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 Structural Services Section Structural Support Unit
Position Number 441-420-3336-004	**Telework Option** Hybrid
Classification Senior Structural Engineer	**Working Title** Senior Structural Engineer
Supervision Exercised N/A	**Location** Sacramento/Los Angeles
Conflict of Interest: Yes ☒ No ☐	**Fingerprint/Live Scan:** Yes ☐ No ☒
Revision Date June 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, the SSE reports directly to the Principal Structural Engineer. The SSE will review structural and nonstructural aspects of component and system seismic anchorage and bracing to ensure compliance with the California Building Standards Code. Review pre-approval submittals, prepare letters, routinely records pre-approval related information into the pre-approval database and explains pre-approval program to applicants. Conduct reviews of plans, specifications, calculations, and other submittal documents for health facilities' gravity bearing and lateral resisting primary structural frames and systems. Make recommendations to the Principal Structural Engineer to approve/disapprove applications for anchorage pre-approval. Maintains current certification/registration with appropriate licensing board.

Essential Job Functions

45% Review structural and nonstructural aspects of component and system seismic anchorage and bracing to ensure compliance with the California Building Standards Code. Review pre-approval submittals, prepare letters, routinely records pre-approval related information into the pre-approval database and explains pre-approval program to applicants. Make recommendations to the Principal Structural Engineer to approve/disapprove applications for anchorage pre-approval.

25% Conduct reviews of plans, specifications, calculations, Office of Statewide Hospital Planning and Development (OSHPD) Preapproved Manufacturer's Certification (OPM), OSHPD Special Seismic Certification (OSP), OSHPD Preapproved Components and Systems (PCS), Alternate Methods of Compliances (AMCs), Post Approval Documents (PADs) and other submittal documents for health facilities' gravity bearing and lateral resisting primary structural frames and systems, anchorage and bracing of equipment and non-structural components, exterior walls, and cladding, framing and anchorage of interior partitions and ceilings, elevator guide rails and stairs.

Triage submittals for completeness, establish the appropriate type of review, estimate the review hours needed, complete the appropriate level of review, and accurately document all review activities in the Office's time and project tracking system (eSP) in accordance with the Division's guidelines, policies, procedure manuals and as directed.

Make technical and code compliance decisions related to the reviews conducted, correspond/communicate with facility project personnel and/or applicant as to the status of the project review(s) and consistently cite code authority for all proposals, plans, specifications, and other submittal documents deemed to violate applicable codes. Initiate or recommend changes that promote innovative solutions to meet customer needs.

10% Assist in the resolution of disputes between HCAI plan review staff and clients involving complex interpretations of applicable codes and regulations. Consult with the district structural engineering staff and the Project Manager in resolving more difficult structural problems. Resolve technical issues arising from interpretation or implementation of anchorage pre-approvals.

10% Represent HCAI, along with the district structural engineer, in meetings between the contractor, Inspector of Record (IOR), and hospital owners and their engineering staff on issues involving pre-approved anchorage and bracing systems.

5% Assist in the development of Policy Intent Notices, Code Application Notices, and amendments to regulations through the code change process.

Marginal Job Functions

5% Perform other functions necessary to carry out the activities of the Structural Services Section. Provide support to the Office's Emergency Response. May be called upon to

work in the Emergency Operations Center for periods exceeding the normal workday. Perform other related duties as required.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to lift and transfer documents weighing up to 40 pounds, with or without reasonable accommodation.

Working Conditions

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

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