

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Structural Services Section 
Position Number 441-420-5393-XXX	Telework Option Hybrid
Classification Analyst II	Working Title Analyst II
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date October 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 direction of the Principal Structural Engineer, the Analyst II provides analytical support for the Structural Support Unit and Seismic Compliance Unit. Duties include triaging incoming documents for preapproval programs, managing program data reporting, preparing approval documents and quarterly program data for Hospital Building Safety Board (HBSB) meetings, supporting clients with non-technical questions, maintaining records, and assisting with specifications development and testing for the eServices Portal (eSP). The Analyst II will contribute to policy and process improvement, evaluate workflow impacts, and support the implementation of updated program procedures; serve as a resource to management and staff, provide guidance on program requirements, and help ensure efficient and compliant operations within the preapproval programs (OSP [OSHPD Special Seismic Certification Preapproval], OPAA [OSHPD Preapproved Agency], OPM [OSHPD Preapproval of Manufacturer's Certification], PCS [OSHPD Preapproved Prefabricated Components and Systems] and others).

Proposed
Department of Health Care Access and Information
Duty Statement

Essential Job Functions

40% Review and evaluate geotechnical and preapproval program submittals (OSP, OPAA, OPM, and PCS) to ensure completeness, accuracy, and compliance with established policies, regulations, and program objectives. Manage document triage workflows, prepare formal approval documents, and maintain program files on the G: drive or designated servers. Oversee the upload, reconciliation, and quality assurance of required documents within Accela and related systems. Identify systemic issues and recommend long-term procedural or technical improvements, as necessary.

Manage program data reporting by updating tracking spreadsheets, preparing weekly publication materials for the HCAI website, and developing quarterly analytical reports for HBSB meetings. Provide consultative, non-technical program support to clients and stakeholders and ensure that program information, processes, and documentation remain consistent with Office standards.

Assist clients, engineers, manufacturers, and agencies with account registration, project association, preapproval creation or renewal, contact updates, and data corrections by analyzing user-submitted data in eSP. Coordinate with OSHPD Accounting on payment issues, review refund requests for regulatory compliance, and develop recommendations to resolve recurring administrative problems.

20% Evaluate and analyze incoming OPAA applications and supporting documents for structural testing and special inspection agencies to ensure completeness, technical accuracy, and compliance with program requirements, regulations, and Office standards. Verify accreditation, professional qualifications, test standards, inspector and technician credentials, and licensure, and provide informed recommendations regarding approval outcomes. Maintain data within eSP and related Office databases, ensuring reliable and up-to-date program records.

Support the HCAI Office of Technology's eSP team by testing, implementing, and validating OPAA module enhancements. This includes reviewing system change requests, evaluating the potential operational and regulatory impacts of proposed updates, assessing risks, and recommending alternative solutions when necessary. Participate in system maintenance activities and contribute to long-term planning for system improvements.

Provide consultative guidance to staff, applicants, clients, public agencies, and other stakeholders regarding OPAA program requirements, laws, regulations, policies, and procedures. Respond to inquiries through email and phone, interpret program standards, and ensure that stakeholders receive accurate and timely information. When appropriate, coordinate and refer issues to specialized staff to support efficient program operations.

Serve as a lead liaison for OPAA-related issues by troubleshooting and analyzing eSP errors that arise during application intake, triage, and approval. Identify root causes, develop procedural or technical solutions, and collaborate with applicants, facility representatives,

Proposed
Department of Health Care Access and Information
Duty Statement

and internal teams to resolve issues. Test new eSP functions, evaluate impacts on workflow and compliance, and provide recommendations for system improvements. Maintain and update the OPAA eSP Manuals to ensure they reflect current procedures, policies, and system functionality.

15% Act as lead to support staff and students: Plan, assign, and review work; provide overall direction, assistance, and training. Develop, implement and oversee office procedures to ensure consistent practices across staff, timely completion of tasks, and adherence to program requirements and deadlines. Manage the intake process by recording and logging all incoming correspondence into eSP, ensuring accurate tracking and workflow integration. Review, edit, and log outgoing correspondence for the SSS to ensure clarity, accuracy, and compliance with established standards.

10% Participate in developing specifications for in-house and contracted system enhancements to integrate HCAI geotechnical reports and preapprovals into eSP. Test new eSP features, evaluate results, investigate issues, and research staff-generated suggestions for system improvements. Serve on eSP consultants and development teams, providing analytical input on workflow impacts, compliance considerations, and operational needs.

Provide guidance and training to support staff on the eSP, ensuring consistency and accuracy in procedures across the program. Offer consultative and analytical support to Managers and Supervisors to resolve issues involving eSP seismic compliance workflows and preapproval program operations. Contribute to program evaluation and policy implementation by identifying system inefficiencies, recommending procedural or technical alternatives, and supporting coordinated solutions that improve the effectiveness and integrity of eSP-related processes.

10% Prepare and submit Geotechnical, seismic instrumentation, preapproval program and seismic certification survey updates to the Office of Technology Services' analysts for publishing on the HCAI website. Respond to requests for information relating to pre-approval programs, and seismic certification from clients and staff.

