

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

<b>Employee Name</b> Vacant	<b>Organization</b> Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Structural Services Section Seismic Compliance 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> <p>The Senior Structural Engineer performs construction document review to ensure compliance with the California Building Standards Codes (CBSC) and recommends policies, procedures, and guidelines pertaining to seismic compliance in conformance with Senate Bill (SB) 1953. Assesses and recommends approval of evaluation and compliance plans, observes the healthcare facilities to verify compliance with the requirements of SB 1953. Performs preliminary, triage, normal, expedite, and over-the-counter reviews of submittal documents pertaining to the structural engineering work in the design and construction of healthcare facilities as required to ensure compliance with Title 24, California Code of Regulations (CCR). Maintains current certification/registration with appropriate licensing board.</p>	
<b>Supervision Received</b>	Under the direction, the Senior Structural Engineer reports directly to the Supervisor, HFR.
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Require prolonged sitting and use of computer and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the department's work areas and may require travel to the Department's Los Angeles Office and various locations throughout the State. 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. Require use of a personal computer with Microsoft Office programs, eServices Portal, electronic mail and calendaring program, various structural software programs, with linear and non-linear analysis capabilities. May be called upon to work for periods exceeding the normal workday or work week.
<b>Job Duties</b>	

**E = Essential, M = Marginal**

70%	E	<p>Assess and recommend approval of SB 1953 required evaluations and compliance plans. This includes, but not limited to, Structural Performance Category and Nonstructural Performance Category seismic evaluations of all health care facilities on a statewide basis. Review and approve voluntary and mandated seismic retrofit projects, (from design criteria to plan review), including material testing programs and producing and posting results. Assess and recommend for approval, various forms of legislated seismic extension requests. Maintain up-to-date knowledge of current and past editions of the CCR, Title 24 as they pertain to the seismic evaluation of existing buildings.</p> <p>Conduct review 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 and procedure manuals 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 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>
20%	E	<p>Develop and recommend policies, procedures, and guidelines pertaining to the review and approval of SB 1953 related building plans and health facility construction for use by the hospital industry and the Department of Health Care Access and Information (HCAI) staff.</p> <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>

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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.

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| 5% | E | Develop and recommend appropriate amendments to regulations through the code change process and office Policy Intent Notice or Code Application Notice process as appropriate.   |
| 5% | M | Perform other related duties as assigned to accomplish the Department's Vision, Mission, and Goals. Attend and participate in all meetings and training scheduled by supervisor. Participate in HCAI's Emergency Response. |

**Other Expectations**

- Demonstrate a commitment to adhere to the Office's Employee Expectations.
- 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 and the Office's Mission, Vision, And Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- 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