

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> 441-420-3961-XXX	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Senior Architect	<b>Working Title</b> Senior Architect	

**General Description**

The Senior Architect will perform review the seismic compliance plans with the requirements of Assembly Bills and Senate Bills, regulations, and policies. Perform preliminary, triage, normal, expedite, and over-the-counter reviews of submittal documents pertaining to the architectural 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.

<b>Supervision Received</b>	Under general direction, the Senior Architect reports directly to the Supervisor, Health Facilities Review (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 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>	Use of computers and frequent contact with employees and the public. Requires mobility to various Office work areas and may require travel to the Office's office locations, construction sites and locations throughout the State to attend seminars/meetings. May require climbing stairs and ladders, kneeling, stooping, standing, bending at the neck and waist, crawling, and walking on uneven and unfinished surfaces. Performing visual inspections of construction in progress. 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**

50%	E	<b>Plan Review:</b> Review seismic compliance plans against applicable Assembly Bills (AB), Senate Bills, regulations, and policies and enter all relevant seismic compliance data for individual facilities into the project tracking database (eSP) as directed. Evaluate AB 869 seismic compliance delay applications and related projects for consistency with regulatory requirements.  Review AB 1882 annual services reports and signage projects for existing facilities to verify seismic compliance.  Review and evaluate removal of acute care services projects, including related seismic compliance plans, to ensure compliance with applicable statutes, regulations, and policies. Assess the adequacy of proposed facility modifications, repurposing, or decommissioning strategies to verify that regulatory requirements are met. Provide guidance to facilities on acceptable compliance pathways and required documentation.  Conduct reviews of new construction and existing building seismic retrofit plans, specifications, calculations, Alternate Methods of Compliances (AMCs), Post Approval Documents (PADs) and other submittal documents for health facilities' architectural, accessibility and fire/life safety compliance based upon the regulations in Title 22 and Title 24 of the California Code of Regulations (CCRs) and any local building codes exceeding the CCR regulations. 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. Initiate or recommend changes that promote innovative solutions to meet customer needs.  Make technical and code compliance decisions related to the reviews conducted, correspond 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.  Coordinate plan review with the Department of Public Health, Licensing and Certification staff for Title 24 issues that overlap with Title 22. Issue correspondence to facility project personnel concerning project status. Track and review addenda, bulletins and change orders with other disciplines in the office. Schedule and participate in over-the-counter plan reviews. Coordinate with other disciplines on all plan review activities. Coordinate the triage process with other plan review disciplines and issue triage letters, plan review comments letters, plan approval letters and/or other written correspondence regarding plan review activities between the office and applicants. Review the construction phase of projects on site as directed.
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35% E

**Project Management:**

Perform analyses of sensitive and critical data related to seismic compliance to develop ad-hoc reports for use by executive, management, and support staff in completing a variety of tasks including, but not limited to monitoring established timelines, construction schedules, and milestones; and reviewing quarterly status details to prepare reports. Conduct periodic meetings with healthcare facility representatives and design professionals to monitor seismic compliance status. Using technical skills, manipulate and extract pertinent seismic compliance data and assemble information into user friendly formats and visualizations for briefing reports.

Establish Department of Health Care Access and Information (HCAI) timeline for project completion. Analyze the project for its scope and organize the plan review efforts on assigned projects. Establish total time requirements in order to schedule project reviews for in-house plan review team and plan review consultant(s) including: pre-design, conceptual, preliminary, construction documents and all back-check plan reviews. Consult with the Supervisor, HFR and plan reviewers to estimate the plan review hours for each discipline. Obtain commitment(s) from the Supervisor, HFR(s) to ensure availability of review staff at various review stages when applicable.

Receive all incoming information on the project and disseminate the in-house plan review team and/or outside plan review consultants as necessary. Obtain and review all plan review comments, whether the review was done in-house or by outside consultants. Monitor progress of the review and responses between the in-house plan review team, outside plan review consultants, and the applicant's design professionals. Consult with HCAI technical expert staff to ensure comments are technically correct. Monitor and coordinate other plan review efforts, such as program flexibility, alternate means of constructions and/or protection, etc.

Coordinate the review of all PADs during construction with the appropriate technical disciplines. In consultation with the Supervisor, HFR and the Regional Compliance Officer, determine the most efficient approach to processing the PADs to facilitate the construction schedule. Monitor the progress of the PAD review and responses between in-house, field or consultant reviewers and applicant's design professionals.

Keep the client, Supervisor, HFR informed of project progress at each established deadline and of any major issues that arise, and the efforts taken to resolve them in a timely manner. Coordinate the rescheduling of any deadlines affected by owner's changes to scope, owner's design consultant's not meeting commitments, etc.

Serve as an expert in the field in the interpretation and application of law and regulations related to the California Building Code. Represent HCAI, as directed, to the industry (professional organizations, Boards, Commissions, and other governmental agencies) on issues related to health facilities and/or assigned projects.

Proposed

In consultation with the Supervisor, HFR(s), determine when outside plan review consultant(s) will be necessary to meet established objectives based on current and projected overall workload, staffing, expertise, and capabilities. Coordinate with the Business and Administration Support Unit (BASU) to establish the scope of work to be completed by plan review consultant(s) and assist with the selection process. Assist the BASU in determining if work completed by plan review consultant(s) is in accordance with their contract, applicable codes, and the HCAI's policies and procedures. Monitor the progress of the plan review consultant's work to determine percent complete, versus money spent and contract amount. Assist the BASU with review of invoices and statements for plan review consultant(s) as requested.

10%    E    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.

Conduct field observation and/or perform field triage and reviews of construction plans, specifications, AMCs, PADs, and other submittal documents as directed.

*\*Percentage of essential functions varies depending on the number, scope, complexity, etc. of project(s) assigned to manage at any given time; the quantity and complexity of work being contracted to consultant reviewers; and other workload within the office.*

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 HCAI's Emergency Response.

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#### 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.

Proposed

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Employee Signature/Date

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Supervisor Signature/Date