



Classification: Attorney IV
Position Number: 880-260-5780-030

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-260-012	Classification Title: Attorney IV	Position Number: 880-260-5780-030
Incumbent Name: Vacant	Working Title: Attorney IV	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R02
Division/Office: Office of Enforcement		Section/Unit: Regional Water Board Programs Legal Branch
Supervisor's Name: David Boyers		Supervisor's Classification: Assistant Chief Counsel

Human Resources Use Only:

HR Analyst Approval: *Rebecca Ramirez*

Date:

General Statement

Under the general direction of an 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 IV acts as a legal advisor to both the State Water Board and the nine Regional Water Quality Control Boards (Water Boards) in all matters relating to enforcement. The position requires frequent adversarial engagement with the regulated public, stakeholders, non-governmental organizations, and other government agencies. The Attorney IV handles complex administrative enforcement including adjudicative hearings and settlement negotiations and frequently works with the Attorney General's Office on civil litigation on behalf of the Water Boards.



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Essential Functions (Including percentage of time):

50%	Develops and implements strategies for, and acts as lead prosecutor for the most complex and sensitive administrative civil liability cases and cleanup and abatement cases before the State and Regional Water Boards. Performs legal analysis of a broad range of legal concepts, including those arising under the Water Code, Health and Safety Code, Corporations Code, Civil Code, Code of Civil Procedure, Government Code and Fish and Game Code, in addition to other statutes and regulations, including CERCLA, the Hazardous Substances Accounting Act, CEQA, and local land use and zoning codes. Coordinates legal and technical strategies with other federal, state and local prosecutors and agencies as needed. Responds to inquiries from the Governor's Office, Legislature and other state, local or federal agencies regarding the most complex and sensitive enforcement matters.
20%	Direct and advise investigatory staff to develop and maintain competent and admissible evidence for civil and criminal judicial proceedings, and for administrative quasi adjudicatory proceedings, all of the greatest difficulty, both generally, and in the context of specific enforcement actions so as to assure consistent production of favorable results.
20%	Serve as an advisor to the Attorney General's Office on the development of legal strategies for investigating and adjudicating judicial enforcement cases for water quality violations, as well as cases involving professional negligence, false claims, and fraud. Assist the Attorney General's Office with substantive issues relating to the appropriate criminal or civil charges, discovery plans and strategy, preparation of witnesses and drafting of briefs and pleadings in enforcement cases.

Marginal Functions (Including percentage of time):

10%	Review proposed legislation and advise Water Board management, the Governor's Office and other state or local agencies about the highly specialized field of enforcement and the enforceability of programs administered by the Water Boards. Engage with stakeholders through open forums or workshops, Board hearings, conferences or additional avenues presented in order to convey the general vision of the Water Board.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone and a keyboard for extended periods of time. Ability to lift 25 pounds to retrieve files and/or documents.



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Typical Working Conditions:

The incumbent's headquarters are located on the 23rd floor of a high-rise building in downtown Sacramento, where the incumbent will have access to an enclosed, temperature-controlled, smoke-free office. The incumbent works a hybrid in-office/at-home schedule and is required to be in the office based on operational need determined by Office of Enforcement (OE) management. Regular and consistent attendance—whether office-based or remote-centric—is essential to the successful performance of this position. Occasional travel to attend project-related meetings, public meetings, public hearings, and site visits is required. Some travel may 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