



# San Joaquin County is recruiting for CHIEF DEPUTY PUBLIC GUARDIAN

## Mission

*The mission of the San Joaquin County Public Guardian is to safeguard the property of Conservatorship cases.*

*The mission of the Public Conservator is to safeguard the lives and property of Conservatees who cannot care for themselves with the least possible restriction of their personal liberties.*

## **Human Resources**

44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: 209-468-3370

**Recruitment  
Announcement:  
1216-RS2033-01  
amended**



## THE POSITION

The San Joaquin County Behavioral Health Services division of Health Care Services Department is recruiting to fill one position in the Public Guardian/Conservator's Office. The Chief Deputy Public Guardian is a single class position reporting directly to the Public Guardian/Conservator and is responsible for overseeing the daily operations of the department. This key management position also has responsibility for ensuring that the checks and balances system pertinent to the operations of the agency is effectively maintained.

The ideal candidate should possess extensive knowledge of conservatorship and estate administration services as specified by the Probate Code and Welfare and Institutions Code.

## THE DEPARTMENT

The Office of the Public Guardian/Conservator is responsible for ensuring both the financial and physical safety of clients who are severely disabled and unable to manage their own affairs and make appropriate decisions for themselves.

A division of the Department of Health Care Services, the Office of the Public Guardian/Conservator is responsible for three primary programs:

- Conservatorship for both Lanterman-Petris-Short Mental Health (LPS) and Probate Conservatorships
- Guardianship Services for minors with significant estate assets
- Representative Payee Services for San Joaquin County Mental Health clients who are unable to manage their financial resources and receive services by Mental Health Case Management.

The department employs twenty-eight full-time staff and has an annual budget of \$3.6 million.

## **BEHAVIORAL HEALTH SERVICES MISSION STATEMENT**

*The mission of San Joaquin County Behavioral Health Services is to partner with the community to provide integrated, culturally and linguistically competent mental health and substance abuse services to meet the prevention, intervention, treatment and recovery needs of San Joaquin County residents.*

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## TYPICAL DUTIES

The Chief Deputy Public Guardian performs management and supervisory work and will perform the following duties to include but not limited to the following:

- ◆ Plans, organizes, prioritizes, and directs the work of department staff; selects, trains, assigns, directs, and evaluates subordinate personnel; analyzes staffing and work flow and adjusts procedures as needed to maximize resource utilization; may act for the Public Guardian/Conservator on matters pertaining to the Office; may have signature authority on various documents such as deeds, contracts, and court documents.
- ◆ Supervises and participates in the operations of the department, including investigating the financial, social, and medical background of persons referred for guardianship or conservatorship; determining appropriateness of guardianship or conservatorship under applicable laws; preparing reports and the provision of testimony and recommendations to the court regarding guardianship or conservatorship referrals; developing financial plans for daily and monthly maintenance needs of conservatees; authorizing payment of bills; arranging for housing, medical care, nursing care, food, and other basic needs; conferring and coordinating with health care, social service, legal agencies, and representatives regarding care of clients.
- ◆ Supervises and participates in the operations related to the locating, securing and inventorying all real and personal property; maintaining accurate records on all assets and liabilities of each conservatee; development of financial resources for payment of care and/or incidental needs of conservatees.
- ◆ Ensures that the policies and procedures related to the system of internal checks and balances are fully implemented; monitors staff for compliance with the checks and balances system; provides quality assurance through random reviews.

## TYPICAL DUTIES, Cont.

- ◆ Supervises and participates in the operations related to the monitoring of the physical, emotional, and fiscal well-being of conservatees and the adequacy and appropriateness of case management activities; reviews financial accountings, individual records and transactions, and other records to ensure appropriate expenditure of conservatee funds for the benefit of the conservatee; visits conservatee by phone and in person to ascertain the appropriateness and adequacy of housing, meals, health care, and related matters.
- ◆ Supervises and participates in the operations related to the management of the real and personal property of conservatees; ensures adequate insurance coverage for real and personal property; arranges for the storage of personal property; negotiates the sale of personal property; arranges for professional financial management of large estates; obtains court authorization to liquidate holdings such as stocks, bonds and other instruments as needed to provide for the care of conservatees.
- ◆ Participates in the planning, development, and implementation of departmental policies and procedures; helps develop automated and other systems to promote efficiency of effort and accuracy of information; develops short and long range goals and objectives as assigned; interprets policies, regulations, and laws for subordinate staff; assures compliance with same; participates in the preparing and monitoring the departmental budget.
- ◆ Prepares case documentation, correspondence, and reports; prepares legal documents, forms, and related paperwork as necessary; maintains case logs and activity updates; oversees the safekeeping of case records and files.
- ◆ Schedules and leads staff meetings; may participate in conferences, seminars, or special training programs; completes special projects as assigned.

For a complete job description, please visit the Human Resources website at:

[www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

## About San Joaquin County

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. Whatever your interest, it can most likely be found here!

## CHIEF DEPUTY PUBLIC GUARDIAN

### COMPENSATION AND BENEFITS

**Annual Base Salary: \$79,872-\$97,115**

The County also offers excellent benefits which includes health insurance, dental and vision insurance plans.

Other benefits also offered by the County include:

- ◆ 1937 Act Retirement Plan with reciprocity with CalPERS
- ◆ 10 days of administrative leave per year
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 holidays per year

For additional information regarding benefits, please visit: [www.sjgov.org/department/hr/benefits](http://www.sjgov.org/department/hr/benefits)



### MINIMUM QUALIFICATIONS

**Note:** Supplemental application must be submitted with regular employment application.

#### **PATTERN I**

**Experience:** One year as a Supervising Deputy Public Guardian in San Joaquin County service.

#### **PATTERN II**

**Education:** Graduation from an accredited college or university with a degree in the social or behavioral sciences or closely related field.

**Experience:** Four years of paid experience performing social casework, probate, criminal or civil investigations or experience managing the personal finances for clients, including two years as a conservator for multiple clients.

#### **AND**

**Certificates:** Effective July 1, 2008, must be certified through the California State Association of Public Administrators, Public Guardians, and Public Conservators (PAPGPC) within four years of appointment under the standards and certification requirements set forth by the PAPGPC and maintain certification while employed in the Public Guardian/Conservator Office.

**License:** Possession of a valid California driver's license.

**Special Requirement:** Must be able to pass a State of California background check.

### APPLICATION SUBMITTAL PROCESS

To apply, a completed application and supplemental questionnaire must be postmarked or received online by the final filing deadline. This recruitment closes on **January 20, 2017**. Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370

Apply Online Today At: [www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)





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## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

1. Do you possess one year of full-time experience as a Supervising Deputy Public Guardian in San Joaquin County service? Yes \_\_\_\_\_ No \_\_\_\_
2. Do you possess a Bachelor's Degree from an accredited college or university, preferably with a degree in the social or behavioral sciences, or closely related field? Yes \_\_\_\_ No \_\_\_\_  
If **yes**, please identify:  
College/University Attended: \_\_\_\_\_  
Discipline/Emphasis: \_\_\_\_\_
3. Please indicate if you possess four years of full-time paid experience in the following areas:  
\_\_\_\_ social casework  
\_\_\_\_ probate, criminal or civil investigations  
\_\_\_\_ managing the personal finances of clients
4. Did your experience include two years of paid experience as a conservator for multiple clients?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Provide the employer, dates of employment, and the specific job duties performed in the area(s) selected.
6. Please provide your valid California Driver's License number, including expiration date:  
\_\_\_\_\_
7. Do you possess current certification through the California State Association of Public Administrators, Public Guardians, and Public Conservators (PAPGPC)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

