



Classification: Attorney III
 Position Number: 880-220-5795-076

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-220-003	Classification Title: Attorney III	Position Number: 880-220-5795-076
Incumbent Name: Vacant	Working Title: Attorney III	Effective Date: July 2024
Tenure: Permanent	Time Base: Full-Time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Financial Assistance Branch/ Loans & Grants
Supervisor's Name: Anne Hartridge		Supervisor's Classification: Attorney, Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of an 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 III in the Financial Assistance Branch of the Office of Chief Counsel provides legal advice to the State Water Board and to its divisions and offices, primarily, but not exclusively, to the Division of Financial Assistance, the Division of Water Quality, the Office of Legislative Affairs, and the Office of Public Participation.
Essential Functions (Including percentage of time):



40%	Advise State Water Board members and staff related to all stages of complex financial assistance program transactions from initial eligibility through execution and post-execution compliance. Draft or review transactional documents (e.g., grants, loans, installment sale agreements, indentures, liens, decisional file records, etc.) and proposed Board decisions. Correspond and negotiate with outside counsel on complex transactions.
35%	Provide legal counsel to State Water Board members and staff related to existing and pending complex compliance obligations (e.g., federal grant applications, draft federal regulations, legislation, the Master Trust Indenture, pending revenue bond sales, etc.). Provide legal counsel to State Water Board members and staff related to existing and pending Board policies and policy implementation documents, including funding program guidelines or process documents, regulations, memoranda of understanding, etc. Collaboratively engage with stakeholders, state and federal agencies, and other interested parties and funding partners.
10%	With broad discretion and minimal supervision, review petitions relative to the Underground Storage Tank Cleanup Fund or Local Assistance Oversight Program and provide recommendations to the Deputy Director of the Division of Financial Assistance or the Executive Director based on these reviews. Prepare and present proposed orders to the State Water Board at workshops and business meetings.
10%	Assist the State Water Board's funding programs with research, writing, recommendations, review, counsel, and negotiation associated with miscellaneous complex legal issues, including administrative hearings, enforcement actions, Public Records Act requests, litigation matters referred to the Attorney General in matters involving the State Water Board's financial assistance programs, including providing advice and legal research used in preparing briefs and declarations. Participate in person and remotely at State Water Board funding workshops, advisory groups, site visits to rugged terrain, and stakeholder events in various locations throughout the state, including hearing rooms, courtrooms, meeting centers, field sites, and other locations.

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. Navigate uneven, rugged terrain during site visits.

Typical Working Conditions:



Classification: Attorney III
 Position Number: 880-220-5795-076

The Attorney III 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 required 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

Employee Name	Employee Signature	Date



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-220-003	Classification Title: Attorney	Position Number: 880-220-5778-XXX
Incumbent Name: Vacant	Working Title: Attorney	Effective Date: July 2024
Tenure: Permanent	Time Base: Full Time	CBID: R02
Division/Office: Office of Chief Counsel		Section/Unit: Financial Assistance Branch/ Loans & Grants
Supervisor's Name: Anne Hartridge		Supervisor's Classification: Attorney, Assistant Chief Counsel

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General Statement
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Position Description
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Essential Functions (Including percentage of time):



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

40%	Provide legal counsel to State Water Board members and staff on matters related to all stages of financial assistance program transactions from initial eligibility through execution and post-execution compliance. Draft or review transactional documents (e.g., grants, loans, installment sale agreements, indentures, liens, decisional file records, etc.) and proposed Board decisions. Correspond with and present the client's position to outside counsel on transactions.
35%	Provide legal counsel to State Water Board members and staff related to existing and pending compliance obligations (e.g., federal grant applications, draft federal regulations, legislation, the Master Trust Indenture, pending revenue bond sales, etc.). Provide legal counsel to State Water Board members and staff related to existing and pending Board policies and policy implementation documents, including funding program guidelines or process documents, regulations, memoranda of understanding, etc. Collaboratively engage with stakeholders, state and federal agencies, and other interested parties and funding partners.

Marginal Functions (Including percentage of time):

10%	Review petitions relative to the Underground Storage Tank Cleanup Fund or Local Assistance Oversight Program and provide recommendations to the Deputy Director of the Division of Financial Assistance or the Executive Director based on these reviews. Prepare and present proposed orders to the State Water Board at workshops and business meetings.
10%	Assist the State Water Board's funding programs with research, writing, recommendations, review, counsel, and negotiation associated with miscellaneous legal issues, including administrative hearings, enforcement actions, Public Records Act requests, litigation matters referred to the Attorney General in matters involving the State Water Board's financial assistance programs, including providing advice and legal research used in preparing briefs and declarations. Participate in person and remotely at State Water Board funding workshops, advisory groups, site visits to rugged terrain, and stakeholder events in various locations throughout the state, including hearing rooms, courtrooms, meeting centers, field sites, and other locations.
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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date