

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Attorney III		DWR POSITION NUMBER 0133-5795-x9x	SAP POSITION NUMBER 50045230	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION Executive/Office of the General Counsel	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: ☐		Supervisory Related BU: ☐	Confidential Related BU: ☒	Rank and File BU: R02
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Karen Joelson	SUPERVISOR'S CLASSIFICATION Attorney, Assistant Chief Counsel	
APPROVED BY (Personnel Analyst's Name) Nicole Ibarra			DATE 5/4/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under the general direction of the Assistant General Counsel, the incumbent, exercising independent judgment with broad discretion and consistent with good customer service practices, performs duties related to the Office of the General Counsel's (OGC) legal support of the Division of Human Resources (DHR), the Office of Civil Rights (OCR), and The Internal Audits Office (IAO) at the Department of Water Resources (DWR). The incumbent provides legal advice with a high level of specialization to DWR executive management, program management, and staff about complex and sensitive cases and/or matters involving opposing counsel. The incumbent, under the general direction of the Assistant General Counsel and/or a senior attorney, may have contact with members of the legislature, gubernatorial appointees, constitutional officers, and the general public. ESSENTIAL FUNCTIONS The incumbent works effectively under pressure, maintains consistent, regular, and predictable attendance. The specific essential functions include but are not limited to the following: Provide legal advice to, consult with, and perform legal work for DWR executive management, program management, and staff. With broad discretion, exercising independent judgement with minimal supervision, manages, coordinates, and conducts complex and sensitive investigations on behalf of DWR, working in conjunction with the OCR, IAO, and DHR. Efficiently and effectively manages a complex caseload of investigation matters. Performs legal and factual research relevant to investigation matters; gathers relevant information; and conducts interviews. Analyze the policies and evidence to prepare thorough, high-quality written investigation reports under significant time pressure and tight deadlines. Provide oral reports to management regarding investigations. Review investigations performed by others. Act as a subject matter expert and lead with respect to these duties. Providing legal advice as described above may require travel and overnight stays to attend some meetings in-person in various DWR locations, including some remote locations, across California.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Karen Joelson		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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Attorney III		0133-5795-x9x		50045230	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
VACANT		TBD	Executive/Office of the General Counsel		
Percent of Time	Activity				
25%	Advise and consult with DWR management, DHR, Labor Relations, Employee Health Services, and OCR on issues related to employment law, including employee discipline, wage and hour law, benefits law, labor law, conflicts of interest, and ethics. Conduct these duties using broad discretion, exercising independent judgment with minimal supervision. Act as a lead with respect to these duties. Provide legal guidance on the more difficult and complex employment law issues, including providing legal advice and assistance to the Department's Director, Deputy Directors, and organizational managers. Review work of and advise other staff attorneys on employment issues. Provide training to managers and supervisors regarding employment related matters. Draft legal memorandum regarding employment policies, procedures and development for managerial staff including the Assistant General Counsel and the General Counsel. Draft memorandum regarding conflict of interest and ethics issues.				
10%	Assist and direct the Attorney General's Office or outside counsel in complex and sensitive labor and employment, contract, tort, and other employment related administrative hearings and litigation. Work includes preparation or review of pleadings, briefs, and declarations, and participating in court hearings in state and federal court. Participate in formulating DWR policy and litigation strategy in these and other cases. Represent DWR before adjudicative bodies in cases in which the Attorney General has a conflict of interest. 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.				
10%	Based on existing expertise and exercising broad discretion, analyze and prepare complex and sensitive documents including pleadings, legislation, policies, and regulations to understand, evaluate, and formulate responses to complex and sensitive legal issues such as performance management, civil service requirements, and Labor Code Compliance. Review, evaluate, and update DWR's Key Policies and other DWR and state policies. Consider impacts to current and/or future California residents; federal and/or local financial, legal, or policy issues; and state finances. Conduct these duties with broad discretion and while exercising independent judgment with minimal supervision.				
5%	Draft bill analyses; review responses to correspondence, regulations, or other documents related to the incumbent's assignments; and perform other duties as required consistent with OGC's needs.				
5%	California Public Records Act - In coordination with DWR's Public Records Act attorney, participate in, assist with, or coordinate review and response to California Public Records Act requests in a timely and efficient manner.				
	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.				

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<i>Percent of Time</i>	<i>Activity</i>						
Cont'd	SPECIAL REQUIREMENTS May be required to travel on short notice and overnight lodging may be required on some trips. The incumbent should have knowledge of California employment and labor law, regulations, and policies and procedures, the Fair Employment and Housing Act, California state contracting law, regulations, and policies and procedures. The incumbent should have knowledge and experience working with various state, federal, and local agencies, including, but not limited to, the State Personnel Board, the Office of Administrative Hearings, the Department of General Services, the Department of Industrial Relations, the California Superior Court, the Federal District Court, and the Division of Occupational Safety and Health (Cal/OSHA). 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. 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. FINANCIAL DISCLOSURE 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.						