



Classification: Attorney
 Position Number: 880-220-5778-901

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-220-044 & 23-220-045	Classification Title: Attorney	Position Number: 880-220-5778-901
Incumbent Name: Vacant	Working Title: Attorney	Effective Date: April 2024
Tenure: Limited term	Time Base: Full Time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Water Rights and Drinking Water Branch/Water Rights Unit
Supervisor's Name: Tina Cannon Leahy		Supervisor's Classification: Attorney Supervisor

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of an Attorney Supervisor 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
Under direction, 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.
Essential Functions (Including percentage of time):



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40%	Conduct legal research and prepare documents to provide legal advice to the Division of Water Rights personnel and the State Water Board members. Duties include drafting State Water Board orders, decisions, and resolutions, drafting legal memoranda consisting of legal analysis supported by research, drafting administrative regulations, reviewing documents prepared by Division personnel, participating in meetings, conferences, special projects, and study groups, and preparation of staff reports to the State Water Board.
20%	Prepare materials for hearings, including the review of all relevant files, past State Water Board decisions and legal issues, providing advice to State Water Board members sitting as hearing officers and drafting the State Water Board order or decision which disposes of the matter for which the hearing was held. These hearings include those related to curtailments and enforcement of drought related requirements.
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.
10%	Conduct legal research and prepare documents to provide legal advice to Office of Research, Planning and Performance and Division of Water Rights personnel and the State Water Board members. Duties include drafting State Water Board declarations of groundwater basins as probationary, interim groundwater management plans, and related water right orders and decisions, drafting draft legal memoranda consisting of legal analysis supported by research, drafting administrative regulations, reviewing documents prepared by Office and Division personnel; participating in meetings, conferences, special projects, and study groups, and preparing staff reports to the State Water Board.
10%	Assist the Attorney General in litigation involving the State Water Board, including providing legal research used in preparing points and authority and preparing preliminary drafts of declarations.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
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.	



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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
Tina Cannon Leahy		
Employee Name	Employee Signature	Date