



# San Joaquin County is recruiting for: **PUBLIC GUARDIAN - CONSERVATOR**

## **Mission**

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



San Joaquin County  
Human Resources  
44 N. San Joaquin St.,  
Suite 330  
Stockton, California 95202  
(209) 468-3370  
[www.sjgov.org/  
department/hr](http://www.sjgov.org/departments/hr)

**Exempt Recruitment  
Announcement:**

**0916-EB3300-EX Amended**

## **THE POSITION**

San Joaquin County is recruiting a Public Guardian-Conservator to direct the public guardian and conservatorship programs and assure that mandated services are performed in accordance with applicable laws and regulations. The Public Guardian-Conservator is a division of Health Care Services Administration and the department is seeking an experienced manager and administrator with extensive knowledge of conservatorship and estate administration services as specified by the Probate Code and Welfare and Institution's Code. The Public Guardian/Conservator will be responsible for providing leadership direction, strategic planning, and coordination of program activities with public and private agencies. This position is an at-will position and is exempt from the San Joaquin County Civil Service system. The position reports to the Director of Health Care Services.

## **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.





### ARTS & CULTURE

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

## SAN JOAQUIN COUNTY

### MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!

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 and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 17 school districts provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.



### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.

### HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational that the area provides.





# Public Guardian/Conservator

## TYPICAL DUTIES

- ♦ Plans, organizes, staffs, directs and controls various conservatorship activities under the Lanterman-Petris-Short Act as well as guardianship and substitute payee activities as required by probate and other codes; oversees and administers investigative, case management, financial and other services as required by such activities; exercises good judgment and makes sound decisions.
- ♦ Through subordinate managers and/or supervisors, oversees and directs a multi-disciplinary staff responsible for real and personal property estate management, individual case management, and/or case support activities; selects, assigns, trains, directs and evaluates staff and ensures appropriate management of subordinate personnel; monitors staff work activities and responsibilities; directs and administers personnel matters; directs employee discipline as required; directs and oversees staff development training.
- ♦ Oversees and directs the preparation of reports for conservatorship and guardianship hearings in Superior Court; oversees and directs the preparation of petitions and other required legal documents in conjunction with the County Counsel's Office; oversees and directs the determination of available and potential sources of medical, social, and rehabilitative services, sources of appropriate home and care arrangements, and the scheduling of clients for needed services.
- ♦ Directs, reviews, and approves financial transactions on behalf of conservatees and guardianship wards; oversees and directs the purchase and disposal of real and personal property on their behalf; develops public and private financial resources for payment of care and incidental needs.
- ♦ Acts as the county's official Substitute Payee for individuals who are unable to manage their funds but who are not designated as conservatees or wards.
- ♦ Acts on behalf of the Conservatorship/Guardianship Programs as the administrative liaison with staff in the offices of the County Counsel, Public Defender, Department of Public Assistance, Superior Court, Public Administrator, and other public and private agencies.

## TYPICAL DUTIES, Continued

- ♦ Directs and oversees the preparation of an annual financial report for each conservatee, guardianship ward, and substitute payee, and the presentation of such report to the Superior Court.
- ♦ Manages special projects; researches and analyzes statistical information and data; evaluates Conservatorship/Guardianship/Substitute Payee Program components and reviews staff activities to assure efficiency as well as appropriate accountability and responsibility; analyzes statistical data; interviews clients and/or others as needed to verify service levels; prepares complex correspondence, reports, and other documents; makes oral and visual presentations.
- ♦ Directs the establishment of administrative and/or operational policies and procedures to assure appropriate and efficient provision of services; analyzes and interprets existing and proposed federal, state, and local legislation, policies, procedures, and other directives to determine impact on assigned operations.

