

DEPARTMENT: Administration/Personnel BY: Catherine Harmon (initials) PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: ___ No: X)

Adopt this resolution approving creation of the extra-help position of Conservatorship Assistant at a salary of \$12.00 per hour, approve the attached class specification for that position, and allow the persons currently filling Personal Service Agreements within the District Attorney's Department to transfer into those positions.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The positions of Deputy District Attorney, Conservatorship Assistant, and Victim Witness Coordinator/Advocate are presently filled through Personal Service Agreements. As the Internal Revenue Service is restricting the use of personal service agreements, the determination has been made that the aforementioned positions can be moved to extra-help. This action would establish extra-help status for those classifications and those extra-help employees.

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."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution and continue to fill the need for this position through a Personal Service Agreement.

Revise this class specification and salary as deemed necessary by the Board.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

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

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 92-319

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

**ADMINISTRATIVE OFFICER'S
RECOMMENDATION:**

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: _____

A.O. Initials: 

MARIPOSA COUNTY

JOB TITLE: Conservatorship Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of social work duties associated with the Public Guardian/Public Conservator function of the District Attorney's Office. A person in this classification will receive supervision from the Administrative Assistant and work within the framework of policies and procedures.

SUPERVISOR: Administrative Assistant

TYPICAL DUTIES

- Investigates reports of persons who may be incompetent or gravely disabled in need of guardianship or conservatorship protection
- Monitor the fiscal affairs of such persons
- Provide information and referral to appropriate agencies for services, including application for various benefits due conservatee
- Provide effective consultation to social services, mental health, medical professionals and care providers relative to the physical, emotional and social needs of conservatee
- Provide casework relative to the conservatee, including but not limited to, food, shelter, clothing and socialization needs
- Provide testimony to the court relative to the status and needs of the conservatee

EMPLOYMENT STANDARDS:

Possession of:

- a valid California driver's license

Knowledge of:

- socioeconomic conditions and trends
- the basic principles of individual and group behavior

MARIPOSA: Conservatorship Assistant

Knowledge of (cont'd):

- current laws and issues relative to the field of conservatorship/guardianship
- principles of interviewing and problem solving methodology
- basic knowledge of local, State and Federal programs as they may relate to a conservatee or the conservatee's family
- general principles of public assistance policies and programs

Ability to:

- understand and learn the agency program, policies and procedures
- obtain facts and recognize the relevant and significant considerations
- organize and maintain work detail
- relate and work well with agency staff, clients and others
- speak and write effectively
- establish and maintain client rapport on an individual basis
- demonstrate skill in the more difficult casework areas
- accept and use consultative supervision

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

either one year performing duties comparable to a Social Worker II in a public social services or mental health/substance abuse services agency, or equivalent to graduation from a college, including 30 semester units in social welfare, social/human services, sociology or other behavioral science, and some experience with social work casework in a public or private social services or mental health/substance abuse services agency.