



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-220-060	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: Water Rights and Drinking Water Branch/Drinking Water Unit
Supervisor's Name: Andy Sawyer		Supervisor's Classification: Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of and 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
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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45%	Conduct legal research and prepare documents to provide legal advice to Division of Drinking Water personnel and State Water Board members and executive management, primarily focusing on the Safe and Affordable Drinking Water Program, helping ensure that public water systems provide an adequate and affordable supply of safe drinking water. This includes research and preparation of documents for consolidation orders and orders for appointment of an administrator, conducting research and preparing legal opinions on drinking water permitting and enforcement, reviewing petitions for reconsideration of actions of the Division of Drinking Water, and drafting of proposed regulations and legislation.
20%	Conduct legal research and prepare documents to support development and implementation of maximum contaminant levels and other standards for safe drinking water. This includes research and preparation of documents required for rulemaking record, advice on California Environmental Quality Act compliance, and drafting of proposed regulations and legislation.
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%	Assist the Attorney General in litigation involving the drinking water program, including providing legal research used in preparing points and authority and preparing preliminary drafts of declarations.

Marginal Functions (Including percentage of time):

5%	Serves as hearing attorney or prosecuting attorney in adjudicative proceedings involving the drinking water program.
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
Employee Name	Employee Signature	Date