



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Chief Deputy Public Administrator/Public  
Guardian/Public Conservator**

*An Equal Opportunity Employer*

**SALARY**

\$39.24 - \$47.69 Hourly    \$3,149.95 - \$3,828.26 Biweekly    \$6,824.88 - \$8,294.56 Monthly  
\$81,898.59 - \$99,534.75 Annually

**OPENING DATE:** 03/28/18

**CLOSING DATE:** 04/25/18

**THE POSITION**

**The Human Services Department seeks an experienced individual for Chief Deputy  
Public Administrator/Guardian/Conservator**



In addition to a starting salary of up to \$47.69/Hour\* (\$99,534.75/Year), this position offers an additional hourly cash allowance (\$3.45/Hour, up to 80 hours per pay period) and a generous benefits package, including wellness and professional development funds.

The Chief Deputy Public Administrator/Public Guardian/Public Conservator (PA/PG/PC) acts as the legally appointed administrator for the estate of a deceased individual and the legally appointed conservator for persons found by the Courts to be unable to properly care for themselves and/or their finances. The Chief Deputy PA/PG/PC is responsible for:

- Planning, organizing, and directing the work of the PA/PG/PC unit, including evaluation of the unit's effectiveness
- Researching and interpreting Probate, Welfare and Institutions, Health and Safety, and Criminal codes to stay current on changes and to provide clear direction pertaining to conservatorship and estate management
- Developing and implementing program improvements
- Collaborating with leadership of other HSD Programs, County Counsel, other County departments, and community organizations to deliver appropriate services to target populations and the community
- Assessing, evaluating and providing clear direction regarding clinical, financial and legal data concerning involuntary interventions provided to dependent, older or mentally ill conservatees
- Communicating, orally and in writing, with clinical professionals, interested jurisdictions, the Superior Court, attorneys, physicians, law enforcement agencies, financial institutions, family members and heirs
- Acting as conservator of person and/or estate and the personal representative of all conservatorships and decedent estates for whom the Sonoma County PA/PG/PC is appointed
- Providing or directing consent for medical, psychiatric, financial and social decision making on behalf of conservatees and estates; ensuring that proper authority has been prior granted by the Superior Court and appropriate services are being provided

The ideal candidate for this position will possess:

- Excellent leadership, communication, and customer service skills
- Management, supervisory, or professional level administrative experience within a multi-disciplinary public service delivery system, which includes collaboration with legal, psychiatric and medical professionals
- The ability to plan, organize and lead multi-dimensional social service programs in a fluid environment with diverse clients and stakeholders who may have competing perspectives and motivations
- Aptitude to remediate complaints and incidents involving individuals who may be under severe stress, caught up in extremely difficult circumstances, and/or may be volatile
- The proven ability to analyze and integrate clinical, social, financial and legal data to formulate a cohesive strategic action plan
- Skill in establishing and maintaining cooperative working relationships with governmental agencies, community providers, interested parties and the community at large
- Experience evaluating emergent issues that may result in litigation or unfavorable interpretation by the press or public

### **The Benefits of County Employment**

As well as the opportunity to be a part of a rewarding work environment and the satisfaction of knowing that you are working to better our communities, you can look forward to some excellent benefits\*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$1,500
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

\*Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) and [www.santarosachamber.com](http://www.santarosachamber.com) for additional information about the community.

### **The Adult & Aging (A&A) Services Division**

The A&A Services Division assists and advocates for safety, health, dignity, and independence of older adults and persons with disabilities. The Division focuses on protective, supportive social services, as well as community advocacy and coordination. The A&A Division includes the Sonoma County Area Agency on Aging (AAA) program, and the AAA Advisory Council, which plans, coordinates, and allocates Older American Act funds to provide services for persons 60 years of age and older in Sonoma County.

The A&A Services Division has 147+ staff, which include professionals in social work, veteran services, public guardian services, and administrative and support staff.

