Classification: Attorney III
Position Number: 880-220-5795-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-220-010	**Classification Title:** Attorney III	**Position Number:** 880-220-5795-XXX
Incumbent Name: Vacant	**Working Title:** Attorney III	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R02
Division/Office: Office of Chief Counsel	**Section/Unit:** Regional Board Branch 1	
Supervisor's Name: Stephanie Yu	**Supervisor's Classification:** Attorney, Assistant Chief Counsel	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 10/28/2026

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 Water Boards' Strategic Plan, the Attorney III 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 III performs the more complex legal work in the Office of Chief Counsel, with broad discretion and minimal supervision. The Attorney III acts as counsel for the Regional Water Boards, and occasionally also for the State Water Board. The Attorney III is responsible for providing timely and professional assistance and is required to communicate effectively and manage multiple tasks. Assignments include independently advising and representing the Water Boards in hearings and negotiations, reviewing orders and planning documents, conducting legal research, drafting and reviewing memoranda, briefs, and decisions, reviewing proposed legislation, developing strategy and tactics in administrative disputes and litigation, and advising board members and management on an ongoing basis on water quality law, procedural rules governing board proceedings, and public law, including ethical rules and records management and production obligations.

Essential Functions (Including percentage of time):	
30%	Provide legal advice to the Executive Officer and staff regarding the legal application and interpretation of more complex substantive and procedural subject areas. In close consultation with the Executive Officer and Regional Water Board management, independently manage the legal workload of the region. Make recommendations to the Executive Officer and regional water board members regarding controversial permits and enforcement orders, frequently dealing with evolving areas of law. Independently draft legal briefs defending the regional water board against complex and sensitive administrative petitions before the State Water Board. Independently review and re-draft enforcement orders, waste discharge requirements, basin plan amendments, correspondence, and other Regional Water Board decisions, actions, and products. Draft formal and informal legal opinions in response to inquiries from members of the Regional Water Board, staff, and the public related to the more complex areas of substantive and procedural law.
25%	Assist the Chair in conducting the more complex administrative hearings. Advise Regional Water Board members in private meetings and public hearings without direct supervision. Represent the Regional Water Board or prosecution staff at board meetings, administrative hearings before the State Water Board and other agencies, and in meetings with agencies, waste dischargers, and members of the public. Participate in pre- and post-hearing practice and procedure, including discovery, procedural motions, formal presentation of evidence, cross-examination, rebuttal, and briefs.
15%	Assist the Attorney General's Office in briefing the more complex issues of water quality law and developing legal strategy. Attend court proceedings to assist the assigned Deputy Attorney General.
15%	Assist the Office of Chief Counsel and Water Board members and staff 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%	Develop, maintain, and share expertise in the more complex water quality, general environmental, administrative, and other laws that apply to Water Board practice through self-education, training attendance, and interaction with other attorneys in the Office of Chief Counsel. Provide training to Water Board members, staff, and other attorneys. Assist other attorneys with legal research and analysis. Assist in mentoring more junior attorneys.
5%	Travel to Water Board meetings and office(s), administrative and judicial proceedings, settlement negotiations, trainings, and meetings.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand for long periods of time, use a keyboard, and participate in virtual meetings, for extended periods of time. The job also requires the ability to participate in person at internal and external meetings, public meetings, and court proceedings.

Typical Working Conditions:

The Attorney III works in a fast-paced professional environment. The typical 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 is required within the State to attend board meetings, court hearings, and other types of in-person meetings. Travel may last more than one day and 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

Classification: Attorney
Position Number: 880-220-5778-XXX

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-220-010	**Classification Title:** Attorney	**Position Number:** 880-220-5778-XXX
Incumbent Name: Vacant	**Working Title:** Attorney	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full-Time	**CBID:** R02
Division/Office: Office of Chief Counsel	**Section/Unit:** Regional Board Branch 1	
Supervisor's Name: Stephanie Yu	**Supervisor's Classification:** Attorney, Assistant Chief Counsel	

Human Resources Use Only:	
HR Analyst Approval:	**Date:** 10/28/2026

General Statement

Under the direction of an Attorney, Assistant Chief Counsel, and consistent with good customer service practices and the goals of the State and Regional Water Boards' Strategic Plan, the Attorney 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 performs legal work in the Office of Chief Counsel and acts as counsel for the Regional Water Boards, and occasionally also for the State Water Board. The Attorney is responsible for providing timely and professional assistance and is required to communicate effectively and manage multiple tasks. Assignments include advising and representing the Water Boards in hearings and negotiations, reviewing orders and planning documents, conducting legal research, drafting and reviewing memoranda, briefs, and decisions, reviewing proposed legislation, developing strategy and tactics in administrative disputes and litigation, and advising board members and management on an ongoing basis on water quality law, procedural rules governing board proceedings, and public law, including ethical rules and records management and production obligations.

CALIFORNIA Water Boards

Classification: Attorney
Position Number: 880-220-5778-XXX

Essential Functions (Including percentage of time):	
40%	Provide legal advice regarding all facets of water quality and administrative law applicable to the Regional Water Boards, working under the direction of an Assistant Chief Counsel and/or a lead attorney. Advise the Executive Officer and staff regarding the legal application and interpretation of substantive and procedural subject areas. Make recommendations to the Executive Officer and Regional Water Board members regarding permits and enforcement orders, periodically dealing with evolving areas of law. Review and re-draft enforcement orders, cleanup orders, waste discharge requirements, basin plan amendments, correspondence, and California Environmental Quality Act (CEQA) documents or substitute environmental documents. Draft formal and informal legal opinions in response to inquiries from members of the Regional Water Board, staff, and the public related to substantive and procedural law.
15%	Assist the Chair in conducting pre-hearing conferences and administrative hearings. Advise Regional Water Board members in private briefings, working under the direction of an Assistant Chief Counsel and/or a lead attorney. Advise the Regional Water Board and/or staff at board meetings, administrative hearings before the State Water Board, and in meetings with agencies, waste dischargers, and members of the public. Participate in pre- and post-hearing practice and procedure, including discovery, procedural motions, formal presentation of evidence, cross-examination, rebuttal, and briefs.
15%	Assist the Office of Chief Counsel and Water Board members and staff 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.
10%	Assist the Attorney General's Office in briefing water quality issues. Attend court proceedings with the assigned Deputy Attorney General.
10%	Develop and maintain expertise in water quality, general environmental, administrative, and other laws that apply to Regional Water Board practice through self-education, training attendance, and interaction with other regional water board and State Water Board counsel.
Marginal Functions (Including percentage of time):	
5%	Travel to Water Board meetings and office(s), administrative and judicial proceedings, settlement negotiations, trainings, and meetings.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand for long periods of time, use a keyboard, and participate in virtual meetings, for extended periods of time. The job also requires the ability to participate in internal in-person meetings, public meetings, and court proceedings.	

Typical Working Conditions:
The attorney works in a fast-paced professional environment. The typical 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 is required within the State to attend board meetings, court hearings, and other types of in-person meetings. Travel may last more than one day and 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