



Classification: Attorney III
Position Number: 880-350-5795-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-350-008	Classification Title: Attorney III	Position Number: 880-350-5795-XXX
Incumbent Name: Vacant	Working Title: Hearing Officer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R02
Division/Office: Administrative Hearings Office		Section/Unit:
Supervisor's Name: Nicole Kuenzi		Supervisor's Classification: Chief Counsel I, Career Executive Assignment (C.E.A.)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction from the Chief Counsel I, C.E.A. 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
The hearing officer conducts water right hearings, which includes drafting case management documents, issuing rulings, overseeing the conduct of administrative hearings, drafting detailed decisions and orders and presenting those decisions and orders to the State Water Board. The hearing officer may also assist other more senior hearing officers with the tasks described above in complex water right hearings and performs other research and writing assignments as requested by the senior hearing officers.



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Essential Functions (Including percentage of time):

40%	Serve as the hearing attorney for water right hearings, including statutorily designated hearings for the Administrative Hearings Office and hearings referred by or coordinated with the State Water Board. Serving as the attorney for a water right hearing includes conducting pre-hearing case management, overseeing alternative dispute resolution, issuing pre-hearing rulings and orders, ruling on evidentiary objections, and overseeing the conduct of the administrative hearing. The incumbent is expected to work with significant independence and exercise good judgment as to when to seek direction from a more senior attorney or the Chief Counsel, C.E.A.
30%	Author detailed decisions and orders addressing the legal and factual issues raised in hearings in which the incumbent serves as the attorney hearing officer or prepares draft decisions and orders in matters in which the Administrative Hearings Office is supporting the State Water Board in a water right proceeding. The incumbent is expected to work with significant independence and exercise good judgment as to when to seek direction from a more senior attorney or the Chief Counsel I, C.E.A.
25%	Assist other attorney hearing officers within the Administrative Hearings Office by serving as additional legal support for the most complex hearings conducted by the Office. Prepare legal memoranda on water rights, administrative law, due process, and other legal issues to support the functioning of the Administrative Hearings Office; assist with the drafting of legislative measures and departmental rules and regulations.

Marginal Functions (Including percentage of time):

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 at desk, participate in Teams meetings and Zoom web-conferences, utilize a phone, and type on a keyboard for extended periods of time.

Typical Working Conditions:

The incumbent works on the 19th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.



Classification: Attorney III
Position Number: 880-350-5795-XXX

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
Nicole Kuenzi		
Employee Name	Employee Signature	Date



Classification: Attorney
Position Number: 880-350-5778-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-350-008	Classification Title: Attorney	Position Number: 880-350-5778-XXX
Incumbent Name: VACANT	Working Title: Hearing Officer	Effective Date:
Tenure: Permanent	Time Base: Full-Time	CBID: R02
Division/Office: Administrative Hearing Office		Section/Unit:
Supervisor's Name: Nicole Kuenzi		Supervisor's Classification: Chief Counsel I, CEA

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general supervision of the 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.
Position Description
The hearing officer conducts water right hearings, which includes drafting case management documents, issuing rulings, overseeing the conduct of administrative hearings, drafting detailed decisions and orders, and presenting those decisions and orders to the State Water Board. The hearing officer also assists other, more senior hearing officers with the tasks described above in complex water right hearings and performs other research and writing assignments as requested by the senior hearing officers.
Essential Functions (Including percentage of time):



Classification: Attorney
Position Number: 880-350-5778-XXX

45%	Assists other hearing officers in the administration of proceedings before the AHO. Tasks include: review, analyze, interpret, and apply laws, court decisions, State Water Board decisions and orders, and other legal authorities in the preparation of proposed orders, opinions, and briefs; prepare legal documents, memoranda, digests, summaries, and reports; evaluate evidence; assist in and hold hearings; assist with investigations; assist with the drafting of legislative measures and departmental rules and regulations; and conduct legal research.
25%	Serves as the hearing officer for water right hearings: conduct pre-hearing case management, oversee alternative dispute resolution, issue pre-hearing rulings and orders, rule on evidentiary objections, and oversee the conduct of the administrative hearing.
25%	Authors detailed decisions and orders addressing the legal and factual issues raised in the hearings over which the hearing officer presides, or prepares or assists in the preparation of draft decisions and orders in matters in which the Administrative Hearings Office is supporting the State Water Board, and presents the proposed decision or order to the State Water Board for its consideration.

Marginal Functions (Including percentage of time):

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 at desk, participate in Teams meetings and Zoom web-conferences, utilize a phone, and type on a keyboard for extended periods of time.

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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
Nicole Kuenzi		
Employee Name	Employee Signature	Date