

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 Structural Services Section Seismic Compliance Unit	
Position Number 441-420-5393-707	Location Sacramento	Telework Option Hybrid
Classification Analyst II	Working Title Analyst II	

General Description	
<p>The Analyst II provides analytical and technical support to the Seismic Compliance Unit (SCU). Key responsibilities include analyzing seismic compliance for hospitals and skilled nursing facilities using the eServices Portal (eSP), preparing reports and datasets for management and the Legislature, and maintaining tracking tools and public data on the California Health and Human Services Agency (CHHS) Open Data Portal. The Analyst II supports eSP system improvements by testing new features, resolving system issues, developing recommendations, and participating in consultant and facility representative activities.</p> <p>The position assists with project intake and closure, reviews construction documentation application and costs, ensures timely project closure under Title 24, and manages hard-copy document scanning and organization. The Analyst II maintains seismic compliance and preapproval content on the HCAI website, publishes updates using WordPress and TablePress, and manages web change requests through ServiceNow.</p> <p>Additional duties include assisting with webinars, training staff on eSP procedures, responding to support inquiries, producing data queries and reports, and supporting field staff with electronic field reviews. The Analyst II also prepares written materials and participates in the Office’s Emergency Response efforts as needed.</p>	
Supervision Received	Under direction, the Analyst II reports directly to the Supervisor, Health Facilities Review.
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 and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Los Angeles Office and various locations throughout the State.
Job Duties	

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E = Essential, M = Marginal

50%	E	<p>Provide analytical support to SCU by using the seismic compliance module of the eSP to analyze and research seismic compliance of California hospitals and skilled nursing facilities. Notify hospitals of upcoming critical milestones or deadlines related to seismic compliance to ensure the validity of extension requests. Design, analyze, and implement reports on seismic compliance, for management, staff, and the Legislature. Prepare, track, and monitor mandated and periodic unit reports; analyze results and prepare presentations on seismic compliance. Develop and maintain seismic compliance program public datasets, data dictionaries, and metadata on the CHHS Open Data Portal. Develop, maintain, and update databases/spreadsheets for field staff tracking; analyze results and prepare summary reports, charts, and graphs as requested.</p> <p>Assist in evaluating current eSP program functions and recommend improvements. Test new eSP features, provide evaluations, and investigate and resolve system issues. Research and develop staff-suggested improvements and participate in eSP consultant teams and the eService Portal Control Board. Provide analytical and consultative support regarding seismic compliance program issues. Work with Office technical staff on intake and closure projects; manage work within eSP and provide workload input. Ensure consistency in eSP procedures and support managers and supervisors in resolving issues.</p> <p>Monitor and close complex projects per Title 24, Part 1, CCR. Analyze project documentation to ensure timely closure; review construction costs for accuracy, approve final costs, and resolve cost discrepancies. Manage hard-copy document handling, including scanning, organizing, and maintaining physical records to ensure accurate integration with electronic project files.</p>
45%	E	<p>Responsible for seismic compliance online content. Analyze, monitor, and review HCAI's internet site to ensure information is current, accurate, ADA compliant, and aligned with department standards. Publish new and updated documents and data using WordPress and TablePress. Track and complete website update requests via ServiceNow. Research, test, design, and recommend site updates to improve navigation, enhance user experience, and meet customer needs.</p> <p>Help conduct webinars, including preparing materials, presenting program updates, and responding to participant questions. Provide guidance and training to staff on the Office's eSP database system; prepare instructions, manuals, memos, and directives to ensure procedural consistency. Monitor and respond to eSP Support email inquiries or coordinate responses. Develop or assist in developing data queries and reports from eSP databases for supervisors and field staff.</p>
5%	M	<p>Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the Office. Participate</p>

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in the Office's Emergency Response; may be called upon to work in the Emergency Operations Center or to respond to Hospital sites as needed for periods exceeding the normal workday or work week.

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