Marginal Job Functions

5% Prepare written reports, decision memos, policy recommendations; act as backup for SCU project triage/intake; complete and advise staff on CalATERS claims, perform other functions as necessary to support SSS.

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 and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Los Angeles Office and various locations throughout the State.

Proposed
Department of Health Care Access and Information
Duty Statement

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

Proposed
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Employee Name	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Structural Services Section 
Position Number 441-420-5157-XXX	Telework Option Hybrid
Classification Analyst I	Working Title Analyst I
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
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Mission and Vision

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General Description

Under supervision of the Principal Structural Engineer, the Analyst I provides analytical support for the Structural Support Unit and Seismic Compliance Unit. Duties include triaging incoming documents for preapproval programs (OSP [OSHPD Special Seismic Certification Preapproval], OPAA [OSHPD Preapproved Agency], OPM [OSHPD Preapproval of Manufacturer's Certification], PCS [OSHPD Preapproved Prefabricated Components and Systems] and others), assisting with updating and maintaining program tracking spreadsheets, preparing approval documents and quarterly program data for Hospital Building Safety Board (HBSB) meetings, supporting clients with non-technical questions, maintaining records, and assisting with specifications development and testing for the eServices Portal (eSP).

Essential Job Functions

- 40%** Review geotechnical and preapproval program submittals (OSP, OPAA, OPM, and PCS) to ensure completeness, accuracy, and compliance with established policies, regulations, and

Proposed
Department of Health Care Access and Information
Duty Statement

program objectives. Handles document triage, prepares final approval documents, and maintains program files on the G: drive or designated server locations. Uploads required documents into Accela or similar databases.

Update program tracking spreadsheets and submit weekly updates for posting to the HCAI website. Prepares quarterly program data for HBSB meetings. Provide non-technical support to clients and stakeholders and ensure that program information, processes, and documentation remain consistent with Office standards.

Offer non-technical assistance to staff, clients, engineers, manufacturers, agencies, and the public by reviewing data using eSP. Supports and troubleshoots user issues in eSP by analyzing common problems and implementing long-term technical or procedural solutions. Supports clients with account registration, project association, preapproval creation or renewal, contact updates, and data corrections. Assists with payment troubleshooting, coordinates with OSHPD Accounting, and reviews refund requests for regulatory compliance.

- 15%** Evaluate incoming OPAA applications and documents for structural testing and special inspection agencies to ensure completeness, accuracy, and compliance with requirements, and provide recommendations to supervisor for approval. Verify accreditation, professional qualifications, test standards, inspector and technician credentials, and licensure. Maintain and update information in eSP and other Office software, databases, and electronic files.

Support HCAI Office of Technology's eSP team with testing, implementing, and maintaining the OPAA module by testing new features, reviewing approved system changes, assessing potential impacts, and recommending alternatives.

Provide guidance and respond to staff, applicants, clients, public and governmental agencies, and other stakeholder requests regarding the OPAA Program, via email and by phone, and referring to appropriate staff as needed. Requests include, but are not limited to, application status, program requirements and laws, regulations, policies, and procedures related to the OPAA Program.

Serve as a liaison for OPAA-related issues. Troubleshoot and analyze eSP errors during intake, triage, and approval, identify solutions, and work with applicants or facility representatives to resolve issues. Test new system functions and provide recommendations for improvements. Maintains and updates the eSP OPAA Manuals to ensure they remain accurate and reflect current system changes.

- 10%** Assist in developing and implementing office procedures to ensure staff meet deadlines. Records and logs all incoming correspondence in eSP ensuring accurate tracking and workflow integration. Review, edit, and log outgoing correspondence for the SSS to ensure clarity, accuracy, and compliance with established standards.

- 10%** Participate in the development of specifications for in-house or outside contractors to incorporate the HCAI geotechnical reports and preapprovals into eSP. Tests new eSP

Proposed
Department of Health Care Access and Information
Duty Statement

features, evaluates results, investigates issues, and research staff suggestions for enhancements. Serves on eSP consultant teams and provides guidance and training to support staff on the eSP. Ensures consistency in procedures across staff and provides analytical and consultative support to Managers and Supervisors to resolve issues related to eSP seismic compliance and preapproval programs.

- 10%** Compile Geotechnical, seismic instrumentation, preapproval program and seismic certification survey updates and submits to the Office of Technology Services' analysts for publishing on the HCAI website. Respond to requests for information relating to pre-approval programs, and seismic certification from clients and staff.
- 10%** Complete and advise staff on CalATERS claims, monitor office supplies, printer/copier/scanner supplies & maintenance, assist in facility site plan creation, editing, and maintenance, assist with Public Records Requests by gathering requested materials, and provide support for Sr. Policy Advisor in monitoring and tracking seismic compliance extension request submittals.

Marginal Job Functions

- 5%** Prepare written reports, decision memos, policy recommendations; act as backup for SCU project triage/intake; perform other functions as necessary to support SSS.

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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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