

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 441-420-5157-708	Location Sacramento	Telework Option Hybrid
Classification Analyst I	Working Title Analyst I	

General Description	
<p>The Analyst I 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. The position assists with project intake and closure, reviews construction documentation application, ensures timely project closure, and manages hard-copy document scanning and organization. Additional duties include assisting with webinars, training staff on eSP procedures, responding to support inquiries. Prepares written materials and participates in the Office’s Emergency Response efforts as needed.</p>	
Supervision Received	Under supervision, the Analyst I 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 E = Essential, M = Marginal	
70% E	Provide analytical support to SCU using the seismic compliance module of the eSP. Assist with analyzing and researching seismic compliance of California Hospitals and skilled nursing facilities. Maintain seismic compliance program public datasets. Assist in the development, maintenance, and updating of databases/spreadsheets for SCU staff tracking; analyze results and prepare summary reports, charts, and graphs as requested.

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Assist in current eSP program functions and recommend improvements. 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.

Manage hard-copy document handling, including scanning, organizing, and maintaining physical records to ensure accurate integration with electronic project files.

25% E Assist with reviewing, analyzing, and monitoring seismic compliance online content on the HCAI internet site, to ensure information is current, accurate, ADA compliant, and aligned with department standards. Assist in drafting new and updated documents and data using WordPress and TablePress. Track and complete website update requests via ServiceNow.

Help conduct webinars, including preparing materials, presenting program updates, and responding to participant questions. Provide guidance 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.

5% M 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 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.

Proposed

Employee Signature/Date

Supervisor Signature/Date