



Classification: Attorney IV
Position Number: 880-220-5780-048

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-220-014	Classification Title: Attorney IV	Position Number: 800-220-5780-048
Incumbent Name: Vacant	Working Title: Attorney IV	Effective Date: August 2025
Tenure: Permanent	Time Base: Full Time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Water Rights and Drinking Water Branch/Water Rights Unit
Supervisor's Name: Andy Sawyer		Supervisor's Classification: Attorney, Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: August 12, 2025

General Statement
Under the general direction of an Attorney, 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.
Position Description
Under general direction, working with broad discretion and minimal supervision, the Attorney IV independently performs difficult and complex legal work in the Office of Chief Counsel, requiring a high level of expertise. The Attorney IV independently reviews, analyzes, interprets, and applies statutes, regulations, court decisions and other legal authorities. The Attorney IV prepares legal documents, assists in the presentation of cases in court or before administrative tribunals, and assists in preparing legislation, regulations, plans and policies.
Essential Functions (Including percentage of time):



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40%	Provide legal assistance to the Attorney General in the more sensitive and difficult proposed and pending litigation involving California sovereignty and federal efforts to override California water resources law and water rights law. These proceedings require consideration of broad policy issues and evolving legal issues, interrelationships among federal and state constitutional, statutory, and common law, precedential significance, impacts to water rights, and addressing issues of first impression. Duties include independently providing legal advice and conducting complex legal research used in preparing points and authority, and preparing declarations.
30%	Utilizing water rights legal expertise, review and comment on proposed administrative actions by federal agencies that impinge on California sovereignty or interfere with administration of state water law. Participate in formulating innovative legal strategies to address the more complex and sensitive proposed administrative actions. Represent the State Water Board as counsel of record in proceedings before the Federal Energy Regulatory Commission.
15%	Serve as expert on legal issues related to water resources and rights and provide legal advice directly to the Division of Water Rights personnel and the State Water Board members, with a focus on more complex and sensitive matters that may result in or are in response to litigation or federal actions that threaten California's water resources or water law administration. Duties include independently drafting difficult and sensitive State Water Board orders, decisions, and resolutions, drafting legal memoranda which consists of complex legal analysis supported by research, drafting administrative regulations, reviewing documents prepared by Division personnel, participating in meetings, conferences, special projects, and study groups, and assisting in the preparation of staff reports to the State Water Board.
Marginal Functions (Including percentage of time):	
10%	Assist the Office of Chief Counsel and the client board and Division of Water Rights with all aspects of public law, including Public Records Act and discovery requests, Political Reform Act, incompatible activities, conflicts, obligations of public officials, records retention, and public contracts.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer, including drafting legal documents and participation in virtual meetings, for extended periods of time. The job also requires the ability to participate in public meetings and court proceedings.	
Typical Working Conditions:	



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The attorney works in an assigned office in a high-rise office building in downtown Sacramento, and as necessary for presentations at board meetings, depositions, court appearances or other matters requiring participation. The work schedule is Monday through Friday. Occasional evening and weekend work may be necessary to meet litigation or other deadlines, and evening work may be necessary for participating in public hearings. Travel may be required within the state.

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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Andy Sawyer		
Employee Name	Employee Signature	Date