

CHIEF DEPUTY PUBLIC GRARDIAN / PUBLIC ADMINISTRATOR

DEFINITION

Under general supervision of the appointed Public Guardian/Public Administrator plan, coordinate, and conduct the activities and operations of the county's Public Guardian/Administrator Office, including conducting investigations and gathering information on conservatees and proposed conservatees.

DISTINGUISHING CHARACTERISTICS

This is a single position classification within the Health and Human Services Agency. This level is distinguished from the Health and Human Services Agency Case Manager series in that the Chief Deputy Public Guardian has responsibility for directing and organizing a health and human service function(s), and for providing supervision over assigned staff. Incumbents in this classification exercise broad judgment in defining work objectives and determining methods to meet objectives within law, regulations and requirements.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Health and Human Services Director/Public Guardian/Public Administrator, or designee. Receives general or functional supervision from the Health and Human Services Program Manager or Deputy Director; exercises technical and functional supervision over assigned staff members who carry out deputy Public Guardian/Administrator level assignments or other related program services.

EXAMPLES OF DUTIES--Duties may include, but are not limited to, the following:

Trains, motivates, and evaluates the work of Deputy Public Guardian/Administrator; provides or coordinates training; works with employees to correct deficiencies.

Directs, oversees, and participates in the development of the Public Guardian work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and practices.

Public Guardian/Administrator
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 02/03/13
Rev. 11/01/16

Res. #2006-06
Res. #2006-93
Res. #2006-93
Res. #2007-03
Res. #2013-08
Res. #2016-

Manages administrative estate cases.

Receives, reviews, and investigates cases referred for public guardianship; creates and maintains files on those that are accepted; advocates for conservatees on matters of personal and estate affairs.

Arranges for the receipt of all benefits entitled to conservatees or estates; provides case management services for conservatees, including establishing and maintaining their budgets, receiving income, and disbursing funds for the needs and obligations of conservatees.

Prepares case documentation and represents the interest of conservatees in legal and administrative proceedings; coordinates court appearances and testimony with legal counsel; testifies in court.

Interviews proposed conservatees, family friends, neighbors, law enforcement agencies, mental health agencies, etc., to gather information on proposed conservatees' needs, and responds to these needs by developing and implementing service plans.

Arranges for implementation, monitors and revises treatment plans, case services, medical and psychiatric needs; visits conservatees to ensure proper levels of care, treatment, financial and personal needs.

Manages and monitors finances and affairs of conservatees and decedents; invests monies as necessary to yield highest return; arranges and conducts bid sales and auctions; closes estates; opens burial trusts and makes funeral arrangements.

Arranges for the receipt of all benefits entitled to conservatees or estates.

Prepares federal and state income tax returns for conservatees and decedents.

Attends court hearings, staff and family conferences or other scheduled meetings.

Prepares accountings, reports, memos and correspondence.

Organizes and facilitates in-house and inter-agency program meetings, conferences and workshops as required.

Attends and participates in professional groups and committees.

Organizes and facilitates in-house and inter-agency program meetings, conferences and workshops as required.

Keeps Public Guardian/Administrator or designee informed of major problems and issues; analyzes issues, problem solves and recommends solutions.

May serve as public information officer for assigned programs; writing press releases, articles, and participating in interviews for public guardian.

Performs general administrative / bookkeeping work as required, including but not limited to copying and filing documents, reconciling and balancing accounts, processing various forms and reports, entering and backing up computer data, collecting and depositing various fees and payments, etc.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local policies, procedures, laws and regulations

Probate Code, Welfare and Institutions Code, Government Code, and other laws and regulations pertinent to public administration/guardian cases.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Current principles and practices of public guardian and conservator program development and administration.

Methods of property and financial management, inventory and appraisal.

Principles and practices used in administering real and personal property of decedents' estates and conservatees.

Social security, veterans' and welfare systems.

Principles and practices of financial record-keeping and reporting.

Basics of abnormal psychology and individual and group behavior.

Community resources available to the mentally disabled, developmentally disabled and the elderly.

Principles and practices of budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training and performance evaluations.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Effectively administer a variety of Public Guardian /Administrator and Conservator activities.

Identify and respond to public, client and Board of Supervisors' issues and concerns.

Gain cooperation through discussion and persuasion.

Make responsible life decisions for persons unable to properly care for themselves or their finances or who are unable to resist undue influence or fraud.

Deal tactfully and effectively with persons exhibiting symptoms of mental disorder, senility and/or incompetence.

Interpret and apply complex codes, laws and regulations.

Transact complicated financial and business affairs; analyze situations and adopt effective courses of action.

Convert fiscal information fragments into a manageable estate.

Maintain complex financial records and prepare routine and special financial reports and statements.

Gather and analyze information and evaluate situations accurately; draw logical conclusions and adopt or recommend an effective course of action.

Prepare and present clear and concise reports; meet filing deadlines; type with speed and accuracy.

Maintain confidentiality.

Select, supervise, train and evaluate the work of staff.

Administer a budget.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in trust administration, estate management or credit and collection work, investigation, human services and social work that is related to management of persons and estates.

Training:

High school diploma or GED equivalent with additional specialized training in bookkeeping, basic accounting or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, Public Guardian Certification from the California State Association of Public Administrators, Public Guardians and Public Conservators within two years from date of hire.

Must be bondable.

Possession of, or ability to obtain, an appropriate California driver's license.

Classification Code:	1C01
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	392