

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name	Organization Office of Statewide Hospital Planning and Development Building Safety Section Central Region – Field Compliance Unit 
Position Number 441-450-4314-XXX	Telework Option None
Classification Fire and Life Safety Officer II (Health Facilities Construction)	Working Title Fire and Life Safety Officer II (Health Facilities Construction)
Supervision Exercised N/A	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
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 general direction of the Regional Compliance Officer (RCO), Health Facilities Construction (HFC), the Fire and Life Safety Officer (FLSO) II (HFC) 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 the fire and life safety requirements of Title 24, California Code of Regulations (CCRs), the Office's Policy Intent Notices, Code Application Notices, and other applicable codes; guidelines and policies, and other reference materials.

Essential Job Functions

- 50%** Conduct construction observation of healthcare facilities' fire and life safety systems and construction requirements including, but not limited to, exiting systems, smoke removal systems, automatic fire/smoke detection and alarm systems, automatic fire

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sprinkler/suppression systems, fire resistive/rated building construction and all related fire and life safety work as necessary to enforce applicable construction standards, regulations and substantial conformance with the approved plans and specifications. Prepare written reports of site visits, 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, eServices Portal (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.

- 25%** Triage Post Approval Documents (PADs) and field review submittals for completeness and to establish the appropriate type of review, perform the appropriate level of review and accurately document all review activities in the Office's eSP.
- 10%** Monitor the work of HCAI certified Inspectors of Record (IOR) to ensure continuous, adequate, and competent inspection of all parts and phases of the structural work in accordance with Title 24, Part 1, CCRs 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%** Conduct reviews of plans, specifications, calculations, Alternate Methods of Compliances, PADs and other submittal documents for healthcare facilities' fire and life safety systems and construction requirements. Coordinate with the Office's District Structural Engineer when PADs contain structural calculations to be reviewed. Recommend closure of projects for inactivity, noting outstanding safety issues with code sections for noncompliant work when appropriate.
- 5%** Coordinate and oversee the fire and life safety review work of the Office's FLSO Is (HFC), as directed. Determine if reviews conducted by the FLSO Is (HFC) are in accordance with applicable codes and the Office's policies and procedures. Provide technical assistance to the FLSO Is (HFC) and keep the Supervisor, Health Facilities Review apprised of the FLSO Is (HFC) progress throughout the review and approval process.

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

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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

Use of telephone and video data terminals (portable and desktop) and frequent contact with employees and the public. 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 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. Performing visual inspections of construction in progress. 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, 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