



Classification: Attorney
 Position Number: 880-220-5778-201

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-220-051	Classification Title: Attorney	Position Number: 880-220-5778-201
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: State Board Water Quality and Administration Branch/State Board Water Quality
Supervisor's Name: Phil Wyels		Supervisor's Classification: Attorney, Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval: <i>Jennifer Friedman</i>	Date: 03/09/2026

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 performs legal work in the Office of Chief Counsel and acts as counsel for the State Water Board, and occasionally also for the Regional Water Boards. The Attorney is responsible for providing timely and professional assistance and is required to communicate effectively and manage multiple tasks. Assignments include advising and representing the Water Boards in hearings and negotiations, reviewing orders and planning documents, conducting legal research, drafting and reviewing memoranda, briefs, and decisions, reviewing proposed legislation, developing strategy and tactics in administrative disputes and litigation, and advising board members and management on an ongoing basis on water quality law, procedural rules governing board proceedings, and public law, including ethical rules and records management and production obligations.



Essential Functions (Including percentage of time):	
30%	Provide legal advice regarding all facets of water quality and administrative law applicable to the State Water Board, working under the direction of an Assistant Chief Counsel and/or a lead attorney. Advise the State Water Board, management and staff regarding the legal application and interpretation of substantive and procedural subject areas. Make recommendations to the Water Board members and staff regarding water quality control plans and policies and permits, sometimes dealing with evolving areas of law. Review and draft water quality control plans and state policies for water quality control, waste discharge requirements, correspondence, and California Environmental Quality Act (CEQA) documents or substitute environmental documents. Draft formal and informal legal opinions in response to inquiries from members of the State Water Board, staff, and the public related to substantive and procedural law.
30%	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.
10%	Advise State Water Board members and management in briefings, working under the direction of an Assistant Chief Counsel and/or a lead attorney. Advise the State Water Board and/or staff at board meetings, administrative hearings before the State Water Board, and in meetings with agencies, waste dischargers, and members of the public. Participate in pre- and post-hearing practice and procedure, including discovery, procedural motions, formal presentation of evidence, cross-examination, rebuttal, and briefs.
Marginal Functions (Including percentage of time):	
10%	Assist the Attorney General's Office in litigation. Attend court proceedings with the assigned Deputy Attorney General.
10%	Develop and maintain expertise in water quality, general environmental, administrative, and other laws that apply to State Water Board practice through self-education, training attendance, and interaction with other attorneys in the Office of Chief Counsel.
5%	Travel to Water Board meetings and office(s), as well as for other administrative and judicial proceedings, settlement negotiations, trainings, and meetings.
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