



Classification: Attorney  
 Position Number: 880-350-5778-001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-350-008	<b>Classification Title:</b> Attorney	<b>Position Number:</b> 880-350-5778-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Hearing Officer	<b>Effective Date:</b> October 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R02
<b>Division/Office:</b> Administrative Hearings Office (AHO)		<b>Section/Unit:</b>
<b>Supervisor's Name:</b> Nicole Kuenzi		<b>Supervisor's Classification:</b> Chief Counsel I, CEA

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the supervision of a Chief Counsel I, CEA 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.
<b>Position Description</b>
The Attorney serves as a Hearing Officer for water right hearings, which includes drafting case management documents, issuing rulings, overseeing the conduct of administrative hearings, drafting detailed decisions and orders and presenting those decisions and orders to the State Water Board. The Hearing Officer also assists other, more senior hearing officers with the tasks described above in complex water right hearings and performs other research and writing assignments as requested by the senior hearing officers.
<b>Essential Functions (Including percentage of time):</b>



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45%	Assist other hearing officers in the administration of proceedings before the AHO. Tasks include: review, analyze, interpret, and apply laws, court decisions, State Water Board decisions and orders, and other legal authorities in the preparation of proposed orders, opinions, and briefs; prepare legal documents, memoranda, digests, summaries, and reports; evaluate evidence; assist in and hold hearings; assist with investigations; assist with the drafting of legislative measures and departmental rules and regulations; conduct legal research; and advise staff members regarding the legal effect of rules and regulations, proposed legislative measures, statutory law, court decisions, and administrative actions.
25%	Serve as the hearing officer for water right hearings. Tasks include conduct pre-hearing case management, oversee alternative dispute resolution, issue pre-hearing rulings and orders, rule on evidentiary objections, and oversee the conduct of the administrative hearing.
25%	Author detailed decisions and orders addressing the legal and factual issues raised in the hearings over which the hearing officer presides or prepares or assists in the preparation of draft decisions and orders in matters in which the AHO is supporting the State Water Board and presents the proposed decision or order to the State Water Board for its consideration.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, participate in Teams meetings and Zoom web-conferences, utilize a phone, and type on a keyboard for extended periods of time.	
<b>Typical Working Conditions:</b>	
The primary workplace is on the 15th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office in a smoke-free environment. The default work schedule is Monday through Friday, eight hours per day, but may be revised with approval of the Chief Counsel I, CEA, to allow for an alternate schedule. Occasional travel may be required locally and within the state.	

**Supervisor Statement**



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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