


**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Statewide Hospital Planning and Development, Executive Office 
Position Number 441-440-4106-XXX	Telework Option Hybrid
Classification Associate Construction Analyst	Working Title Associate Construction Analyst
Supervision Exercised May act in a lead	Location Sacramento
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under direction of the Deputy Director, the Associate Construction Analyst (ACA) performs the most difficult work in reviewing preliminary and final estimates of building costs as it pertains to closure of healthcare construction projects ensuring the Office of Statewide Hospital Planning and Development (OSHPD) can collect the appropriate fees.

Essential Job Functions

- 45%** Prepare detailed estimates from conceptual through final working drawings utilizing standard estimating practices, cost data books and historical costs. Review project plans and specifications to determine the labor, material items and quantities that need to be included in an estimate by taking notice of special requirements, conditions, and scope of work. Make visits to construction sites at various locations to investigate the existing physical conditions and

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photograph site conditions to ensure a complete understanding of project drawings and requirements, in accordance with good estimating practices. Prepare project estimates reflecting both hard and soft costs utilizing estimating software and historical information in eServices Portal (eSP). Prepare value engineering (VE) analyses of plans and specifications utilizing standard VE practices. Review detailed estimates for confirmation of accuracy using industry standards and historical costs. Compose an estimate comparison by using an electronic spread sheet to justify variation in cost estimates of the same project which exceed 5% to reveal discrepancies in the estimates (such as changes in scope, market factors, errors, etc.). Keep current on pricing and methodology through e-mail, reading publications within the industry and conversations with architects, engineers, suppliers, fabricators, contractors, hospital and nursing home officials and others.

- 25%** Review amended construction documents for accuracy and appropriate pricing by using standard estimating practices, cost data books and historical information. Coordinate the analysis and estimating of the cost of changes to other related construction documents. Communicate with and obtain support documents from the Department of Health Care Access and Information (HCAI) staff and others to make clear the intentions of the amended construction documentation.

- 10%** Independently perform complex analyses of the accounting module within eSP and identify discrepancies and offer resolutions to ensure the integrity of the data produced. Oversee the reconciliation of expenditures and make recommendations on problem resolution using project records. Review project cost to reconcile billable charges and invoices when appropriate and follow-up with HCAI Accounting Services as necessary. Work with HCAI Accounting Liaisons to ensure monthly invoices are distributed and facilities with past due accounts are contacted and payments scheduled. Follow-up with HCAI Accounting Liaisons for outstanding collections.

- 10%** Confer with architects, engineers, contractors, hospital and nursing home officials and others concerning construction procedures, practices and associated costs for hospitals and skilled nursing facilities. Represent the Department in meetings and conferences with outside architectural and engineering consultants, contractors, and other public agencies.

- 5%** 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 Office's closure activities and other issues of interest, as directed, to the Office management/supervisory team on a quarterly basis or as requested by management. Travel to various parts of the state as necessary for meetings, including overnight stays when necessary.

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Marginal Job Functions

- 5%** Other related duties as assigned, including, but not limited to: preparing reports, manuals, and documents required by Office and Office management; assisting in the development and implementation of training programs for Inspectors of Record; evaluating research recommendations and/or participating in assigned research projects; directing or participating in technical discipline meetings; and assisting and participating in seminars.

Participate in the HCAI's Emergency Response may be called upon to work in the Emergency Operations Center or to respond to Hospital sites as needed.

Desirable Qualifications

- Experience with preparing detailed estimates from conceptual through final working drawings utilizing standard estimating practices, cost data books and historical costs
- Experience preparing project estimates reflecting both hard and soft costs utilizing estimating software
- Experience with overseeing the reconciliation of expenditures and making recommendations on problem resolution using project records
- Experience with the California Building Standards Code as it relates to the construction of health facilities
- Experience in reviewing preliminary and final estimates of building costs
- Experience preparing value engineering (VE) analyses of plans and specifications utilizing standard VE practices
- Communicates well with others and handles sensitive issues with tact and diplomacy
- Excellent interpersonal skills with the ability to work in a team environment and handle stressful or sensitive issues with tact and diplomacy.
- Excellent writing and oral communication skills
- Ability to reason logically and creatively to resolve problems and develop and evaluate alternatives.
- Maintains good work habits, follows established policies, procedures and interpretations

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory abilities to perform the duties contained in this duty statement with or without reasonable accommodation.

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

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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, eSP, electronic mail and calendaring program. May be called upon to work for periods exceeding the normal workday or work week.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed