

COUNTY OF SOLANO

CHIEF DEPUTY PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/PUBLIC CONSERVATOR

DEFINITION

Investigates and make recommendations to the court for the establishment of Lanterman-Petris-Short (LPS) conservatorship of individuals referred by Mental Health; evaluates the financial, social, and mental conditions of individuals; determines appropriateness of and alternatives to an LPS conservatorship.

CLASS CHARACTERISTICS

Positions in this class investigate the need for LPS conservatorship. Responsibility differs from Deputy Public Guardian in that there are no case management duties. Investigations are conducted in accordance with criteria set forth in Welfare and Institutions Code Sections relevant to conservatorship. Evaluation on the appropriateness of and alternatives to the establishment of a LPS conservatorship is based on the individual's ability to provide for food, clothing or shelter.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Guardian/Conservator.

Provides technical supervision over staff; supervises staff in the absence of the Public Guardian/Conservator.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Investigates the financial, medical, psychological, vocational and social backgrounds of clients by interviewing proposed conservatees, their relatives, treatment staff, friends and appropriate public and private agencies; researches records for pertinent clinical history, diagnosis and prognosis; analyzes compiled information to determine whether the person is gravely disabled or substantially unable to provide for their own food, clothing, or shelter; explains conservatorship process to proposed conservatees, their families, and other involved persons or agencies.

Examines possible alternatives to a conservatorship and prepares appropriate recommendations based on psychological, vocational, social, medical and financial conditions.

Determines appropriateness of conservatorship, prepares conservatorship investigation reports for the court and recommends least-restrictive necessary placement; as needed, testifies in court based upon findings contained within report.

Ensures that clients on temporary conservatorship have adequate food, housing, clothing and medical care; may develop financial plans for maintenance needs of probate clients; investigates reported or suspected problems with probate clients in temporary conservatorship.

Prepares, reviews, and directs/distributes reports and copies of reports and files; maintains case files and ensures paperwork reaches all appropriate personnel/departments; completes social security administrative forms and other paperwork; inputs data into computer.

Assumes additional administrative/supervisory responsibility in the absence of the Department Head; assists the Department Head in developing and implementing policies and in interviewing and selecting new employees; reviews the work of all staff participating in the targeted case management program and coordinates the program.

Acts as department liaison with courts, attorneys and other public and private agencies.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of techniques of interviewing, developing appropriate social histories and investigating.

Treatment techniques for the support and care of the mentally ill.

Thorough knowledge of Welfare and Institutions Code, and other laws relating to conservatorship, and the management of estates.

Social and psychological problems particular to emotionally disturbed and mentally ill persons as well as the severally physically disabled.

Considerable knowledge of English composition to compose letters and reports using correct grammar, punctuation and spelling.

Principles and techniques of counseling.

Legal terminology sufficient to read, understand and interpret legal documents.

Pharmacological aspects in the treatment of mentally ill individuals.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Converse knowledgeably with treatment staff including psychiatrists.

Work effectively with mental health professionals and other staff members.

Conduct investigations and interviews, analyze case information and recommend appropriate action.

Record and maintain accurate records.

Understand and communicate effectively with the mentally ill.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three years of experience in clinical case management and investigation work or as a caseworker providing services to incompetent, disabled or needy persons.

Education/Training:

Bachelor's degree from an accredited college or university is required, preferably in psychology, social or behavioral sciences or a related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Candidates may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Established Date: January 1987

Revised Date: June 2002

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Chief Deputy PA PG PC.doc