Duty Statement

Organization	Name
Salton Sea Conservancy	Vacant
Position Number	**Effective Date**
529-001-5780-001	11/23/2026
Classification Title	**Working Title**
Attorney IV	General Counsel, Salton Sea Conservancy
CBID	**Supervisor**
R02	Executive Officer, Salton Sea Conservancy

Position Description

Under the general direction of the Executive Officer of the newly established Salton Sea Conservancy (Conservancy), the Attorney IV independently performs sensitive and complex legal work for the Conservancy. The Attorney IV will serve as the in-house counsel for all legal matters. The position is expected to perform this work with minimal supervision and exercise independent and sound judgment when interacting with federal, state, and local agencies, and stakeholders.

The Attorney IV will play a critical role in facilitating the transition of completed restoration, mitigation, and public access projects under the Salton Sea Program (SSP) to Conservancy operation and management. The Attorney IV must be familiar with state laws, regulations, policies, and procedures related to public contracting and procurement, personnel matters, real estate, conflicts of interest, public meetings, and other general matters that apply to state agencies. Additionally, the position must have a working knowledge of the organization and functions of California state government, including the responsibilities of various control agencies. Some current knowledge of public financing laws and processes will be helpful.

Essential Functions

The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

30% Conduct in-depth research and analysis and provide oral and written legal advice to Conservancy staff, the Executive Officer and 22-member public Governing Board regarding matters in all substantive Conservancy areas. Apply knowledge of

California and federal law, including land use, real property, contracts, and environmental law to independently advise on legal issues associated with implementation, operation, and maintenance of natural resource enhancement, restoration, mitigation and public access and recreation projects, including multi-jurisdictional and multipurpose projects implemented on lands having diverse ownership in a complex regulatory environment. Draft and review complex agreements involving the acquisition, holding, and management of land and water rights. Advise on the legal terms and conditions of interagency memoranda of understanding (MOUs), service contracts, and land access agreements required to carry out operations, maintenance, and restoration.

25% Provide legal guidance to, and assist staff with, drafting, reviewing, and approving rules, regulations, and grant guidelines. Provide legal advice to staff regarding Conservancy solicitation, selection, awarding, and management of grants funded by general obligation bonds or other sources of funding. Oversee legal compliance related to the Conservancy's role in managing restoration, mitigation, and public access projects, including tribal consultation. Provide legal advice on public engagement, transparency, and stakeholder processes related to the Conservancy's public outreach programs.

20% Lead legal support for the development and adoption of bylaws, governance policies, and board procedures. Attend all meetings of the Conservancy Board. Provide advice to the Board to ensure that the meeting is conducted consistently with legal requirements, including the Bagley-Keene Open Meeting Act; and provide advice on parliamentary or other procedural issues that may arise. Provide the Conservancy's Privacy Officer and Conservancy staff with advice on compliance with the Public Records Act and Information Practices Act as well as statutory provisions and administrative regulations governing the management of confidential or sensitive information. Respond to Public Records Act requests and subpoenas directed to the Conservancy. Review and draft potential legislation that may impact the Conservancy's operations.

10% Provide legal advice on complex and sensitive personnel and administrative matters, including labor relations, incompatible activities, and conflicts of interest.

10% Coordinate with the Office of the Attorney General on all litigation matters involving the Conservancy, including reviewing pleadings, assisting with discovery, and advising on case strategy. Coordinate, collaborate, and provide input to the Conservancy on complex and sensitive litigation and novel legal issues in which the Conservancy has an interest.

5% Support Diversity, Equity, and Inclusion: Participate in professional development training, as well as tasks, training and activities that support programmatic and

workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.

These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Employee/Supervisor Acknowledgement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee
Signature: _____ Date: _____

Print Name: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor
Signature: _____ Date: _____

Print Name: _____