



Classification: Attorney, Assistant Chief Counsel
Position Number: 880-220-5871-002

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-220-XXX	Classification Title: Attorney, Assistant Chief Counsel	Position Number: 880-220-5871-002
Incumbent Name: Vacant	Working Title: Assistant Chief Counsel	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: M02
Division/Office: Office of Chief Counsel		Section/Unit: State Board Water Quality & Administration Branch
Supervisor's Name: Michael A.M. Lauffer		Supervisor's Classification: Career Executive Assignment (C.E.A.), Level C (Chief Counsel)

Human Resources Use Only:

HR Analyst Approval: *Rebecca Fisher-Luna*

Date: 08/10/2026

General Statement

Under the general direction of the Chief Counsel 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 incumbent plans, directs, and reviews work performed by legal staff on issues involving water quality programs, as specified below. The incumbent directly supervises Attorney IIIs, IVs, and Vs involved in the most difficult, complex water quality matters and Attorneys working on similar matters. The incumbent also manages the legal support and administrative functions for the Office of Chief Counsel. In the absence of the Chief Counsel, the incumbent may assume the role of the Chief Legal Counsel to the State Water Board and its Executive Staff.



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Essential Functions (Including percentage of time):

50%	Supervise and manage entry-level, journey-level and senior attorneys who are assigned to the State Water Board's water quality programs and some of the Office of Chief Counsel's administrative staff. Consult with and advise the Division of Water Quality, the Division of Administrative Services, Executive Staff, and Board Members, and supervise attorneys providing consultation and advice on any and all issues that present themselves to the respective divisions, including, but not limited to, questions relating to proceedings involving: petitions for review of Regional Water Board decisions, state policy for water quality control, water quality control plans adopted by the State Water Board, procedural regulations of the State Water Board, and statewide coordination of issues under the Federal Clean Water Act and state Porter-Cologne Water Quality Control Act. Direct legal staff participating in hearings and proceedings in lieu of hearings, and review orders and decisions resulting from those hearings and proceedings. Supervise and review the work of staff providing legal advice, including review of memoranda of law to Board Members, Executive Staff, the Deputy Directors for the Division of Water Quality and the Division of Administrative Services, and other professional and technical employees within the Board on the foregoing issues, as well as related Board matters including the California Environmental Quality Act (CEQA), Administrative Procedure Act (APA), conflicts of interest, open meetings act, and public records issues.
15%	Plan, organize, and direct staff providing legal services and liaison to the Office of the Attorney General in water quality litigation. Review legal research, pleadings, briefs and declarations; assist Office of the Attorney General in formulating litigation strategy and advise the Board on policy decisions in these cases.
10%	Coordinate with other Assistant Chief Counsels to ensure awareness of water quality actions that may impact their areas of responsibility. Participate in Deputy Management Committee (DMC) and Management Coordination Committee (MCC), as appropriate, to communicate cross-cutting water quality legal topics that may impact other divisions and offices of the State Water Board and the Regional Water Boards.
10%	Oversee staff providing advice and participating in legislative and administrative hearings on legislation and regulations relating to water quality; assist in support or opposition efforts regarding such legislative proposals; analyze legislation enacted in these fields.
10%	Oversee the Office of Chief Counsel's administrative and support staff to ensure that all attorneys have appropriate support to complete projects, including filings and correspondence.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required, including acting as Chief Counsel in their absence.
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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, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain during site visits.

Typical Working Conditions:

The incumbent works in an assigned office in a high-rise office building in downtown Sacramento, and as necessary for presentations at board meetings, depositions, court appearances or other matters requiring participation. The work schedule is Monday through Friday, and as necessary for the foregoing, including occasional evening and weekend work to meet deadlines. Evening work may be necessary for participating in public hearings. Travel may be required within and outside the state.

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