to the Office’s Employee Expectations.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- 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