

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Attorney, Assistant Chief Counsel		DWR POSITION NUMBER 0133-5871-690	SAP POSITION NUMBER 50000127	MCR 1
APPOINTEE TBD		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive - Office of the General Counsel	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M02 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Ann Carroll	SUPERVISOR'S CLASSIFICATION Chief Counsel	
APPROVED BY (Personnel Analyst's Name) Samantha Meeks			DATE 09/23/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under the general direction of the General Counsel, the incumbent plans, organizes, directs, coordinates, reviews, and supervises the work of the Office of the General Counsel (OGC) legal staff in the performance of litigation and transactional work pertaining to the Divisions of Operation and Maintenance, Engineering, Technology, and Management Services, and other Department of Water Resources (DWR) offices in the areas of service agreements, public works construction, conflicts of interest, personnel and employment law, labor relations, and other administrative law matters.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; participate in hearings and independently present difficult and complex cases; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's Racial Equity Action Plan and our Diversity, Equity and Inclusion programs objectives; provide legal advice and services in highly technical and specialized areas of law, exercising broad discretion and independence in complex legal matters, work cooperatively with others, and maintain consistent, regular, and predictable attendance. The following are the specific essential duties for this position.</p> <p>Supervise, direct, assist, guide, evaluate, coordinate, and manage legal staff responsible for providing legal research, advice, and representation to DWR management and staff in matters relating to: public works construction contracting and the State Contract Act; construction-related litigation and arbitration and settlement negotiations; employment law including, but not limited to, labor relations, collective bargaining, adverse actions, and workforce equality; workplace safety; compliance with equal employment opportunity laws; the Americans with Disabilities Act; California Fair Political Practices Commission (FPPC) compliance; incompatible activities; service agreements, including legal form and sufficiency; privacy; architectural and engineering solicitations and agreements; ethics; the Political Reform Act business resumption planning;</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Ann Carroll		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) TBD		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Attorney, Assistant Chief Counsel		0133-5871-690	50000127	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
TBD		TBD	Executive - Office of the General Counsel	
Percent of Time	Activity			
Cont'd	interagency agreements; contracts made under the provisions of SB 224 (2011); prevailing wage issues; contract amendments; executive orders; preparation and review of legal and administrative documents, including legal opinions, pleadings, arbitration briefs, litigation reports, bid protest responses, and documents related to representation before the State Personnel Board, the Department of Industrial Relations, and the Public Works Board; and general public entity and administrative matters.			
25%	In coordination with the General Counsel, provide legal advice to DWR's Director, Deputy Directors, management, and staff; the California Natural Resources Agency; the Governor's staff; and other state officials on issues relating to legal matters under the incumbent's supervision and management. Providing legal advice as described above may require travel and overnight stays.			
15%	Prepare correspondence and legal opinions related to complex and sensitive legal matters for DWR management and the General Counsel. Analyze and draft legislation and participate in legislative hearings. Analyze legal obligations of DWR in implementation of emergency proclamations and new laws.			
10%	Assist and direct the Attorney General's Office in litigation of matters under the incumbent's management responsibility. Assign appropriate staff counsel to serve as liaison to the Attorney General's Office regarding the litigation. Coordinate and direct the representation of DWR by outside counsel, as appropriate. Appear or attend in person, by teleconference, or video conference, as necessary to represent or provide legal support for DWR in litigation or administrative proceedings and meetings before Boards, Commissions, and Councils. Preparation and review for such appearances and attendance, and the appearance and attendance itself may require travel and overnight stays.			
5%	May act as General Counsel in their absence.			
	This duty statement represents a current and an accurate description of the essential functions of this position. Duties of this position are subject to change and may be revised as needed or required.			
	SPECIAL REQUIREMENTS			
	Active membership in the California State Bar.			
	Must possess a valid California driver's license. May be required to travel on short notice and overnight lodging may be required on some trips.			
	Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Attorney, Assistant Chief Counsel		DWR POSITION NUMBER 0133-5871-690	SAP POSITION NUMBER 50000127	MCR 1
APPOINTEE TBD		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive - Office of the General Counsel	
<i>Percent of Time</i>	<i>Activity</i>			
Cont'd	<p>enforced; principles of public administration, personnel management and supervision; the department's Racial Equity Action Plan and DEI programs objectives; a manager's role in the such programs and the processes available to meet the objectives.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p> <p>FINANCIAL DISCLOSURE</p> <p>This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</p>			