



Classification: Attorney
 Position Number: 880-260-5778-022

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-260-080	Classification Title: Attorney	Position Number: 880-260-5778-022
Incumbent Name: Vacant	Working Title: Attorney	Effective Date: January 6, 2025
Tenure: Permanent	Time Base: Full Time	CBID: R02
Division/Office: Office of Enforcement		Section/Unit: Regional Water Board Programs Legal Branch/Unit
Supervisor's Name: David Boyers		Supervisor's Classification: Assistant Chief Counsel

Human Resources Use Only:	
HR Analyst Approval: Alexandra Ruiloba-Olah	Date: 01/21/2025

General Statement

Under the 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 acts as a legal advisor to both the State Water Board and the nine Regional Water Quality Control Boards (Water Boards) in all matters relating to enforcement. The position requires frequent adversarial engagement with the regulated public, stakeholders, non-governmental organizations, and other government agencies. The Attorney handles administrative enforcement including adjudicative hearings and settlement negotiations and frequently works with the Attorney General's Office, or other prosecuting entities, on civil litigation and/or criminal prosecutions on behalf of the Water Boards.

The Attorney must have knowledge of: legal principles and their application, legal research methods; rules of evidence and procedure, administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law authority and precedent; and provisions of law administered or enforced by the Water Boards. The Attorney must also have the ability to: analyze legal principles and apply them to administrative and judicial proceedings; perform legal research; prepare and present statements of fact and law, argue clearly and logically in



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written and oral form; draft legal opinions, pleadings, regulations and legislation; negotiate effectively; work cooperatively with a variety of individuals and organizations; communicate effectively and maintain the confidence and respect of others; and work effectively under pressure.

Essential Functions (Including percentage of time):

45%	Pursue legal solutions for violations of laws, regulations, permits, and other requirements implemented by the Water Boards; provide legal expertise and advice to the Water Boards' management relating to prosecution efforts surrounding administrative and judicial enforcement cases. Focus on assisting clients in developing new investigation methods, evidence gathering, and enforcement strategies considering recent decisions by the United States Supreme Court regarding the scope of the Clean Water Act.
25%	Coordinate criminal and civil investigations and enforcement actions with other legal and technical staff, Water Boards' management, Cal/EPA, other Cal/EPA boards, departments and offices, and other state, federal, or local law enforcement.
15%	Assist Water Board management in creating and implementing new policy directives for the Enforcement Program; oversee enforcement activities to ensure that actions are consistent throughout the Water Boards.

Marginal Functions (Including percentage of time):

10%	Speak for the Water Boards before other state and local agencies, and special interest groups on enforcement issues.
5%	Review pending legislation and bill analyses of interest to the Water Boards' enforcement programs and provide assistance to the Water Board's Office of Legislative Affairs.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 25 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to travel throughout the state of California by car and airplane, which may include overnight travel.

Typical Working Conditions:

The incumbent's headquarters are located on the 23rd floor of a high-rise building in downtown Sacramento, where the incumbent will have access to an enclosed, temperature-controlled, smoke-free office. The Office of Enforcement offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Regular and consistent attendance, whether office-based or remote-centric, is essential to the successful performance of this position. Occasional travel to attend project-related meetings, public meetings, public hearings, and site visits is required. Some travel may require overnight stays.



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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