



# SAN JOAQUIN COUNTY is recruiting for: SUPERVISING DEPUTY PUBLIC GUARDIAN



BEHAVIORAL HEALTH SERVICES

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

**Recruitment**  
**Announcement:**  
**0516-RS2034-01**  
**amended**

## THE POSITION

The San Joaquin County Behavioral Health Services Public Guardian-Conservator's Office is recruiting to fill one Supervising Deputy Public Guardian position. The Supervising Deputy Public Guardian is responsible for supervising and coordinating the work of staff who provide on-going case management or conduct intake investigations, and assists the Public Guardian/Conservator in monitoring the fiscal and fiduciary management of clients' assets.

The ideal candidate should have extensive knowledge and experience working closely with the mentally ill population and/or cognitively disabled elderly. In addition, the candidate should have extensive case management experience and knowledge in the following areas:

- ◆ Psychiatric diagnosis and mental health treatment modalities
- ◆ Investigative skills, specifically in determining an individual's ability to provide for their own food, clothing and shelter
- ◆ Managing and making daily financial decisions for disabled clients
- ◆ Estate management (knowledge of stocks, bonds, trusts, personal property/real property management/sales, etc.)
- ◆ Extensive knowledge of community resources and referrals



## MINIMUM QUALIFICATIONS

### PATTERN I

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

### PATTERN II

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

**Experience:** Three years of progressively responsible experience performing social casework, investigation of probate, criminal or civil matters or experience managing the personal finances of multiple clients, including one year as a conservator or trustee for multiple clients.

### AND

**Certification:** 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.



# SUPERVISING DEPUTY PUBLIC GUARDIAN

## TYPICAL DUTIES

The Supervising Deputy Public Guardian is the first supervising level in the Deputy Public Guardian series. Duties include but may not be limited to:

- ◆ Plans, organizes and supervises the daily work of staff responsible for recommending, implementing, managing and supporting public guardianship and conservatorship; assigns, reviews, evaluates, and trains staff.
- ◆ Assists in monitoring the fiscal and fiduciary management of client assets, including personal property, real property, cash and other resources.
- ◆ Screens, prioritizes, assigns, and balances incoming cases and other workload for assigned staff; coordinates scheduling and coverage.
- ◆ Assists in the development of policies, programs and standards to ensure cost-effective, consistent, and equitable handling of conservatorship and guardianship matters, and compliance with applicable laws, codes and regulations.
- ◆ Provides guidance to assigned staff; reviews and makes decisions regarding staff recommendations such as establishing conservatorship, difficult placement, health directives, end of life, and level of care decisions, budgeting of public benefits, documents prepared and related matters; performs case reviews and quality assurance.
- ◆ Supervises and coordinates court calendar and preparation of court documents; attends court hearings, as needed; provides expert testimony on matters related to public conservatorship and guardians.
- ◆ Plans, conducts and/or participates in a variety of meetings and interviews; works with other departments, external agencies, clients, and families.
- ◆ Prepares, maintains and/or reviews a variety of reports, records, documentation, forms and correspondence related to public guardian/conservator activities.

## COMPENSATION and BENEFITS

**Monthly Salary: \$4,663 - \$5,666**

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex 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 more information regarding the County's benefits including retirement, please visit:

[www.sigov.org/hr/Programs/Benefits](http://www.sigov.org/hr/Programs/Benefits)



# SUPERVISING DEPUTY PUBLIC GUARDIAN

## APPLICATION AND SELECTION

Completed application package must include supplemental application and submitted to the Human Resources Division. Resumes will not be accepted in lieu of the required application materials. Completed application package must be postmarked or received online by the **Final Filing Date: June 17, 2016.**

Apply online at [www.sjgov.org/hr](http://www.sjgov.org/hr)

Or submit application to:

San Joaquin County Human Resources  
Attn: **Marie Sneed**  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.9755  
Fax: 209.468.0508

All applications will be reviewed for qualifications. Qualified applicants may be invited to participate in an oral examination interview, with top scoring candidates being referred to the Public Guardian/Conservator's Office for selection processes.

## 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 Deputy Public Guardian II in San Joaquin County service? Yes \_\_\_\_\_ No \_\_\_\_\_
1. 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: \_\_\_\_\_
2. Please indicate if you possess three years of progressively responsible experience in the following areas:  
\_\_\_\_ social casework  
\_\_\_\_ investigation of probation, criminal or civil matters  
\_\_\_\_ managing the personal finances of multiple clients
3. Did your experience include one year as a conservator or trustee for multiple clients?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Provide the employer, dates of employment, and the specific job duties performed in the area(s) selected.
5. Please provide your valid California Driver's License number, including expiration date:  
\_\_\_\_\_