

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 Central Region – Architectural and Engineering Unit	
Position Number 441-450-3961-XXX	Location Sacramento	Telework Option Hybrid
Classification Senior Architect	Working Title Senior Architect	

General Description The Senior Architect will perform, but is not limited to, 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.	
Supervision Received	Under general direction, the Senior Architect reports directly to the Supervisor, Health Facilities Review (Sup, HFR).
Suprvision Excerised	N/A
Physical Demands	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.
Typical Working Conditions	Use of telephone and 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

Plan Review:

Conduct reviews of 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 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.

30% E

Project Management:

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 Sup, HFR and plan reviewers to estimate the plan review hours for each discipline. Obtain commitment(s) from the Sup, HFR(s) to ensure availability of review staff at various review stages when applicable.

Receive all incoming information on the project and disseminate to 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

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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 Sup, 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, Sup, HFR, and Deputy Director/Deputy Division Chief 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.

In consultation with the Sup, HFR(s) and the Deputy Director/Division Chief, 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 Contract Management Unit (CMU) to establish the scope of work to be completed by plan review consultant(s) and assist with the selection process. Assist the CMU 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. Also assist the CMU with review of invoices and statements for plan review consultant(s) as requested.

15% 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 review 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.

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 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