

**PUBLIC CONSERVATOR/GUARDIAN/ADMINISTRATOR
PROGRAM MANAGER I**

DEFINITION

Under general direction, to plan, organize, coordinate, direct, and supervise the work of staff providing Public Conservator/Guardian/Administrator services to the County; to guard the assets and protect the health of people placed as conservatees under the Public Conservators Office; to serve as Public Guardian for adolescents which come under the jurisdiction of the County; to represent the Office with community organizations and agencies, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for overseeing the work of staff assigned to provide Public Conservator/Guardian/Administrator services to the County. Incumbents are responsible for the assigning of work, establishing goals and objectives, and monitoring program outcomes, and the performance of staff.

Incumbents perform a variety of complex administrative, personnel, budgetary, and auditing work. An incumbent in this class may work as a specialist who is independently responsible for performing complex, sensitive, and sometimes controversial investigative audits and field investigations. Audits may involve sensitive media and/or public attention; they may impact victims or parties, involve numerous financial accounts, and require reconstruction of financial record; they may also involve the identification of significant fraudulent activity.

REPORTS TO

Health and Human and Services Agency Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Public Conservator/Guardian/Administrator
Finance Assistant II

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EXAMPLES OF DUTIES

Plans, organizes, directs, coordinates, and supervises Public Conservator/ Guardian/ Administrator functions; reviews court documents and determines course of action to fulfill assigned responsibilities; ensures that court mandates are achieved; works with the District Attorney in the development of policies and guidelines; meets with individuals to ensure that needs of Department clients are met; investigates conservatorship referrals and determines the type of conservatorship needed, as well as the availability of other conservators; completes forms and carries out processes for State and County aid programs; meets with medical staff, social security representatives, social services staff, and mental health staff to develop resources for the appropriate assistance for clients; maintains telephone contact with relatives and friends of clients; works with County Counsel's legal staff regarding issues related to the services provided by Conservator/Guardian/Administrator office; completes and files appropriate Court documents and makes Court appearances as necessary; attends conferences to develop and maintain information concerning status and condition of clients; attends multi-disciplinary meetings required to resolve case problems; insures that clients receive available funds; sets up and conducts auctions as necessary; performs inventories, appraisals, and storage of client property; coordinates sale of property when necessary; notifies relatives of the death of conservatees, and plans for burial and estate disposition; transports conservatees to appointments; makes quarterly visits to conservatees; performs a variety of administrative functions related to the operations of the Department; operates office equipment and a computer.

Conducts or supervises the examination of various types of financial records to determine the source and application of monies from possible illegal activities; reconstructs financial records to determine occurrence of possible fraudulent financial activities; investigates and determines the source and application of monies from illegal activities; traces and locates hidden assets and/or monies; and prepares detailed audit reports. The incumbent in this classification performs accounting work in the establishment and maintenance of fiscal records; maintains a variety of ledgers and journals; reviews fiscal records to insure proper disbursement of funds to different accounts; monitors a department budget; authorizes budget transfers; prepares the departmental payroll; prepares financial statements and reports; conducts audits of funds and programs; and prepares a variety of State and Federal reports, claims, and cost accounting documents. The incumbent also hires, trains, supervises, and evaluates assigned staff; establishes schedules and priorities; performs public relation assignments; and may perform special claiming duties.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machines.

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TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Functions and responsibilities of the County Conservator/Guardian Office, and the rules, laws and regulations governing these functions and responsibilities.
- Budget development, control, and administrative oversight.
- General accounting and auditing principles and procedures.
- Public and community relations.
- Grant development, administration, and monitoring
- Administrative analysis and oversight skills.
- Office management methods and procedures.
- Purchasing and procurement methods and procedures.
- Accounting record keeping and analysis.
- Personal computers/applications related to administrative support work.
- Principles of supervision, training, coordination, administration, and evaluation.
- Program development, monitoring, and evaluation.

Ability to:

- Plan, organize, and direct the functions of the County Public Conservator/Guardian/Administrator Office.
- Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
- Interview people, identify needs, and make appropriate referrals.
- Analyze and interpret laws and regulations related to Public Conservator/Guardian/Administrator functions.
- Apply accounting and auditing principles and procedures in the work performed.
- Plan, organize, and conduct a variety of audits, analyze data, and draw sound conclusions.
- Perform a wide variety of complex administrative support functions for an Agency.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, analyze, apply, and oversee the application of a variety of County policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing the scope of authority and responsibility.
- Gather, organize, analyze, monitor, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.

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- Use a personal computer and appropriate software for word-processing, accounting, record keeping, and administrative functions.
- Effectively represent the County and the Office, by answering questions, responding to inquiries, making presentations, providing assistance, and dealing with concerns from law enforcement, the public, community organizations, and other departments and agencies.
- Establish and maintain cooperative working relationships and provide leadership for staff within the Agency/Department.
- Develop community referral resources for clients.

Training and Experience: Equivalent to graduation from college; and

At least three (3) years of increasingly responsible professional investigative auditing experience including at least one year supervising a variety of complex audits.

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements:

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.