

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 Building Safety Section Central Region- Field Compliance Unit	
Position Number 441-460-3332-XXX	Telework Option None	
Classification District Structural Engineer	Working Title District Structural Engineer	
Supervision Exercised None	Location Sacramento	
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒	
Revision Date August 2026	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 general direction of the Regional Compliance Officer, Health Facilities Construction, 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. Maintains current certification/registration with appropriate licensing board.

Essential Job Functions

- 45%** Conduct construction observation of healthcare facilities' gravity bearing and lateral resisting primary structural frames and systems, anchorage and bracing of equipment

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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.

- 30%** Triage Post Approval Documents (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. Conduct structural discipline reviews of plans, specifications, calculations, Alternate Methods of Compliances, PADs, and other submittal documents for healthcare facilities to verify compliance with statutes, regulations, and Office policies and procedures when assigned.
- 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. 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 IOR's Notices of Non-compliances to the contractor(s).
- 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 safety issues with code sections for noncompliant work when appropriate.
- 5%** Review soil and foundation conditions and verify compliance with approved geotechnical, soils, grading, compaction, and foundation requirements and/or recommendations.

Marginal Job Functions

- 5%** Other related duties as assigned. 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.

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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.

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