

# HUMBOLDT COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCES AN EXAMINATION FOR:



## DEPUTY PUBLIC GUARDIAN - CONSERVATOR

**\$3,134 - \$4,022 Monthly**  
2.7 @ 55 CalPERS Retirement  
(2.0 @ 55 pending CalPERS contract amendment)

Final Filing Date  
December 22, 2011

Examination Date  
To Be Announced

### OPEN EXAMINATION

A Deputy Public Guardian – Conservator under general supervision, reviews and analyzes the financial, medical, social and psychological backgrounds of clients to determine the need for conservatorship or guardianship, manages an ongoing caseload of conservatorship and guardianship, and performs related work as assigned.

### EXAMPLES OF DUTIES

Reviews and analyzes the background of individuals to determine need for a guardian or conservator; discusses case with physicians, mental health workers, probation and other social services agencies; interviews the client, family, friends and/or neighbors to gather information on the client's needs; prepares court documents and testifies in court regarding recommendations for guardianship or conservatorship; when appointed as conservator or guardian, interviews the client and relatives to determine nature and location of all assets and debts of the client; secures assets and determines a plan to manage them on behalf of client; assists the client in pursuing other financial benefits to which he may be entitled; acts as advocate for client with Social Security, Medi-Cal, Veterans Service, State Disability and other agencies; represents client in dealing with the I.R.S. and with banks and financial institutions; arranges for the physical storage of personal property of the client; manages real property and if necessary arranges for the sale or disposition of property; processes all legal documents and procedures on behalf of the client; when acting as conservator for person with mental disorder, discusses with mental health professionals the prognosis for release; assists clients in location of housing or other placement; monitors funds for client, follows actions of client to see that they are meeting their obligations, taking medication as directed; may recommend and assist in returning the client to locked facility; explains complex legal policies, conservatorship, financial arrangements; answers questions from clients and family; provides information and direction to community members.

### QUALIFICATIONS

**Knowledge of:** State and local laws pertaining to guardianships and conservatorships; welfare and Institutions Code, Probate Code and other applicable laws and regulations relating to estate management and disbursement; principles and practices of effective estate management; social service programs and resources available to the disabled, aged, and mentally ill; principles and techniques of effective interviewing; medical terminology and common procedures and medications; business arithmetic; business English, including spelling and grammar.

**Skill in:** Administering estates and safekeeping assets and personal effects; conducting detailed investigations, obtaining information, establishing facts and drawing valid conclusions; interpreting, applying and explaining County policies and adhering to laws related to Public Guardian functions; organizing, prioritizing and coordinating work activities; organizing and maintaining accounting, inventory, appraisal and other detailed business records; preparing clear and concise correspondence, reports and other written materials; exercising initiative and sound independent judgment within established guidelines; dealing effectively with clients who are difficult, unstable, mentally ill and potentially abusive and violent.

**Other requirements:** Must possess a valid California driver's license.

### DESIRABLE EDUCATION AND EXPERIENCE

Equivalent to graduation from a four year college or university with major coursework in psychology, social services, business administration or a related field, and one year of experience in social services of related program delivery.

### SELECTION PROCEDURE

Supplemental and regular applications are required for this position. All application materials will be reviewed by a panel of subject matter experts. Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to an oral examination or examination of education and experience.

### POLICY OF NONDISCRIMINATION

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Personnel Department is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact the Personnel Department at (707) 476-2349 well in advance of the examination for assistance.

PERSONNEL DEPARTMENT  
HUMBOLDT COUNTY COURTHOUSE  
EUREKA, CALIFORNIA 95501  
TELEPHONE: (707) 476-2349

24-HOUR JOB LINE: (707) 476-2357  
ON-LINE LISTING OF RECRUITMENTS:  
[www.co.humboldt.ca.us/jobs](http://www.co.humboldt.ca.us/jobs)

## EMPLOYEE BENEFITS

**SALARY:** Appointment is normally made at the first step of the salary range. After six months of satisfactory service, the employee will normally be advanced to the next step in the range. Thereafter, salary increases up to the top step in the salary range are earned annually.

**VACATION:** Full-time employees – twelve days per year (one day after one month of employment); three weeks after three years; four weeks after ten years; five weeks after fifteen years; and six weeks after twenty years.

**SICK LEAVE:** Twelve days per year for full-time employees, with eligibility beginning after one month and an unlimited maximum accumulation.

**EDUCATION EXPENSES:** Payment of all tuition fees and half the cost of books up to a maximum per year for job related courses.

**INSURANCE:** Prepaid health, vision, life and dental insurance for full-time employees. Dependents may participate in health, vision and dental programs.

**RETIREMENT:** The County Retirement Program integrates benefits of the Public Employees' Retirement System and Social Security.

**CREDIT UNION:** A saving and lending agency with membership available to all County employees.

**SPECIAL LEAVES:** Leaves of absence with pay for illness or deaths in the employee's immediate family may be approved.

**DEFERRED COMPENSATION:** Employee paid deferred compensation program is available.

**EMPLOYEE ASSISTANCE PROGRAM:** Employer paid counseling services are provided to employees and dependents.

## EMPLOYMENT INFORMATION

The County's personnel system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

**HOW TO APPLY:** Applications may be obtained from the Humboldt County Personnel Department, 825 Fifth Street, Room 100, Eureka, CA 95501 or you may apply online at [www.co.humboldt.ca.us](http://www.co.humboldt.ca.us).

An original application must be filed with the Personnel Department by 5:00 p.m. on the filing date, or postmarked by that date. Online applications must be submitted by midnight on the filing date. A separate original application or online application must be submitted for each position.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be mailed to you as quickly as possible. Please do not telephone for your score.

To fill a vacancy, the Personnel Department furnishes the employing department the names of those persons having the six highest scores (five for M.S.S. positions) on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

**MEDICAL EXAMINATION:** A pre-employment medical examination provided by the County will be required upon offer of employment.

**OTHER EXAMINATIONS:** Some positions also require psychological evaluation and/or extensive background investigation.

**LICENSES:** Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

**PROBATIONARY PERIOD:** Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All safety employees of the Sheriff's Department serve a one year probationary period.

**EMPLOYMENT ELIGIBILITY:** It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

Humboldt County encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for positions with the County of Humboldt. Reasonable accommodation may be made in the testing procedure as well as the work site.

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

## HUMBOLDT COUNTY

Humboldt County is situated in the heart of the coastal redwood region, with a population of approximately 132,000. Its two million acres cover an area comprised mostly of range and timberland. Major industries include fishing, wood products and tourism. Eureka, the County Seat, is 277 miles north of San Francisco. Recreational areas include hundreds of streams and lakes as well as county, state, and national parks and campgrounds.

PERSONNEL DEPARTMENT  
HUMBOLDT COUNTY COURTHOUSE  
825 5<sup>TH</sup> STREET, ROOM 100  
EUREKA, CA 95501