



COUNTY OF LASSEN  
JOB DESCRIPTION

CLASS TITLE:	Public Administrator/Public Guardian	CLASS CODE	HH03
DEPARTMENT:	Health and Social Services Agency	UNIT	DH
REPORTS TO:	Director of Health and Social Services	FLSA STATUS	Exempt
BOARD APPROVAL	12/14/2004 rev 4/2008, Revised____	RANGE	23

### **DEFINITION**

To plan, organize, direct, and coordinate the activities and programs of the Public Administrator/Public Guardian within County, State and Federal laws and regulations; and to formulate policies and procedures concerning the activities of this Department.

### **DISTINGUISHING CHARACTERISTICS**

This is an executive management level single position class. The Public Administrator/ Public Guardian is an at-will position. This position determines policy, manages personnel and budgets, develops programs and formulates operational objectives and is responsible to manage and direct assigned programs. Within state legal requirements and County ordinances, policies, and procedural guidelines, responsibilities of this position require comprehensive knowledge of the management of the financial business of clients.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Director of Health and Social Services.

Provides supervision and training to assigned Department staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Conducts conservatorship investigations and gathers information on proposed conservatees, decedents and payees.

Locates and interviews collateral resources such as families, friends, significant others and involved public and private agencies.

Locates, identifies, inventories and protects items of real and personal property.

Contacts and consults with agencies providing various health and social or fiscal services to conservatees.

Prepares required reports to court or supervising agencies.

Works with County Counsel to coordinate court appearances and sources or subpoenas witnesses, testifies at court hearings as necessary or required.

Arranges for the implementation, monitoring, and revision of treatment plans, case management activities, medical and psychiatric care, and other needs of conservatees.

Applies for all financial benefits for which conservatees are potentially eligible, may represent conservatees at eligibility and appeal hearings as necessary.

Manages the financial business of clients to include financial management, investment, budgeting or related techniques.

Public Administrator/Public Guardianship

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## COUNTY OF LASSEN JOB DESCRIPTION

Supervise and direct the work of assigned staff, including but not limited to case assignments, technical guidance and employee performance evaluations. Recommends hiring choices and proposed disciplinary action.

Researches complex issues pertaining to questions of property ownership.

Reviews problem cases and provides guidance in estate administration and investigation.

Recommends legal action, sale of assets or other financial transactions which would result in benefits to estates of conservatees, wards, or decedents, or the County.

Responsible for the management and sale of real property and related assets during probate involving the protection, collection, inventory, appraisal, and distribution of estates necessary to satisfy claims of creditors, heirs or other parties who may have a claim to the property of deceased persons, or of conservatees, and wards.

Visits conservatees to ensure proper level of care, treatment, financial and personal needs, or arranges for appropriate others to monitor these needs.

Establishes and maintains client accounts, receives incomes and disburses funds for the needs and obligations of conservatees.

Arranges for the provision of housing, food, clothing and other personal needs of conservatees.

Assists clients in the resolution of criminal or other matters as necessary, with proper documentation and authorization, provides for rental, lease or sale of client personal and real property to meet financial needs.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Knowledge of:**

Principles and practices of public guardianship, conservatorship, and public administrator.

Principles and practices of program development and implementation.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal laws, rules and regulations.

Court procedures and techniques relating to public guardian/public administrator and conservatorship.

Budgeting and accounting procedures and techniques.

Principles and techniques of organization, administrative management, budget preparation, and fiscal control.

Principles and practices of personnel administration, effective management, and training.

Principles and procedures associated with the hiring, evaluating, training, disciplining, and terminating employees.

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## COUNTY OF LASSEN JOB DESCRIPTION

Investigative and interviewing techniques.

Identify and analyze community social services' management and administrative procedures.

Governmental codes, laws, rules and regulations, legislative process, and practices and policies relating to community programs; including, but not limited to T6 of the Welfare and Institution and Probate Codes.

### **Ability to:**

Work with minimal supervision.

Organize, direct and implement a comprehensive public guardianship/administrator and conservatorship program.

Manage complex real and related property assets of the estates of decedents, conservatees and wards.

Oversee and conduct the personal business of conservatees.

Manage the financial business of conservatees, decedents, and those clients served by the Representative Payee Program.

Develop, interpret and explain Department policies and procedures.

Make judgments regarding crisis situations, which may require after normal business hour responses.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Develop and implement short and long-range departmental goals and objectives.

Analyze situations accurately and take effective action.

Use standard office computers for word processing and spreadsheets.

### **Education and Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

#### **Experience:**

Four years of responsible experience in providing account/property management services and/or crisis social services.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, psychology, social work or a closely related field (4/2008) or equivalent to an Associate of Arts degree in a related field and two years of experience as a Deputy Public Guardian, or equivalent position.



### **Licenses and Certifications**

Possession of a valid California driver's license.

Must be certified, or willing to work toward certification, by the California Association of Public Administrators, Public Guardians and Public Conservators.

### **Physical Demands and Working Conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

### **Additional Info**

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.