



Classification: Attorney
Position Number: 880-220-5778-202

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-220-036	Classification Title: Attorney	Position Number: 880-220-5778-202
Incumbent Name: Vacant	Working Title: Attorney	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Financial Assistance Branch / Loans & Grants unit
Supervisor's Name: Stefan Spich		Supervisor's Classification: Attorney, Assistant Chief Counsel

Human Resources Use Only:

HR Analyst Approval: *Dawn Fiedler-Luna*

Date: 02/02/2026

General Statement

Under the direction of an Attorney, Assistant Chief Counsel and consistent with good customer service practices and the goals of the State and Regional Water Boards' 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

The Attorney in the Financial Assistance Branch of the Office of Chief Counsel provides legal advice to the State Water Board and to its divisions and offices, primarily, but not exclusively, to the Division of Financial Assistance, the Division of Water Quality, the Office of Legislative Affairs, and the Office of Public Engagement, Equity, and Tribal Affairs.



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Essential Functions (Including percentage of time):

40%	Provide legal counsel to State Water Board members and staff on matters related to all stages of financial assistance program transactions (e.g. inquiries, applications, diligence, negotiation, and compliance) from initial eligibility through execution and post-execution compliance. Draft or review transactional documents (e.g., grants, loans, installment sale agreements, indentures, liens, decisional file records, etc.) and proposed Board decisions for the review of the Attorney, Assistant Chief Counsel. Correspond and negotiate with outside counsel on transactions.
30%	Provide legal counsel to State Water Board members and staff on matters related to existing and pending compliance obligations (e.g., federal grant applications, draft federal regulations, legislation, the Master Trust Indenture, pending revenue bond sales, etc.). Provide legal counsel to State Water Board members and staff related to existing and pending Board policies and policy implementation documents, including funding program guidelines or process documents, regulations, memoranda of understanding, etc. Collaboratively engage with stakeholders, state and federal agencies, and other interested parties and funding partners.
15%	Review petitions relative to the Underground Storage Tank Cleanup Fund or Local Assistance Oversight Program or other challenges or input to funding decisions and provide recommendations to the Deputy Director of the Division of Financial Assistance or the Executive Director based on these reviews. Prepare and present proposed policy documents to the State Water Board at workshops and business meetings.

Marginal Functions (Including percentage of time):

5%	Assist the Office of Chief Counsel and Water Board members and staff 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%	Develop and maintain expertise in public finance, bond law, contracts, general environmental, administrative, and other laws that apply to Water Board practice through self-education, training attendance, and interaction with other State Water Board counsel.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand for long periods of time, type on a keyboard, and to participate in virtual meetings, for extended periods of time. The job also requires the ability to participate in internal in-person meetings, public meetings, and court proceedings.

Typical Working Conditions:

The attorney works in a fast-paced professional environment. The typical 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 is required within the State to attend board meetings, court hearings, and other types of in-person meetings. Travel may last more than one day and require overnight stays.

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