

The seal of San Joaquin County is a circular emblem. It features a central shield with a balance scale, a plow, and a sheaf of wheat. Above the shield is a banner with the text "EUREKA". The words "SAN JOAQUIN COUNTY" are written around the perimeter of the seal.

San Joaquin County Employment Opportunity

Chief Deputy Public Guardian Public Guardian/Conservator

About the position

San Joaquin County is recruiting a Chief Deputy Public Guardian to provide management oversight of the daily operations of the Public Guardian/Conservator's Office. In addition to providing overall administrative management to the office, the Chief participates in the most complex conservatorship, guardianship and substitute payee cases and may act for the Public Guardian/Conservator. The incumbent reports directly to the Public Guardian/Conservator and functions as the second-in-command in the Public Guardian/Conservator's Office. The incumbent also has specific responsibility for ensuring that the checks and balances system pertaining to the operations of the Public Guardian/Conservator's Office is effectively maintained.

The ideal Candidate

The ideal candidate should possess extensive knowledge of conservatorship and estate administration services as specified by the Probate Code and Welfare and Institutions Code, and will have experience professional staff engaged in the casework related to this function.

If selected, the incumbent must be certified through the California State Association of Public Administrators, Public Guardians, and Public Conservators within four (4) years of appointment and will be able to successfully pass a State of California background check.

About the department

The Health Care Services Agency provides essential health care programs for the County of San Joaquin through several operational divisions. Public Guardian/Conservator is a division of the Health Care Services Agency responsible for the care, supervision and financial management of the residents of the County who are severely disabled, and unable to manage their own affairs. These individuals have either a mental illness or are cognitively impaired. For a variety of reasons, family members are unable to assist them. The Public Guardian/Conservator conducts the official County investigation into conservatorship matters and acts as the legally appointed Guardian or Conservator for persons who meet the legal criteria. The Conservator's Office has a mission to to safeguard the lives and property of Conservatees who cannot care for themselves with the least possible restriction of their personal liberties and to manage the benefits and financial resources of disabled persons in a fiscally responsible and prudent manner.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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0421-RS2033-01

Equal Opportunity Employer

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

Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Chief Deputy Public Guardian

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Typical Duties

- Plans, organizes, prioritizes and directs the work of department staff; analyzes staffing and work flow and adjusts procedures as needed to maximize resource utilization; may act for the Public Guardian/Conservator on matters pertaining to the Public Guardian/Conservator's Office; may have signature authority on various documents such as deeds, contracts, and court documents.
- Supervises and participates in the operations of the Public Guardian/Conservator's Office, including investigating the financial, social, and medical background of persons referred for guardianship or conservatorship; determining appropriateness of guardianship or conservatorship under applicable laws; preparing reports, and the provision of testimony and recommendations to the court regarding guardianship or conservatorship referrals; developing financial plans for daily and monthly maintenance needs of conservatees; authorizing payment of bills, arranging for housing, medical care, nursing care, food and other basic needs; conferring and coordinating with health care, social service, and legal agencies and representatives regarding care of clients.
- Supervises and participates in the operations related to the locating, securing and inventorying all real and personal property maintaining accurate records on all assets and liabilities of each conservatee; development of financial resources for payment of care and/or incidental needs of conservatees including: making arrangements for purchase or disposal of personal and real property; applying for SSI, Social Security, Medicare, or other benefits; locating and applying for private or government pensions, etc.
- Supervises and participates in the operations related to the monitoring of the physical, emotional and fiscal well being of conservatees and the adequacy and appropriateness of case management activities.
- Supervises and participates in the operations related to the management of the real and personal property of conservatees; ensures adequate insurance coverage for real and personal property; arranges for the storage of personal property; negotiates the sale of personal property; arranges for professional financial management of large estates; obtains court authorization to liquidate holdings such as stocks, bonds and other instruments as needed to provide for the care of conservatees.
- Ensures that the policies and procedures related to the system of internal checks and balances are fully implemented; monitors staff for compliance with the checks and balances system; provides quality assurance through random reviews.
- Participates in the planning, development and implementation of departmental policies and procedures; helps develop automated and other systems to promote efficiency of effort and accuracy of information; develops short and long range goals and objectives as assigned.

Minimum Qualifications

EITHER PATTERN I

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

OR PATTERN II

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

Experience: Four years of paid experience performing social casework, probate, criminal or civil investigations or experience managing personal finances for clients, including two years as a conservator for multiple clients.

Certification: Must be certified through the California State Association of Public Administrators, Public Guardians, and Public Conservators within four (4) 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.



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Compensation and Benefits

Approximate Annual Base Salary:

\$85,529 - \$103,979

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

- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- A 1% employer contribution to the County's 457 Deferred Compensation 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 days administrative leave per year
- 14 paid holidays per year

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$85,529	\$103,979
1% Deferred Comp	\$855	\$1,039
Total	\$86,384	\$105,018

Note: This position is exempt from FLSA and does not earn overtime.

County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit. New hires into the Middle Management unit after January 16, 2012 are not eligible for Cafeteria Plan Benefits.

Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



Final Filing Date: April 30, 2021

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