



Classification: ATTORNEY
 Position Number: 880-260-5778-018

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-260-054	Classification Title: Attorney	Position Number: 880-260-5778-018
Incumbent Name: VACANT	Working Title: Attorney	Effective Date: April 2024
Tenure: Permanent	Time Base: Full-Time	CBID: R02
Division/Office: Office of Enforcement		Section/Unit: Regional Water Board Programs
Supervisor's Name: David Boyers		Supervisor's Classification: Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: 04/04/2024

General Statement
Under the direction of an Assistant Chief Counsel 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. Specific responsibilities include:
Position Description
The Attorney must have knowledge of: legal principles and their application, legal research methods; rules of evidence and procedure, administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law authority and precedent; and provisions of law administered or enforced by the Water Boards. The Attorney must also have the ability to: analyze legal principles and apply them to administrative and judicial proceedings; perform legal research; prepare and present statements of fact and law, argue clearly and logically in written and oral form; draft legal opinions, pleadings, regulations and legislation; negotiate effectively; work cooperatively with a variety of individuals and organizations; communicate effectively and maintain the confidence and respect of others; and work effectively under pressure.



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Essential Functions (Including percentage of time):	
45%	Pursue legal solutions for violations of laws, regulations, permits, and other requirements implemented by the Water Boards; provide legal expertise and advice to the Water Boards' management relating to prosecution efforts surrounding administrative and judicial enforcement cases.
25%	Coordinate criminal and civil investigations and criminal and civil enforcement actions with other legal and technical staff, Water Boards' management, Cal/EPA, other Cal/EPA boards, departments and offices, and other state, federal, or local law enforcement.
15%	Assist Water Board management in creating and implementing new policy directives for the Enforcement Program; oversee enforcement activities to ensure that actions are consistent throughout the Water Boards.
10%	Speak for the Water Boards before other state and local agencies, and special interest groups on enforcement issues.
Marginal Functions (Including percentage of time):	
5%	Review pending legislation and bill analyses of interest to the Water Boards' enforcement programs and provide assistance to the Water Board's Office of Legislative Affairs.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents.	
Typical Working Conditions:	
The incumbent's headquarters are located on the 23rd floor of a high-rise building in downtown Sacramento, where the incumbent will have access to an enclosed, temperature-controlled, smoke-free office. The Office of Enforcement offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Regular and consistent attendance—whether office-based or remote-centric—is essential to the successful performance of this position. Occasional travel to attend project-related meetings, public meetings, public hearings, and site visits is required. Some travel may require overnight stays.	



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Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date