

The County of San Bernardino, California invites application for the position of
Supervising Deputy Public Guardian

Job Number: 16-04192-02

SALARY

\$23.08 - \$31.69 Hourly

\$4,000.53 - \$5,492.93 Monthly

\$48,006.40 - \$65,915.20 Annually

APPLY BY: Continuous Applicants are encouraged to apply online: <http://www.sbcounty.gov>

THE POSITION

FUTURE SALARY INCREASES 2.0% Effective July 22, 2017 3.0% Effective July 21,

The **Department of Aging and Adult Services** is recruiting for a **Supervising Deputy Public Guardian** to supervise and evaluate the activities of Deputy Public Guardians who are responsible for arranging the administration of estates and custodial care of gravely disabled or other incompetent persons assigned by the courts to the Public Guardian, and related support staff. Duties also include the review of recommendations for placement of conservatees and the management and liquidation of assets and expenditures.

For more information regarding job duties, refer to the [Supervising Deputy Public Guardian](#) job description.

Applications will be accepted until a sufficient number of qualified applications have been received. This recruitment may close without further notice; interested candidates should apply as soon as possible. This excellent opportunity also offers highly competitive benefits package that includes:

Medical Benefits

- Health and dental insurance provided for employee and eligible dependents
- Medical and Dental Premium Subsidies to offset the cost of insurance premium
- Employer paid vision coverage for employee
- Eligible to participate in Flexible Spending Account

Paid Time Off

- Vacation Leave up to four (4) weeks annually
- Sick Leave 11 days annually
- 14 Paid Holidays annually
- Perfect Attendance Incentive

Retirement Plans

- Generous County **pension** (www.sbcera.org)
- Vested after five (5) years
- Eligible for retirement after 10 years of service
- County contributes up to 1.5% of base salary to the **Retirement Medical Trust Fund**
- Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of 0.5 times Employee contribution up to 0.5% of base salary

- Reciprocity with CalPERS, CalSTRS, JRS, JRSII, and retirement systems operated under the County Employees Retirement Law of 1937 ('37 Act)

Miscellaneous Benefits

- Career development, training and education fund availability
- Employer Paid Term Life Insurance
- Relocation Assistance may apply
- Voluntary Life and AD&D Insurance

To view the complete list of Administrative Services benefits offered, click [here](#).

CONDITIONS OF EMPLOYMENT

Certification: Incumbents must possess and maintain a valid certification as a Public Guardian as established by the California Association of Public Administrators, Public Guardians, and Public Conservators (CAPAGPC). Certification must be obtained within 4 years of hire per Section 2923 of the California Probate Code or the incumbent may be terminated. **Background:** At the time of appointment, applicants must pass a background investigation, which includes fingerprinting and credit check. **Travel:** Travel throughout the State is required. Incumbents will be required to make provision for transportation. At the time of hire, a valid California Class C driver license and proof of liability insurance must be produced by the individual providing the transportation.

MINIMUM REQUIREMENTS

Education: A Bachelor's degree in Business/Public Administration or Behavioral/Social Science.

AND

Experience: (must meet one of the following options)

Option A: Three (3) years of experience equivalent to a Deputy Public Guardian with the County of San Bernardino. Equivalent experience includes the arrangement for custodial care and administration of estates of gravely disabled or other incompetent persons assigned to the Public Guardian by the courts.

Option B: Three (3) years of supervisory or lead experience over staff performing case management duties in a health or human services field.

DESIRED QUALIFICATIONS

Possession of a Bachelor's degree, or higher, in business/public administration or behavioral/social science and certification as a Public Guardian as established by CAPAGPC is desirable.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. It is to your advantage to provide as much relevant and detailed work experience as possible, as resumes will not be reviewed in lieu of the application materials. The most highly qualified candidates, based on the results of the evaluation, may be invited to continue in the selection process which will include an interview with the appointing authority.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr> (909) 387-8304 • TTY Users: 711
West Fifth Street, 1st Floor, San Bernardino, CA 92415 An Equal Employment Opportunity and ADA Compliant
Employer

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