

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 Building Safety Section South Region – Architectural and Engineering Unit	
<b>Position Number</b> 441-401-4003-001	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Supervisor, Health Facilities Review	<b>Working Title</b> Supervisor, Health Facilities Review	

<b>General Description</b> The Supervisor (Sup), Health Facilities Review (HFR) serves as the supervisor responsible for planning, organizing, and directing the activities of a multi-disciplinary team of staff in the performance of plan review of health care facility construction projects and supports activities to ensure compliance with Title 24, California Code of Regulations (CCRs) (including all referenced codes and standards there within), consistency of interpretations, appropriate level of reviews and timely response to each clients’ needs. Maintains current certification/registration with appropriate licensing board.	
<b>Supervision Received</b>	Under general direction, the Sup, HFR reports directly to the Deputy Division Chief, Southern California.
<b>Supervision Exercised</b>	The Sup, HFR directly supervises a multi-disciplinary professional and technical staff of Senior Structural Engineers, Senior Electrical Engineers, Senior Mechanical Engineers, Senior Architects, and Fire & Life Safety Officer IIs.
<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 and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Office’s various office locations, construction sites and various locations throughout the State to attend seminars/meetings. May require grasping, pushing, pulling, and reaching above, at, and below shoulder level. Requires use of a personal computer with Microsoft Office, eServices Portal (eSP), electronic mail, and calendaring programs. May be called upon to work for periods exceeding the normal workday or workweek.

**Job Duties****E = Essential, M = Marginal**

60%	E	<p>Supervise and inspect the work activities of Senior Architects, Fire and Life Safety Officers, Senior Mechanical Engineers, Senior Electrical Engineers, and Senior and/or Associate Structural Engineers and ensure standards of performance and quality are met. Plan, organize, direct, and coordinate preliminary, triage, normal, expedite, over the counter, Alternate Method of Compliances (AMCs), Post Approval Documents, and other reviews of submittal documents pertaining to the design and construction of healthcare facilities as required to ensure compliance with Title 24, CCR, the Office's Code Application Notices (CAN) and Policy Intent Notices (PIN) and other applicable codes. Develop weekly workload forecasts that identify staffing needs or availability to assist other regions. Adjust forecasts and plan review target dates as necessary to meet priority deadlines and other goals as directed.</p> <p>Enforce the Office's workload standards to ensure timely completion of all review work in the region. Monitor staff productivity and work for conformance with the Office's guidelines, policies, procedure manuals and as directed. Coordinate the work of staff to ensure uniformity in decisions relating to interpretations of applicable codes and standards.</p> <p>Review and approve various documents as required to conduct State business including but not limited to time sheets, requests for time off, travel expense claims, telephone, and other invoices, etc. Establish and monitor budgets for training, communication, and travel for assigned staff. Request approval and coordinate with other office program staff as necessary for overtime, contracting out of services, etc. as necessary to maintain an acceptable level of service for clients.</p>
15%	E	<p>Assist office executives in defining and implementing new policies and procedures relating to preliminary and final plan submittals and post approval documents. Reconcile differences of code interpretations and requirements involving the various disciplines. Consult with peers and other office staff to ensure consistency of plan review work. Make decisions regarding AMC for projects under review, coordinating with state licensing and local jurisdictions, as necessary.</p>
10%	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. Notify clients of and deal proactively with plan review issues that arise.</p>
5%	E	<p>Request examinations for classifications and participate in administering examinations as needed. Conduct job interviews and make recommendations for hire of new staff as necessary. Complete probationary reports and facilitate staff</p>

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development by identifying staff's training needs jointly with them through the IDP process. Evaluate performance of assigned staff, taking appropriate supervisory action when necessary.

5% E Attend and participate, being properly prepared when applicable, all meetings scheduled by the Office management, such as Hospital Building Safety Board committee meetings and/or other committees or group projects as assigned, management and leadership meetings and training. Report the region's plan review performance and other issues of interest, as directed, to the Office management/supervisory team on a quarterly basis or as requested by management. Holds regular staff meetings with assigned staff. Participate in the selection of model codes and development of code amendments, PIN's, and CAN's. Travel to various parts of the state as necessary for meetings, including overnight stays when necessary.

5% M Perform other related duties as assigned, including, but not limited to: filling in for other Sups, HFR review; Regional Compliance Officers, Health Facilities Construction; or Deputy Division Chief as directed; evaluating research recommendations and/or participating in assigned research projects; directing or participating in technical discipline meetings; and assisting and participating in seminars.

Provide technical leadership for assigned discipline as directed. Participate in the Department of Health Care Access and Information (HCAI) Emergency Response; may be called upon to work in the Emergency Operations Center or respond to Hospital sites as needed for periods exceeding the normal workday or workweek.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to adhere to the HCAI Expectations of Managers/Supervisors and OSHPD's Employee Expectations.
- Demonstrate a commitment to continuous improvement and professional development by participating in specialized training, formal education, or advanced professional learning intended to improve professional knowledge, competence, skill, and effectiveness.
- 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 OSHPD'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.

\_\_\_\_\_  
Employee Signature/Date

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Supervisor Signature/Date