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

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-220-019	**Classification Title:** Attorney	**Position Number:** 800-220-5778-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:** Water Rights and Drinking Water Branch/Water Rights and Groundwater Management Unit	
Supervisor's Name: Tina Leahy	**Supervisor's Classification:** Attorney Supervisor	

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

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 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 reviews, analyzes, interprets, and applies statutes, regulations, court decisions and other legal authorities, prepares legal documents, assists in the presentation of cases in court or before administrative tribunals, and assists in preparing legislation, regulations, plans, and policies.

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Essential Functions (Including percentage of time):	
40%	Provide legal advice to the Division of Water Rights personnel and the State Water Board members. Draft State Water Board orders, decisions and resolutions; draft legal memoranda which consist of legal analysis supported by research; draft administrative regulations, review documents prepared by Division personnel; participate in meetings, conferences, special projects, and study groups; and prepare staff reports to the State Water Board.
15%	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.
15%	Provide legal counsel directly to board staff and management on water quality certification of water development projects, including certification for hydropower relicensing before the Federal Energy Regulatory Commission. Draft regulations and prepare rulemaking file for water quality certification regulations.
15%	Assist the Attorney General in litigation involving the State Water Board, including providing advice and legal research used in preparing points and authority and preparation of declarations. Represent the State Water Board in proceedings before the Federal Energy Regulatory Commission.
10%	Prepare materials for hearings, including the review of all relevant files, past State Water Board decisions and legal issues; advise State Water Board members reviewing proposed orders or decisions or petitions for reconsideration in hearings conducted by Administrative Hearings Office; advise board members sitting as hearing officers and draft the State Water Board order or decision which disposes of the matter for which the hearing was held. These hearings include those related to applications to appropriate unappropriated water, petitions to change existing entitlements, and decisions concerning art. X, § 2 of the California Constitution.
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 Attorney 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 may be within the state.

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