Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	**Organization** Office of Statewide Hospital Planning and Development Structural Services Section Seismic Compliance Unit
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 ☒
Revision Date November 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 supervision of the Supervisor, Health Facilities Construction, the Analyst I provides analytical and technical support to the Seismic Compliance Unit (SCU). Key responsibilities include analyzing seismic compliance for hospitals and skilled nursing facilities using the eServices Portal (eSP), preparing reports and datasets. The position assists with project intake and closure, reviews construction documentation application, ensures timely project closure, and manages hard-copy document scanning and organization. Additional duties include assisting with webinars, training staff on eSP procedures, and responding to support inquiries. Prepares written materials and participates in the Office's Emergency Response efforts as needed.

Essential Job Functions

40% Provide analytical support to SCU using the seismic compliance module of the eSP. Assist in current eSP program functions and recommend improvements. Work with Office technical staff on intake and closure projects; manage work within eSP and provide workload input.

Ensure consistency in eSP procedures and support managers and supervisors in resolving issues.

Manage hard-copy document handling, including scanning, organizing, and maintaining physical records to ensure accurate integration with electronic project files.

30% Assist with analyzing and researching seismic compliance of California Hospitals and skilled nursing facilities. Maintain seismic compliance program public datasets. Assist in the development, maintenance, and updating of databases/spreadsheets for SCU staff tracking; analyze results and prepare summary reports, charts, and graphs as requested.

25% Assist with reviewing, analyzing, and monitoring seismic compliance online content on the HCAI internet site, to ensure information is current, accurate, ADA compliant, and aligned with department standards. Assist in drafting new and updated documents and data using WordPress and TablePress. Track and complete website update requests via ServiceNow.

Help conduct webinars, including preparing materials, presenting program updates, and responding to participant questions. Provide guidance to staff on the Office's eSP database system; prepare instructions, manuals, memos, and directives to ensure procedural consistency. Monitor and respond to eSP Support email inquiries or coordinate responses. Develop or assist in developing data queries and reports from eSP databases for supervisors and field staff.

Marginal Job Functions

5% Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the Office. Participate in the Office's Emergency Response; may be called upon to work in the Emergency Operations Center or to respond to Hospital sites as needed for periods exceeding the normal workday or work week.

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.

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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