Division programs include:

- Adult Protective Services
- Area Agency on Aging
- In-Home Support Services
- IHSS Public Authority
- Linkages Care Coordination Program
- Multipurpose Senior Services Program
- Veterans Service Office

- Public Administrator/Public Guardian/Public Conservator

The A&A Division leads several aging initiatives that involve a number of grants and contracts with community based agencies. For additional information about the Adult & Aging Services Division, please visit our website, at <http://sonomacounty.ca.gov/Human-Services/Adult-and-Aging-Services/>.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and which would likely provide the required knowledge and abilities. Normally, this would include a Bachelor's degree in behavioral science, social welfare, behavioral health, business administration, or related field; and three years experience equivalent to a Deputy Public Administrator/Guardian/Conservator, including one year at a level equivalent to Supervising Deputy Public Administrator/Guardian/Conservator;

**OR**

Some coursework in behavioral science, social welfare, behavioral health, business administration, or related field; and five years experience equivalent to a Deputy Public Administrator/Guardian/Conservator; including one year at a level equivalent to Supervising Deputy Public Administrator/Guardian/Conservator.

**Certification:** Certification by the California State Association of Public Administrators, Public Guardians, and Public Conservators; or within one year of employment, employees in this classification shall obtain required certification.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** the appropriate provisions of the California Probate, Health and Safety, and Welfare and Institutions Codes, and other pertinent laws and regulations as they relate to Public Administrator and Public Guardian and Conservator; the principles and techniques of investigations, interviewing, and case management; legal definitions and forms used in conservatorship and probate proceedings; various public welfare programs and community resources available to conservatees; concepts involved in wills, trusts, insurance policies, deeds and contracts; legal procedures and practices; courtroom procedures; research and recordkeeping methods; the special needs of disabled adults, mentally ill, and frail elderly populations; medical and psychiatric terminology and current treatment methods.

**Working knowledge of:** the principles and practices of personnel management, employee supervision, and training; budget development and fiscal management; principles and practices of program management including planning and program analysis; data collection, research methodology, and application of basic statistics; report writing.

**Ability to:** listen effectively to conflicting viewpoints and resolve disputes between agencies, staff, and clients; communicate clearly and effectively, both orally and in writing; assess and evaluate data and develop an effective course of action; work independently in performing work assignments, and in resolving problems and deviations; plan, prioritize, review, direct, implement, evaluate, and perform the work of the unit; supervise, motivate, counsel, discipline, and train subordinate staff; evaluate employee work performance and suggest alternative work methods or special training; develop and maintain effective relationships with the public, coworkers, clients, relatives and friends of clients, and employees of agencies involved with the unit; effectively and tactfully communicate with persons under emotional stress; deal effectively with clients who are difficult, unstable, mentally ill, potentially abusive, or violent; prepare correspondence and reports on various subjects in a clear and concise manner; prepare and monitor budgets; negotiate, draft, implement, and interpret contracts; draft and implement

clear and concise division policies, procedures, and operating manuals; answer procedural, factual, and technical questions related to estate administration and conservatorship services; use modern office equipment and computers sufficient for satisfactory work performance.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: JL  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/03-0071-O

CHIEF DEPUTY PUBLIC ADMINISTRATOR/PUBLIC

GUARDIAN/PUBLIC CONSERVATOR

JL

## Chief Deputy Public Administrator/Public Guardian/Public Conservator Supplemental Questionnaire

\* 1. How did you first learn about this opportunity?

- ☐ California State Association of PA-PG-PC
- ☐ California State Association of Counties (CSAC)
- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ National Guardianship Association
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please describe how you meet the minimum qualifications of this position, as detailed in the job announcement.

\* 3. Please describe your professional experience involving the probate of estates, guardianship, conservatorship, and estate management. Provide sufficient details to allow for a thorough evaluation of your proficiency in these areas.

\* 4. Please describe your staff management experience. Detail the number of staff, types of positions you supervised (professional, technical, clerical, etc.), and the scope of your

duties. Highlight the responsibilities you performed in the following areas:

- Hiring
- Training
- Performance management
- Progressive discipline

\* 5. Please describe your experience overseeing:

- Process improvement standards
- Program and policy development
- Change implementation

In your response, please highlight any experience you have in these areas relative to Public Administration/Public Guardianship/Public Conservatorship.

\* 6. Describe your experience working collaboratively with internal and external stakeholders, such as social service providers, government agencies, and interested parties in the community. Provide an example of how you worked collaboratively on a project related to Public Administration/Public Guardianship/Public Conservatorship.

\* Required Question