*For a complete job description, please visit the San Joaquin County Human Resources website at [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)*

## IDEAL CANDIDATE

The ideal candidate will possess:

- ♦ High level of integrity in all areas of responsibility and a strong sense of ethics
- ♦ Excellent communication skills, with the ability to establish relationships, build networks, and generate resources to meet the needs of the clients
- ♦ Strong analytical skills and the ability to make difficult decisions with sound judgment
- ♦ Effective management skills to lead a diverse team
- ♦ The ability to inspire, motivate and empower staff in their professional development and to achieve established goals



**San Joaquin County is an Equal Opportunity Employer**





# Public Guardian/Conservator

## COMPENSATION PACKAGE

**Annual Base Salary: \$94,765 - \$115,211**

In addition to base salary, the County offers:

- ♦ A Cafeteria Plan in the amount of \$24,023 annually amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary
- ♦ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,895 to \$2,304 annually)
- ♦ Vacation cash-out up to 8 days annually (valued from \$2,916 to \$3,545)

### Potential Cashable Compensation:

	Step 1	Step 5
Annual Base Salary	<b>\$94,765</b>	<b>\$115,211</b>
2% Deferred Comp	\$1,895	\$2,304
Vacation Cash Out - 8 days annually	\$2,916	\$3,545
Cafeteria	\$24,023	\$24,023
<b>Total</b>	<b>\$123,599</b>	<b>\$145,083</b>

- ♦ 1937 Retirement Act plan with reciprocity with CALPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 15 days of vacation leave (20 days after 10 years, 23 days after 20 years)
- ♦ 14 paid holidays per year
- ♦ 10 days administrative leave per year

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

## RECRUITMENT INCENTIVES\*

- ♦ Reimbursement of qualifying moving expenses up to \$2,000
- ♦ Vacation accrual rate consistent with candidate's total years of public service
- ♦ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*\*Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.*

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.*

## DESIRABLE QUALIFICATIONS

**Certification:** Current Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators (CAPAGPC).

**Education:** Graduation from an accredited college or university with a master's degree in public or business administration, accounting, finance, social science, psychology, or a closely related field.

**Experience:** Five years of increasingly responsible management experience over financial or social case management, estate management, and/or trust administration programs for incapacitated or incompetent persons as part of a conservatorship/guardianship/substitute payee program. Desirable experience will have included assessment and responsibility for meeting clients' needs related to medical/psychological treatment, placement, and legal/financial matters.

The following qualifications are also desirable and may be considered as an alternative to some or all of the education/experience listed above: Possession of a California license as a Certified Public Accountant; possession of a law degree from an accredited law school; or supervisory or management experience in a healthcare, financial, or legal business environment that included responsibility for program management, budget administration, or client case management.

## REQUIRED QUALIFICATION

**Certification:** Must obtain certification issued by the California State Association of Public Administrators, Public Guardians, and Public Conservators (CAPAGPC) within four (4) years of appointment under the standards and certification requirements set forth by the CAPAGPC and maintain certification while employed in the Public Guardian/Conservator's Office per Probate Code Sections 2923 and 1456.2.

**Special Requirement:** Must pass background processes required by County policy and/or State law.





# Public Guardian/Conservator

## SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, dates of employment, and your job title.** These questions may be reviewed by the screening panel in evaluating your qualifications.

1. Provide a summary of your **management** experience in the following areas: financial or social case management, estate management, and/or trust administration programs for incapacitated persons as a part of conservatorship/guardianship/substitute payee program. Clearly identify your role and responsibility?
2. Describe your experience presenting information, both orally and in writing, to Boards, Commissions, and community organizations.
3. Describe your budget experience, the size and complexity of the budget, and your level of responsibility.
4. Describe your experience working with local, state and federal laws and regulations relevant to conservatorship.

### APPLICATION & SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date:

**October 14, 2016**

**Apply Online Today:** [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

Or, submit your completed application package to:

San Joaquin County Human Resources  
Attn: **Marie Sneed**  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: (209) 468-3273  
Fax: (209) 468-0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.