



Classification: Attorney Supervisor
Position Number: 880-220-5749-001

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-220-XXX	Classification Title: Attorney Supervisor	Position Number: 880-220-5749-001
Incumbent Name: Vacant	Working Title: Attorney Supervisor	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S02
Division/Office: Office of Chief Counsel		Section/Unit: Water Rights and Drinking Water/Water Rights & Groundwater Management
Supervisor's Name: Andy Sawyer		Supervisor's Classification: Attorney, Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval: <i>Debra Fisher-Lun</i>	Date: 09/25/2026

General Statement
Under the general direction of an Attorney, Assistant 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 Attorney Supervisor assists an Attorney, Assistant Chief Counsel in planning, organizing, directing, and coordinating the work of a legal staff assigned to water rights, focusing on groundwater management. The Attorney Supervisor acts for the Attorney, Assistant Chief Counsel as needed and confers with management on matters of policy and procedure. The Attorney Supervisor supervises a group of subordinate attorneys and graduate legal assistants who perform a wide variety of legal work, with varying levels of complexity and independently handles complex and sensitive legal cases.



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Essential Functions (Including percentage of time):

35%	Serve as the lead attorney for a legal team working on groundwater management. Duties of the team include participating in the preparation of State Water Board declarations of groundwater basins as probationary, interim groundwater management plans, related water right orders and decisions, legal opinions administrative regulations, and legislation. Provide legal advice directly to Board members, the Executive Director, the Chief Deputy Director, the Deputy Director of the Division of Water Rights, the Director of the Office of Sustainable Groundwater Management, and division and office project managers and program managers on groundwater management issues.
35%	Supervise water right assignments, including both groundwater management assignments and other water right and water quality-related assignments. Make and track assignments, provide guidance, review and edit written work, and prepare performance evaluations.
15%	Provide legal services and liaison to the Attorney General's Office in litigation involving groundwater management or matters arising out of administrative proceedings. Prepare or review pleadings, briefs, and declarations, and participate in court hearings in state and federal court. Participate in formulating Board policy and litigation strategy in these and other cases. Represent the Board before the Superior Court in cases in which the Attorney General has a conflict of interest or where the Board is participating as referee or special master.
10%	Assist the Office of Chief Counsel and the client board, divisions, and offices 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.

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, including drafting legal documents and participation in virtual meetings, for extended periods of time. The job also requires the ability to participate in public meetings and court proceedings.

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. 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 within the state may be required.

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
Andy Sawyer		
Employee Name	Employee Signature	Date