



Classification: Assistant Chief Counsel
Position Number: 880-220-5871-901

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-220-025	Classification Title: Assistant Chief Counsel	Position Number: 880-220-5871-901
Incumbent Name: Vacant	Working Title: Assistant Chief Counsel	Effective Date: November 2024
Tenure: Permanent	Time Base: Full Time	CBID: M02
Division/Office: Office of Chief Counsel		Section/Unit: Financial Assistance Branch
Supervisor's Name: Michael Lauffer		Supervisor's Classification: CEA C (Chief Counsel)

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: 11/08/2024

General Statement	
Under the general direction of the 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 incumbent plans, directs, and reviews the work performed by legal staff who furnish advice to the State Water Board's Division of Financial Assistance, Division of Water Quality, Office of Public Participation, and Division Administrative Services in support of financial assistance programs and contracting. The incumbent directly supervises both Attorney IIIs and IVs involved in the most difficult, complex and high-risk financial cases and Attorneys working on similar matters, as well as Attorney I's. In the absence of the Chief Counsel the incumbent may assume the role of the Chief Legal Counsel to the State Board and Executive Staff.	
Essential Functions (Including percentage of time):	
55%	Supervises and manages entry-level, mid-level, and Senior attorneys who are assigned to the State Water Board's financial assistance programs, including loans, grants, and reimbursement programs; its regulatory programs related to Underground Storage Tanks and



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	drinking water and wastewater operator certification; its SAFER public outreach program; and issues related to the foregoing, including but not limited to programmatic eligibility and compliance issues, the Public Records Act, conflicts of interest, petitions for review to the State Water Board, legislation, and litigation.
25%	Provides direct legal advice to the State Water Board, Executive, and Division management on issues related to the foregoing. Collaboratively engage in person and remotely with stakeholders, state and federal agencies, and other interested parties and funding partners regarding the foregoing.

Marginal Functions (Including percentage of time):

5%	Renders advice on legal issues to the Attorney General's Office regarding financial assistance matters referred to that office for litigation; and represents the State Water Board in financial assistance litigation where the Attorney General's Office cannot.
5%	Supervises and directs Administrative Assistant work in support of the legal office's Financial Assistance Branch, including confidential and sensitive analyst work related to records and contract management, tracking, and accounting, as well as reporting related to the foregoing.
5%	Acts as Chief Counsel in his or her absence.
5%	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 person and remotely in public meetings and court proceedings. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain during site visits.

Typical Working Conditions:

The incumbent 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, and as necessary for the foregoing, including occasional evening and weekend work to meet deadlines, and evening work may be necessary for participating in public hearings. Travel may be required within and outside 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.



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Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date