



Classification: Attorney III
 Position Number: 880-220-5795-072

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-220-051	Classification Title: Attorney III	Position Number: 880-220-5795-072
Incumbent Name: Vacant	Working Title: Attorney III	Effective Date: June 2024
Tenure: Permanent	Time Base: Full-time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Regional Board Branch 2 or Regional Board Branch 1
Supervisor's Name: Jennifer Fordyce (Regional Board Branch 2) Emel Wadhvani (Regional Board Branch 1)		Supervisor's Classification: Attorney, Assistant Chief Counsel Attorney, Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval:	Date:

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



Under the general direction of an Attorney, Assistant Chief Counsel, 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%	Provides 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 manages the legal workload of the region. Makes recommendations to the Executive Officer and regional water board members regarding controversial permits and enforcement orders, frequently dealing with evolving areas of law. Independently drafts legal briefs defending the regional water board against complex and sensitive administrative petitions before the State Water Board. Independently reviews and re-drafts enforcement orders, waste discharge requirements, basin plan amendments, correspondence, and other Regional Water Board decisions, actions, and products. Drafts 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%	Assists the Chair in conducting the more complex administrative hearings. Advises Regional Water Board members in private meetings and public hearings without direct supervision. Represents 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. Participates in pre- and post-hearing practice and procedure, including discovery, procedural motions, formal presentation of evidence, cross-examination, rebuttal, and briefs.
15%	Assists the Attorney General's Office in briefing the more complex issues of water quality law and developing legal strategy. Attends court proceedings to assist the assigned Deputy Attorney General.
15%	Assists 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%	Maintains and shares expertise in the more complex areas of 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. Assists in mentoring more junior attorneys.
5%	Travels to Water Board meetings and office(s), as well as for other administrative and judicial proceedings, settlement negotiations, trainings, and meetings.
5%	Performs 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, type on a keyboard, and participation 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. 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: 23-220-051	Classification Title: Attorney	Position Number: 880-220-5778-XXX
Incumbent Name: Vacant	Working Title: Attorney	Effective Date: June 2024
Tenure: Permanent	Time Base: Full-time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Regional Board Branch 2 or Regional Board Branch 1
Supervisor's Name: Jennifer Fordyce (Regional Board Branch 2) Emel Wadhvani (Regional Board Branch 1)		Supervisor's Classification: Attorney, Assistant Chief Counsel Attorney, Assistant Chief Counsel

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 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



Under the direction of an Attorney, Assistant Chief Counsel, 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.

Essential Functions (Including percentage of time):

40%	Provides 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. Advises the Executive Officer and staff regarding the legal application and interpretation of substantive and procedural subject areas. Makes recommendations to the Executive Officer and Regional Water Board members regarding permits and enforcement orders, sometimes dealing with evolving areas of law. Reviews and re-drafts enforcement orders, cleanup orders, waste discharge requirements, basin plan amendments, correspondence, and California Environmental Quality Act (CEQA) documents or substitute environmental documents. Drafts 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%	Assists the Chair in conducting prehearing conferences and administrative hearings. Advises Regional Water Board members in private briefings, working under the direction of an Assistant Chief Counsel and/or a lead attorney. Advises 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. Participates in pre- and post-hearing practice and procedure, including discovery, procedural motions, formal presentation of evidence, cross-examination, rebuttal, and briefs.
15%	Assists 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%	Assists the Attorney General's Office in briefing water quality issues. Attends court proceedings with the assigned Deputy Attorney General.

Marginal Functions (Including percentage of time):



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

10%	Develops and maintains 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.
5%	Travels to Water Board meetings and office(s), as well as for other administrative and judicial proceedings, settlement negotiations, trainings, and meetings.
5%	Performs 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, type on a keyboard, and participation 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