

CHIEF DEPUTY PUBLIC GUARDIAN/PUBLIC CONSERVATOR**DEFINITION**

Under general direction, provides coordination, direction and planning for the programs and activities of the Public Guardian/Public Conservator Office; manages the activities of professional and support staff in guardianship, conservatorship, trusts, and Representative Payee activities; acts on behalf of the Public Guardian/Public Conservator during absences.

DISTINGUISHING CHARACTERISTICS

This is a management level class responsible for assisting the Public Guardian/Public Conservator in policy development, program planning, fiscal management, administration and operation of the Public Guardian/Public Conservator division of the Health and Human Services Agency. The incumbent has a great degree of latitude for the exercise of independent judgment and decision-making. The incumbent is responsible for managing day-to-day activities of the division through subordinate supervisors and professional staff. The incumbent may carry a caseload, which includes the most serious, difficult and/or complex guardianships/conservatorships. This class is distinguished from the Public Guardian/Public Conservator in that the latter has overall administrative and programmatic responsibility for all functions and programs of the Public Guardian Office.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements the goals, objectives, policies, internal controls, and work standards for the Public Guardian/Public Conservator Office; provides input into accounting procedures and the budget process.
- Assists the Public Guardian/Public Conservator in planning, organizing, directing, and coordinating the activities and programs of the office, including 24 hour, 7 day per week coverage.
- Represents the Public Guardian/Public Conservator in court; prepares court documents and testifies in court regarding the recommendation to be appointed guardian or conservator.
- Plans, assigns, supervise, review and evaluate the work of professional and support staff directly or through subordinate staff; trains staff in work procedures.
- Interviews candidates and makes hiring recommendations to the Public Guardian/Public Conservator and Agency Director.
- Advises staff regarding the interpretation of laws and regulations; recommends the modification or adoption of procedures to meet changing requirements.
- Evaluates employee performance, counsel's employees and effectively recommends disciplinary action and other personnel decisions.
- Develops and implements management improvements and practices in the division; makes recommendations on procedures, forms and work flow; monitors compliance with state and federal program mandates.
- Represents the Public Guardian/Public Conservator Office before the Board of Supervisors, governmental agencies and community groups.
- Reviews and analyzes the background of individuals to determine need for guardian, conservator or Representative Payee services; discusses case with physicians, mental health workers, court investigators and other social services agencies.
- Interviews the client, family, friends and/or neighbors to gather information on the client's needs; develops and implements a care plan for the client.
- When conservator or guardian has been appointed, interviews client and relatives to determine the nature and location of all assets and debts of client; secures assets and determines a plan to manage them on behalf of client.
- Provides direction to Public Guardian staff in pursuing other financial benefits to which clients may be entitled; advocacy for the client with Social Security, Medi-Cal, Veteran's Services, State Disability and other agencies; representation of client in dealing with the I.R.S., banks and other financial institutions.
- Provides direction to staff arranging for the physical storage of personal property of the client; managing real property and if necessary arranging for the sale or disposition of property; processing all legal documents and procedures on behalf of the client.

- When acting as conservator for a person with a mental illness or disorder, discusses with mental health professionals the prognosis for release; assists clients in location of housing or other placement; monitors activities; may recommend and assist in returning the client to a locked facility.
- Explains complex legal policies, conservatorship, financial arrangements, case management, and purchase of services; answers questions from clients and family; provides information and direction to community members and to staff who interact with family or friends of clients, or community members.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices including work planning and evaluation, and employee training and discipline.
- Principles and practices of administration, including goal setting, policy and procedure, and budget development.
- State and local laws pertaining to guardianship, conservatorship, elder care and case management programs.
- Welfare and Institutions Code, Probate Code, Elder Law, and other applicable laws and regulations relating to estate management and disbursement.
- Principles and practices of effective case management and estate management.
- Social Service programs and resources available to the disabled, aged and mentally ill.
- Principles and techniques of effective interviewing and counseling interventions.
- Medical terminology and common procedures and medications.
- Business English and arithmetic.

Skill in:

- Planning, organizing, assigning, supervising, reviewing and evaluating the work of professional and office support staff.
- Providing training in work procedures for staff.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Administering estates and safekeeping assets and personal effects.
- Conducting detailed investigations, obtaining information, establishing facts and drawing valid conclusions.
- Interpreting, applying and explaining County policies and adhering to laws related to Public Guardian/Public Conservator functions.
- Organizing and maintaining accounting, inventory, appraisal and other detailed business records.
- Preparing clear and concise correspondence, reports and other written materials.
- Exercising initiative and sound independent judgment within established guidelines.
- Negotiating difficult and challenging situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid driver's license. A Master's degree in social work, marriage and family counseling, psychology or a related field is highly desirable, to provide clinical supervision of professional staff. Must be willing to work after hours, weekends and holidays as needed.

Education and Experience;

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four year college or university with major coursework in business or public administration, pre-law, social services, psychology or a closely related field, and two years experience in social work or the administration of complex guardianship and conservatorship cases at a level equivalent to the County's class of Deputy Public Guardian II.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.