JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Attorney	**133-5778-x9x**	**50000115**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT	**TBD**	**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	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Karen Joelson**	**Attorney, Assistant Chief Counsel**

APPROVED BY (Personnel Analyst's Name)	DATE
Nicole Ibarra	**8/25/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Assistant General Counsel and/or the guidance of a senior lead attorney, and consistent with good customer service practices, the incumbent performs legal duties related to the legal support of the Division of Human Resources (DHR), the Internal Audits Office (IAO), the Office of Civil Rights (OCR), and the Division of Business Services (DBS). The incumbent, in coordination with the Assistant General Counsel and/or a senior lead attorney, advises DWR program management and staff about cases and/or matters involving opposing counsel with a high level of specialization.**
	ESSENTIAL FUNCTIONS **The incumbent works effectively under pressure and maintains consistent and predictable attendance. The specific essential functions include but are not limited to the following:**
30%	**Research, analyze, and provide advice on issues related to employment law, including employee discipline, wage and hour law, labor law, conflicts of interest, and ethics, the Information Practices Act, and privacy issues. Draft legal memorandum, letters, motions, petitions, discovery requests and responses, and adverse personnel actions. Represent the department in employment law and personnel matters before the State Personnel Board, California Department of Human Resources hearings, and the Unemployment Insurance Appeals Board. Provide supervisory training to all DWR divisions on employment law matters. These duties may require travel throughout the state of California.**
30%	**Provide advice to and coordinate with OCR, IAO, and DHR regarding investigations, reviewing investigation reports and, when necessary, conducting investigations. Perform legal and factual research relevant to these matters, gather relevant information, and conduct interviews. Analyze the applicable policies and the evidence to prepare thorough written investigation reports. Provide oral reports to management and lead senior attorney.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Karen Joelson	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
VACANT	➢	

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VACANT	**TBD**	**Executive / Office of the General Counsel**

Percent of Time	*Activity*
30%	**Review service agreements, procurement contracts, and architecture and engineering contracts for legal form and sufficiency. Provide advice to DBS and the various programs within DWR regarding contract issues. Research, interpret, and apply statutes, policies and procedures related to contracting.**
5%	**Under the direction of the Assistant General Counsel and/or guidance from the senior lead attorney, write bill analysis, draft and review responses to correspondence, regulations, or other documents related to personnel and employments matters and contracting.**
5%	**California Public Records Act - In coordination with DWR's Public Records Act attorney, participate in and assist efforts to review and respond to California Public Records Act requests in a timely and efficient manner.**

This duty statement represents a current and an 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.

SPECIAL REQUIREMENTS
Must possess a valid California driver's license. May be required to travel on short notice and overnight lodging may be required on some trips.

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.