


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Statewide Hospital Planning and Development Structural Services Section-Structural Support Unit 
<b>Position Number</b> 441-420-3332-XXX	<b>Telework Option</b> Hybrid
<b>Classification</b> District Structural Engineer	<b>Working Title</b> District Structural Engineer
<b>Supervision Exercised</b> None	<b>Location</b> Sacramento
<b>Conflict of Interest:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Fingerprint/Live Scan:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Revision Date</b> June 2026	<b>Effective Date</b>

**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 general direction of the Principal Structural Engineer, the District Structural Engineer (DSE) has charge of difficult and complex field structural engineering work 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 the Department of Health Care Access and Information (HCAI) and in 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. Act as lead DSE to address structural field staff issues. The DSE will assist in the development,

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

implementation and oversight of a comprehensive technical quality assurance and training program for structural engineering field staff in both the Southern California and Northern California offices. The incumbent serves as an expert technical advisor, responding to inquiries on code interpretation and application relating to construction oversight of structural matters; conducts technical oversight review of plans and construction observation work completed by office structural plan review and field structural compliance staff to ensure consistency, quality, and compliance with the California Building Standards Code and the Office's policies, procedures and good engineering practice. Maintains current certification/registration with appropriate licensing board.

**Essential Job Functions**

**45%** In consultation with the Principal Structural Engineer, serve as Structural Technical Leader for structural field staff. Conduct and organize agenda for structural technical discipline field staff meetings. Review and edit structural technical discipline meeting minutes.

Resolve complex structural plan review and field structural construction issues arising from ambiguities or conflicts in field conditions, codes and referenced standards.

Assist in the development and implementation of a training and development program, the construction observation processes, and policies and procedures, for the structural field discipline for the purpose of improving consistency and compliance with statutes, regulations and Office policies and procedures.

Monitor and coordinate structural field staff work for conformance with the Office's guidelines, policies, procedure manuals and as directed, to ensure uniformity in decisions relating to interpretations of applicable codes and standards. Advise the Principal Structural Engineer, Regional Supervisors and Regional Compliance Officers regarding policy, procedural and technical performance of structural field compliance staff.

Provide architectural and engineering consultations, expert technical guidance and assistance in interpreting structural building standards and administrative requirements to licensed private sector architects and engineers, hospital engineers, health facilities owners and administrators, OSHPD managers and supervisors, OSHPD plan review architects and engineers, OSHPD field construction advisory Compliance Officers, and OSHPD Legal Counsel.

Review emerging technology in seismic safety, perform research analysis and recommendations on issues that impact seismic safety of health facilities, including seismic retrofit and performance based code requirements.

Provide management support in the evaluation, development and maintenance of the OSHPD Preapproved Agency program, to ensure that the testing

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

laboratories/agencies are preapproved in accordance with PIN 58. Verify that candidates applying for or renewing preapproved agency status list only test technicians and special inspectors that have the necessary certification consistent with their OPAA approval.

Provide technical structural engineering oversight review of alternative construction methods and materials not covered by the prescriptive requirements of the California Building Code. Review requests for structural-related alternative means and methods of compliance, involving new and innovative materials, construction methods, and design approaches not currently covered in the California Building Standards Code.

Conduct structural discipline reviews of plans, specifications, calculations, Alternate Methods of Compliances, Post Approval Documents (PADs), and other submittal documents for healthcare facilities on assigned construction projects to verify compliance with statutes, regulations, and Office policies and procedures to reduce region backlog when required.

- 20%** Conduct construction observation of healthcare facilities' gravity bearing and lateral resisting primary structural frames and systems, anchorage and bracing of equipment weighing more than 400 lbs., exterior walls and cladding, framing and anchorage of interior structural partitions and ceilings, elevator guide rails, stairs and related structural work as necessary to enforce applicable construction standards, regulations and substantial conformance with the approved plans and specifications. Prepare written reports of site visits 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). 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 meetings/conferences as required. Initiate or recommend changes that promote innovative solutions to meet customer needs.

Triage 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.

- 10%** Assist in the planning, organizing, updating and directing of the creation of new and existing structural and administrative regulations and amendments to the Title 24, California Code of Regulations to ensure safe construction for hospital buildings (Hospital Facilities Seismic Safety Act).

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

Assist in the development and publishing of code structural and administrative regulations and standards.

Assists in preparing technical rationale, statement of reasons and fiscal/economic impact statements for the adoption of new code amendments.

Attends state agency coordinating meetings to present OSHPD regulations and coordinate with other State agencies. Manages and prepares responses to public, stakeholder and departmental concerns related to proposed amendments.

- 10%** Monitor the work of HCAI certified Inspectors of Records (IORs) to ensure continuous, timely, accurate and competent inspection of phases of structural work in accordance with Title 24, Part 1, CCR and other inspection provisions of the California Building Standards Code on assigned projects. Advise IORs on structural and administrative code related matters and on the proper procedures for filing construction documents with HCAI. Monitor compliance with the approved Testing, Inspection and Observation Program. Monitor IOR's Notices of Non-compliances to the contractor(s).

Assist the Inspection Services Unit regarding code mandated training of IORs for Inspector Certification and Recertification.

Develops new and revises existing structural questions for both current IOR Certification and Recertification exams. Also provides IOR training related to these exams.

- 5%** Consult with and advise Compliance Officers with reference to structural engineering requirements and problems observed. Coordinate with the Fire and Life Safety Officer when fire and life safety issues require review. Recommend closure of projects for inactivity, noting outstanding structural safety issues with code sections for noncompliant work when appropriate.

**Marginal Job Functions**

- 5%** Review soil and foundation conditions and verify compliance with approved geotechnical, soils, grading, compaction, and foundation requirements and/or recommendations.

- 5%** Attend, participate in, and properly prepare for meetings, seminars, and trainings scheduled by the supervisor and Office management, such as Hospital Building Safety Board committee meetings and/or other committees or group projects and training, in order to educate the public regarding structural issues.

Other related duties as assigned. Participate in HCAI's Emergency Response.

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

**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.

**Working Conditions**

Requires prolonged sitting while operating a motor vehicle. Requires mobility to various Office work areas, office locations and construction sites during stages of project completion. 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.

**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.

<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date Signed</b>

**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.

<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date Signed</b>