



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

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-220-035	Classification Title: Attorney, Assistant Chief Counsel	Position Number: 880-220-5871-901
Incumbent Name: Vacant	Working Title: Assistant Chief Counsel	Effective Date: December 2024
Tenure: Permanent	Time Base: Full Time	CBID: M02
Division/Office: Office of Chief Counsel		Section/Unit: Regional Board Branch 1
Supervisor's Name: Michael Lauffer		Supervisor's Classification: CEA C (Chief Counsel)

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: December 20, 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 Water 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 the general direction of the Chief Counsel, the incumbent plans, directs, and reviews the work performed by legal staff who act as counsel to four of the nine Regional Water Boards and occasionally also for the State Water Board. The incumbent directly supervises attorneys, ranging from the Attorney classification to the Attorney V classification, involved in difficult, complex and high-risk water quality regulatory assignments, and may also directly advise the Regional Water Boards on these matters. The work requires close coordination with the Regional Board Branch 2 Assistant Chief Counsel to ensure consistent advice across regions. In the absence of the Chief Counsel, the incumbent may assume the role of the Chief Counsel to the State Water Board.
Essential Functions (Including percentage of time):



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50%	Supervises and manages entry-level, mid-level, and senior attorneys who are assigned to the Regional Water Boards. The supervised work includes advising and representing the Water Boards in hearings and negotiations, review of orders and planning documents, legal research, drafting and review of memoranda, briefs, and decisions, review of proposed legislation, development of 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.
25%	Provides direct legal advice to the Regional Water Boards on discrete projects and subject matter to supplement the advice of the board counsel, as well as on legal issues related to the appointment of Board members and executive officers. Provides direct legal advice to the Regional Water Boards when their assigned counsel is unavailable or have competing demands.
15%	Renders advice on legal issues to the Attorney General's Office regarding water quality litigation matters referred to that office for litigation. Represents the Regional Water Boards in litigation where the Attorney General's Office cannot. Appears before the State Water Board on behalf of Regional Water Boards during review of petitions.

Marginal Functions (Including percentage of time):

5%	Travels to Water Board meetings and office(s), as well as for other administrative and judicial proceedings, settlement negotiations, training, and meetings.
5%	Performs other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a 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, including travel to such meetings.

Typical Working Conditions:

The incumbent works in a fast-paced professional environment. The incumbent works in an assigned office in a high-rise office building in downtown Sacramento. 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



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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