

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Attorney III		DWR POSITION NUMBER 0134-5795-090	SAP POSITION NUMBER 50000062	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive/Office of the General Counsel	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R02				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Rachel Taylor	SUPERVISOR'S CLASSIFICATION Attorney, Assistant Chief Counsel	
APPROVED BY (Personnel Analyst's Name) Amanda Herman			DATE 5/28/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under the general direction of the Assistant General Counsel in the Office of the General Counsel (OGC) for the Department of Water Resources (DWR), the incumbent performs legal work in multiple areas of law including public policy laws, real property law, water law, environment law, administrative law, and contracts and participates in legal negotiations. The incumbent advises the Director of the Department of Water Resources (DWR), other DWR executive management, and DWR program management and staff about complex and sensitive cases and/or matters involving opposing counsel with a high level of specialization. The incumbent under the general direction of the Assistant General Counsel and/or a senior legal attorney, will have contact with members of the legislature, high level governor appointees, constitutional officers, and the general public.</p> <p>ESSENTIAL FUNCTIONS The incumbent works effectively under pressure and maintains consistent, regular, and predictable attendance. This position will require travel to represent DWR. The specific essential functions include but are not limited to the following:</p> <p>45% Exercise broad discretion while providing effective independent confidential and sensitive written and oral legal advice and analysis, and other legal services, to the Department associated with advice and opinions to DWR staff and other agencies on legal and policy questions in meetings, written opinions and by telephone relating to all aspects of real property acquisition, management and disposal, including easements, conservation easements, operation and maintenance, encroachments, temporary entry permits, utility relocation, mineral rights, gas wells, and permitting.</p> <p>25% Analyze, interpret, and advise the Department regarding compliance with eminent domain laws, general obligation bond laws as it applies to real estate acquisition and disposition, inverse condemnation, property management, and other applicable laws and fiscal agreements. This includes preparing and reviewing program guidelines, acquisition plans, appraisals, title reports,</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Rachel Taylor		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) VACANT		EMPLOYEE'S SIGNATURE ➤		DATE

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Cont'd	<p>endowments, conservation banks, natural community conservation plan (NCCP), habitat conservation plan (HCP), regional conservation investment strategies (RCIS), legal contracts and memos, assisting with all real estate activities, and reviewing draft and final environmental documents.</p>		
15%	<p>Work with DWR and other agencies, including regulatory agencies to help manage and draft contracts and related documents to carry out restoration and mitigation projects necessary for DWR programs. Prepare and review correspondence, reports and other documents prepared by DWR staff and other agencies and provide legal advice and services as required, including those related to the Healthy Rivers and Landscapes and flood control programs. Position requires experience with administrative hearings, including serving from time to time as an impartial advisor to staff as needed. 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. This may also include being the primary DWR contact for any litigation associated with projects or real estate issues. Preparation and review for such appearances and attendance, and the appearance and attendance itself and providing legal advice as described above may require travel and overnight stays.</p>		
10%	<p>Analyze state and federal legislation and participate in legislative hearings regarding legislation that may affect DWR's operations and programs; draft regulations and related rule-making documents relating to DWR programs.</p>		
5%	<p>California Public Records Act - In coordination with the Department's lead Public Records Act attorney, participate in, assist, or lead, efforts to review and respond to California Public Records Act requests in a timely and efficient manner.</p>		
	<p>This duty statement represents a current and 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.</p>		
	<p>SPECIAL REQUIREMENTS</p>		
	<p>May be required to travel on short notice and overnight lodging may be required on some trips.</p>		
	<p>The incumbent should have knowledge of principles of real property, eminent domain law, contracts related to real property (i.e. purchase and sale agreements, temporary entry permits, licenses, encroachment permits, easements), the Uniform Relocation Act, and the State Administrative Manual.</p>		
	<p>The incumbent should have knowledge and experience working with various state, federal, and local agencies, including, but not limited to, the State Water Resources Control Board, CA Water Commission, Central Valley Flood Protection Board, Regional Water Quality Control Boards, the California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, National Marine</p>		

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Cont'd	<p>Fisheries Service, U.S. Bureau of Reclamation, Delta Stewardship Council, Delta Conservancy, Delta Protection Commission, U.S. Army Corps of Engineers, resource conservation districts, reclamation districts, Delta counties, and the state and federal water contractors.</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 1.</p>		