

# DUTY STATEMENT

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|---|--|---|-------------|
| ORGANIZATION (DIVISION/REGION/BOARD)<br>Administrative Hearing Office   | UNIT<br>AHO  | POSITION #<br>880-350-5780-001          | DATE<br>TBD |
| NAME OF EMPLOYEE (IF APPLICABLE)<br>VACANT  |  |   |             |
| CURRENT CLASSIFICATION<br>Attorney IV   |  | PROPOSED CLASSIFICATION (IF APPLICABLE) |             |
| NAME OF SUPERVISOR<br>Nicole Kuenzi   |  |   |             |
| CURRENT CLASSIFICATION OF SUPERVISOR<br>Chief Counsel I, CEA  |  | 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 |
|   |  |   |             |
| 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   |   |             |
|   | Under the direction of a Chief Counsel I, CEA, and 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. The incumbent is expected to hear matters of unusual complexity (either legally, factually, or procedurally) involving water rights law and work independently with little oversight from the Chief Counsel I, CEA. Specific responsibilities include: |   |             |
| 40%   | Serves as the hearing officer for the most complex water right hearings, including statutorily designated enforcement hearings for the Administrative Hearings Office and hearings assigned by or coordinated with the State Water Board. Conducts pre-hearing case management, oversees alternative dispute resolution, issues pre-hearing rulings and orders, rules on evidentiary objections, and oversees the conduct of the administrative hearing.   |   |             |
| 35%   | Authors detailed decisions and orders addressing the legal and factual issues raised in the complex hearings. Prepares draft decisions and orders in matters in which the Administrative Hearings Office is supporting the State Water Board in a complex water right proceeding and presents the proposed decision or order to the State Water Board for its consideration.   |   |             |
| 10%   | Serves as a lead for hearing projects and coordinates technical and administrative support from within the Administrative Hearings Office to develop legally supported decisions. Assists other attorney hearing officers within the Administrative Hearings Office by serving as additional legal support for the most complex hearings conducted by the Office.  |   |             |

10%

Assists the Attorney General in litigation involving an order prepared by the Administrative Hearings Office for the State Water Board, including providing information about the administrative record and legal research used in preparing points and authority and preparation of declarations.

5%

Performs other duties as required.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_