



AMADOR COUNTY
HUMAN RESOURCES DEPARTMENT

• **Administration** (209) 223-6456
• **Benefits** (209) 223-6361
• **Risk Management** (209) 223-6392

#5
County Administration Center
810 Court Street
Jackson, California 95642
Facsimile: (209) 223-6426
Website: www.co.amador.ca.us

To: Amador County Board Clerk

From: Judy Dias, HR Director

Date: July 31, 2015

Re: Request (2) items to be placed on the Administrative Committee Agenda for August 3, 2015

- (1) The Health and Human Services 2015 budget included a potential \$3.00/hour adjustment for the Public Conservator/Guardian/Administrator Program Manager I position. Attached is a retitled job specification, entitled Public Conservator/Guardian/Administrator.

It is recommended that the single position classification be retitled to that new title, and the budgeted increase of \$3.00/hour be made, reclassifying the current incumbent effective September 1, 2015. This adjustment has the concurrence with the County Administrator, HNSA Director, and with SEIU Local 1021; salaries were reviewed for the same duties in nearby Counties. The salary range would move from current salary range 2388 to salary range 2635.

The incumbent would receive the adjustment to the current salary step E, from \$34.59/hour to \$37.60/hour.

- (2) The Sheriff had requested that the classification of Sheriffs Services Assistant be studied; The review has been ongoing for approximately the last two years; attached is a recommended new job specification, entitled Sheriff's Services Technician, with a salary of \$22.66 Step E, new range 1406 (increased from range 1180, \$19.91 Step E). This new specification reflects the increased complexity and responsibilities given to the incumbents, and places the position comparable in assigned duties to those in nearby counties. The current 3 full time and one part time incumbent SSA's would be reclassified to the new position and allocated to their corresponding step in the new range, effective September 1, 2015. The new range reflects an overall \$2.75/hour increase. This adjustment has the concurrence of the County Administrator, the Sheriff, and has been discussed with SEIU Local 1021.

PUBLIC CONSERVATOR/GUARDIAN/ADMINISTRATOR

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; 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

This is a single position classification, responsible for planning and directing the work of staff assigned to provide Public Conservator/Guardian/Administrator services to the County, and performing complex work of related investigations and audits . Incumbents are also responsible for assigning 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 also work as a specialist who is independently responsible for performing complex, sensitive, and sometimes controversial investigative audits and field investigations that are the responsibility of the Public Conservator/Guardian. Audits and investigations 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

PUBLIC CONSERVATOR/GUARDIAN/ADMINISTRATOR

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.

PUBLIC CONSERVATOR/GUARDIAN/ADMINISTRATOR

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.

PUBLIC CONSERVATOR/GUARDIAN/ADMINISTRATOR

- 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; experience supervising and directing the work of staff is highly desirable.

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.

SHERIFF'S SERVICES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible and complex technical, specialized clerical and administrative services duties in support of the Sheriff's Department; this includes maintenance of sheriff department records and services; receives and prepares for service police reports, citations, and inmate paperwork; performs fiscal accounting, billing and related financial duties, and front counter duties of a sensitive nature interacting with both the public, other law enforcement agencies, and County Departments; assists the public or other County staff with in accordance with appropriate laws and requirements specialized department procedures and release of information; provides a variety of information about department policies and procedures; performs a variety of technical and office support assignments; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is a technical and clerical classification in the Sheriff's Department; incumbents initially receive closer supervision and training in a specific technical assignment, and then receive greater independence and responsibility in their assigned technical area(s). The Sheriff's Services Technician is distinguished by its responsibility to process and provide information of a confidential nature in strict adherence to State and Department mandates, by independence of action, and the consequences of error.

REPORTS TO

Higher level management or supervisory staff

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Performs a variety of responsible and complex legal clerical and technical tasks in an assigned functional area of the Sheriff's Department such as Civil, Records, Bookings, or Human Resources.
- Receives, reviews, and processes various civil papers, such as summons, subpoenas, notices, orders, citations, warrants, and civil writs of attachment, execution, restitution, possession, claim

SHERIFF'S SERVICES TECHNICIAN - 2

and deliver; examines legal documents for form, sufficiency of information, and conformance with legal requirements.

Processes and updates required annual required registrations for sex offenders as well as individuals convicted of arson and narcotics crimes.

- Prepares, types, and has responsibility for signing warrants for payment of fines and bails and for fees collected.
- Processes human resources background documents; prepares recruitment and selection documents, announcements advertisements; processes testing results; assists with reviewing qualifications; prepares, processes, and maintains personnel, background and internal affairs files, documents, forms and reports.
- Confers with attorneys, plaintiffs, defendants, applicants, staff, and others regarding procedures and documents required.
- Provides information about assigned area to interested parties, other agencies and the public.
- As necessary confers with other Departments and agencies on proper procedures, legal questions and proper interpretation of code sections related to assigned area.
- Maintains accurate and complete records for receipts and disbursements of moneys and other funds deposited to the Sheriff's trust account by posting, checking, balancing, and adjusting accounts and keeping subsidiary ledgers.
- Checks various statistical and accounting tables and reports; accumulates records and complies statements; assists in preparing accounting or statistical reports.
- Acts as liaison to other County departments to assists in collecting referred delinquent accounts.
- Keeps current regarding laws, codes, regulations and legal procedures as they pertain to assigned specialty area.
- Explains laws and procedures to employers, financial institutions, and others pertaining to the collection of money under court orders; explains laws to employees regarding remedies for money attached under court orders.
- Composes and types letters, memos, documents, forms, and reports.
- Enters, retrieves, reviews and purges information from a variety of computer files, databases and other records.
- Maintains, processes and audits arrest reports, warrants, and criminal histories and other records; confirms arrest warrants as required.
- Enters, updates, assembles, codes, records and summarizes a variety of law enforcement data; classifies crime reports and enters into an appropriate computerized system.
- Processes documents after inmates are booked into the County Jail or other detention facility; obtains information from appropriate documents and files; completes arrest registers; receives and receipts monies for bail.
- Receives, receipts and records payment of fines, fees, and deposits to inmate's cash accounts; reviews, posts, adjusts and balances daily registers and journals; issues checks following established procedures.
- Checks identification and follows procedures for admitting vendors to detention facilities; operates central control panel to allow staff and other authorized individuals access to secure areas of detention facility.
- Performs related work as required.

SHERIFF'S SERVICES TECHNICIAN - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a law enforcement agency.
- Methods, practices, and procedures of law enforcement recordkeeping.
- Policies, laws, rules, and regulations applicable to the release of law enforcement records.
- Operational characteristics of assigned equipment including LiveScan fingerprinting equipment.
- Office methods, equipment and techniques including computers and assigned software.
- Principles and practices of customer service.
- Policies and procedures of the work area(s) where assigned in the Sheriff's department.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Perform a variety of specialized law enforcement recordkeeping assignments.
- Provide technical support for an assigned area of the Sheriff's Department.
- Interpret and apply the policies and procedures of the Sheriff's department as it relates to assigned area(s).
- Assist with the preparation and release of specialized and confidential reports and the maintenance of confidential records.
- Operate a computer and appropriate software, including database information. Learn and operate other advanced technical and telecommunications equipment.
- Tactfully and courteously provide a variety of public assistance of a sensitive and confidential nature.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

SHERIFF'S SERVICES TECHNICIAN - 4

Education

A high school diploma or GED equivalent.

Experience

One (1) year of experience in performing recordkeeping and technical support work, preferably within a law enforcement agency.

Special Requirements

None