DEPARTMENT: County Counsel  
BY: Jeffrey G. Green  
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X__)

Adopt this resolution approving new class specification for the position of Community Services Assistant, Salary Range 169-185, assigned to S.E.I.U., and deleting the extra-help class specification of Conservatorship Assistant at an hourly salary of $12.00.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

During budget hearings per Minute Order dated September 16, 1993, the Board concurred with converting an extra-help conservatorship position within the Veterans Services Department to full-time. This action was adopted by the Board during its meeting on September 28, 1993 with passage of the final budget for FY1993-94.

The title in the proposed class specification reflects departmental consolidation of the activities for Veterans, Senior Services, Transit and Public Guardian/Conservator services in the County.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the proposed class specification and salary range.

Revise this class specification and salary range as deemed necessary.

COSTS:

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SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:

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CLERK'S USE ONLY:

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The foregoing instrument is a correct copy of the original on file in this office.

Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

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Comment: 

A.O. Initials: 

Action Form Revised 5/92
MARIPOSA COUNTY

**JOB TITLE:** Community Services Assistant

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a variety of duties relative to the Public Guardian/Conservator and Veterans Service functions to provide for the administration of the person and/or person and estate of County residents who, for a variety of reasons, cannot provide these services for themselves or cannot make arrangements for these services through family, friends or other public agencies. This employee may also be tasked to assist with other departmental duties and requirements. Employees in this job class receive general supervision within a framework of standard policies and procedures. This job class is responsible for a variety of specialized, technical and highly visible functions and requires the exercise of initiative, communications and organizational skills.

**SUPERVISOR:** Community Services Deputy Director

**TYPICAL DUTIES**

- Investigates referrals from other public agencies requesting guardianship or conservatorship of a County resident

- Works in cooperation with County Counsel to prepare, file and finalize all required legal documents and court proceedings

- Arrange for and ensure the care and treatment of clients placed under the care of the Public Guardian/Conservator

- Ensure, justify and document all fiscal needs of clients

- Counsel veterans, their dependents and survivors on available financial, medical, vocational, educational, legal and community resource benefits

- Research, develop and submit claims to the United States and California Departments of Veterans Affairs to obtain veterans rights and benefits

- Perform other related duties similar to the above in scope and function as required
MARIPOSA: Community Services Assistant

EMPLOYMENT STANDARDS

Possession of:

- a valid California Driver's License

Knowledge of:

- Federal, State and local laws affecting the Public Guardian/Conservator and Veterans Services functions
- Medicare, MediCal, Social Security, Supplemental Security Income and benefit laws and requirements
- financial and statistical record-keeping
- Federal, State, County and community resource agencies
- interviewing, counseling and research techniques
- office practices and procedures

Ability to:

- understand, interpret, apply and explain laws, rules and regulations governing the Public Guardian/Conservator and Veterans Services functions
  provide counseling, guidance and assistance to clients
- perform a variety of complex financial and statistical record-keeping, and maintain accurate and complete records
- prepare clear, comprehensive and concise reports
- effectively represent the Community Services Department with individuals, other County departments and government agencies
- maintain confidentiality of records

A typical way to gain the knowledge, skill and ability outlined above is:

- A four-year college degree in social welfare, social/human services, sociology, or other behavioral sciences, and one year of experience in a public or private services agency dealing with social work casework, including a minimum of six months experience with conservatorships.