

Proposed  
**Department of Health Care Access and Information**  
**Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Structural Services Section Seismic Compliance Unit	
<b>Position Number</b> 441-420-3336-XXX	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Senior Structural Engineer	<b>Working Title</b> Senior Structural Engineer	

<b>General Description</b> The Senior Structural Engineer assess and recommend approval of evaluation and compliance plans to comply with the requirements of Senate Bill 1953 (SB 1953).	
<b>Supervision Received</b>	Under direction, reports directly to the Supervisor, Health Facilities Review.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Requires prolonged sitting and use of computer and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the department's work areas and may require travel to the Department's Los Angeles Office and various locations throughout the State. 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, electronic mail and calendaring program, various structural software programs, with linear and non-linear analysis capabilities. May be called upon to work for periods exceeding the normal workday or work week.

<b>Job Duties</b> E = Essential, M = Marginal		
50%	E	Assess and recommend approval of SB 1953 required evaluations and compliance plans. This includes, but is not limited to, Structural Performance Category and Nonstructural Performance Category seismic evaluations of all health care facilities on a statewide basis. Review and approve supplemental seismic evaluation reports for reassessment using the HAZUS methodology. Review and approve voluntary and mandated seismic retrofit projects, (from design criteria to plan review), including material testing programs and producing and posting results. Assess and recommend for approval, various forms of legislated seismic extension requests. Constantly update knowledge of current and earlier versions of the California Code of Regulations, Title 24 as related to seismic evaluation of existing buildings.

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20%	E	Develop and recommend policies, procedures, and guidelines pertaining to the review and approval of SB 1953-related building plans and health facility construction for use by the hospital industry and Department of Health Care Access and Information (HCAI) staff.
10%	E	Represent the office, as directed, during meetings with health industry representatives (i.e., organization groups, owners, and their consultants) and other governmental agencies.
10%	E	Provide structural engineering consultation and plan review services, expert technical guidance, and assistance interpreting building standards. Respond to inquiries on code interpretation and application. Oversee the structural review work of outside structural plan review consultants as directed.
5%	E	Develop and recommend appropriate amendments to regulations through the code change process and office Policy Intent Notice or Code Application Notice process as appropriate.
5%	M	Perform 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.

**Other Expectations**

- Demonstrate a commitment to adhere to the Office's Employee Expectations.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date