

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Administrative Hearing Office	UNIT	POSITION # 880-350-5872-001	DATE August 2022
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION Chief Counsel I, CEA		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Eileen Sobeck			
CURRENT CLASSIFICATION OF SUPERVISOR CEA C		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
1	Attorney IV		
1	Attorney III		
1	Environmental Program Manager I		
1	Sr WRC Engineer (Spec)		
1	AGPA		
1	SSA		
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>Under the general direction of the State Water Board and its Executive Director provides overall management of the Administrative Hearings Office; provides accurate and timely legal advice for the Administrative Hearings Office and for the State Water Board members in proceedings when the office supports a board hearing or decision. With respect to the Administrative Hearings Office, the incumbent is the highest legal advisor and final decisionmaker on decisions rendered by the office. Incumbent plans, organizes, directs, coordinates and reviews the work of a professional legal and technical staff. Consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. This position interacts with the department management, chief counsel, and legislators. The decisions of this position have an impact on other agencies of state, federal and local government, and those in private sector who use water. Decisions rendered by the Administrative Hearing Officer shape the enforcement of water law. Specific responsibilities include:</p>		
35%	<p>Serves as the presiding administrative hearing officer for water right hearings, including statutorily designated hearings for the Administrative Hearings Office and hearings referred by or coordinated with the State Water Board. Serving as the hearing officer includes conducting pre-hearing case management, overseeing alternative dispute resolution, issuing pre-hearing rulings and orders, ruling on evidentiary objections, and overseeing the conduct of the administrative hearing.</p>		
25%	<p>Authors detailed decisions addressing the legal and factual issues raised in hearings in which the incumbent serves as the presiding administrative hearing officer or prepares</p>		

	draft decisions in matters in which the Administrative Hearings Office is supporting the State Water Board in a water rights proceeding.
20%	Supervises, manages, provides direction, and reviews the work product of attorney hearing officers within the Administrative Hearings Office as they conduct administrative hearings.
10%	Supervises and manages the technical and support staff within the Administrative Hearings Office to ensure they provide appropriate support and technical review for the hearing officers.
5%	Prepares legal memoranda on water right, administrative law, and due process issues to support the functioning of the Administrative Hearings Office.
5%	Provides recommendations to the Executive Office and State Water Board on regulations or legislative that could improve the functioning of the Administrative Hearings Office and water right hearings generally.
Employee Signature: _____ Date Signed: _____	