

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Building Safety Section North Los Angeles Region - Field Compliance Unit	
Position Number 441-402-4017-XXX	Location Los Angeles	Telework Option None
Classification Compliance Officer, Health Facilities Construction	Working Title Compliance Officer, Health Facilities Construction	

General Description The Compliance Officer (CO), Health Facilities Construction (HFC), performs the construction compliance phase of projects and will observe the construction of healthcare facilities as required to ensure work is performed in substantial conformance with the plans and specifications approved by Department of Health Care Access and Information (HCAI) and in compliance with Title 24, California Code of Regulations (CCR) (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.	
Supervision Received	Under general direction, the CO, HFC reports directly to the Regional Compliance Officer, HFC.
Physical Demands	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.
Typical Working Conditions	Requires prolonged sitting while operating a motor vehicle. Requires mobility to various 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 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	

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45%	E	Conduct construction observation of health facilities' plumbing, medical gases, mechanical, electrical, architectural, accessibility, materials and finishes, anchorage and bracing of non-structural systems using approved and/or pre-approved details, secondary structural framing and systems and interior partitions and ceilings as necessary to enforce applicable construction standards, regulations and substantial conformance with the approved plans and specifications. Prepare written reports and/or correspondence in a professional, clear, concise, legible manner, consistently citing code authority for all construction deemed to violate adopted building codes. Make field visits to facilities and construction projects and accurately document all activities in the Office's time and project tracking database system (eSP) in accordance with the Office's guidelines, policies and procedures and as directed. Maintain facilities' files to keep them current for each assigned facility and for each construction project from start to finish. Advise project architects, engineers, construction contractors and facility administrators/designated representatives on code related matters. Attend and participate in pre-design and construction conferences as required. Initiate or recommend changes that promote innovative solutions to meet customer needs.
30%	E	Monitor the work of HCAI certified Inspectors of Record (IORs) to ensure continuous, timely, accurate and competent inspection of all phases of work in accordance with Title 24, Part 1, CCR and other inspection provisions of the California Building Standards Code. Advise IORs on code related matters and on the proper procedures for filing construction documents with the HCAI. Monitor compliance with the approved Testing, Inspection and Observation Program. Monitor IORs Notices of Non-compliances to the contractor(s).
20%	E	Triage Post Approval Documents (PADs) and field review submittals to ensure completeness and accuracy. Analyze, determine, and perform the appropriate type and level of review before information is entered into the Office's eSP. Provide overall project coordination between the Office field staff on all assigned projects including, but not limited to, project tracking/reporting and issuance of occupancy and/or construction final. Coordinate with District Structural Engineer when Field Reviews and/or PADs contain structural calculations to be reviewed. Coordinate with the Fire and Life Safety Officer when fire and life safety issues require review. Recommend closure of projects for inactivity, noting outstanding safety issues with code sections for noncompliant work when appropriate.
5%	M	Other related duties as assigned. 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 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.

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- 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 and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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

Supervisor Signature/Date