


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

<b>Employee Name</b>	<b>Organization</b> Office of Statewide Hospital Planning and Development Building Safety Section North LA Region – Field Compliance Unit 
<b>Position Number</b> 441-402-3961-XXX	<b>Telework Option</b> None
<b>Classification</b> Senior Architect	<b>Working Title</b> Senior Architect (Field)
<b>Supervision Exercised</b> None	<b>Location</b> Los Angeles
<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> May 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 Regional Compliance Officer, Health Facilities Construction, the Senior Architect (Field) performs field observations and oversees the construction compliance phase of healthcare facility projects. The incumbent observes construction activities to ensure work is performed in substantial conformance with plans and specifications approved by the Department of Health Care Access and Information (HCAI), and in compliance with the building code and fire and life safety requirements of Title 24, California Code of Regulations (including all referenced codes and standards). The incumbent applies the Office's Policy Intent Notices, Code Application Notices,

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applicable codes, guidelines, policies, and reference materials in the performance of these duties.

The Senior Architect (Field) also conducts field review of construction documents and submittals to verify conformance with applicable codes and regulations. The incumbent is responsible for maintaining current certification with the appropriate licensing board.

**Essential Job Functions**

40% Conduct construction observation of health facilities' plumbing, medical gases, mechanical, electrical, architectural, fire and life safety systems, accessibility, materials and finishes, anchorage and bracing of non-structural systems using approved and/or pre-approved details, secondary structural framing and systems and interior partitions and ceilings as necessary to enforce applicable construction standards, regulations and substantial conformance with the approved plans and specifications. Prepare written reports and/or correspondence 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) in accordance with the Office's guidelines, policies and procedures and as directed. 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.

25% Triage Post Approval Documents (PADs), plans, 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

Review of plans, specifications, calculations, Alternate Methods of Compliances (AMCs), Post Approval Documents (PADs) and other submittal documents for health facilities' architectural, accessibility, fire and life safety compliance and construction requirements. Coordinate with the Office's District Structural Engineer when PADs contain structural calculations to be reviewed.

Schedule and participate in over-the-counter plan reviews. Review the construction phase of projects on site as directed.

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

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other governmental agencies) on issues related to health facilities and/or assigned projects.

Recommend closure of projects for inactivity, noting outstanding safety issues with code sections for noncompliant work when appropriate.

20% Monitor the work of HCAI certified Inspectors of Record (IORs) to ensure continuous, timely, accurate and competent inspection of all phases of work in accordance with Title 24, Part 1, CCR and other inspection provisions of the California Building Standards Code. Advise IORs on 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 IORs Notices of Non-compliances to the contractor(s).

5% Coordinate and oversee the fire and life safety review work of the Office's FLSO I's (HFC), as directed. Determine if reviews conducted by the FLSO I's (HFC) are in accordance with applicable codes and the Office's policies and procedures. Provide technical assistance to the FLSO I (HFC) and keep their supervisor apprised of the FLSO I (HFC) progress throughout the review and approval process.

Provide overall project coordination between the Office field staff on all assigned projects including, but not limited to, project tracking/reporting and issuance of occupancy and/or construction final.

5% Recommend closure of projects for inactivity, noting outstanding safety issues with code sections for noncompliant work when appropriate.

**Marginal Job Functions**

5% 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.

**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 and requires travel to the Office's various office locations, construction

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sites and various 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. 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>