



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** June 7, 2018

**Staff Contact:** Melanie Bruketta, HR Director

**Agenda Title:** For Possible Action: To approve a compensation range increase for grade BA1/01 Public Guardian salary from \$56,402.37-\$84,603.56 to \$65,000-\$100,000. (Melanie Bruketta, mbruketta@carson.org)

**Staff Summary:** Deborah Marzoline, Public Guardian, was appointed to the position in accordance with Nevada Revised Statutes (NRS) 253.150 for a second four year term beginning on January 20, 2015. Ms. Marzoline gave notice to the City that she is retiring in August, 2018 prior to the expiration of her four year term. A compensation study was conducted of the Public Guardian salaries in this area, and study shows that the City's compensation range for the position is below market. This action is to request an increase in the compensation range for the Public Guardian position only.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 minutes

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## **Proposed Motion**

I move to approve a compensation range increase for grade BA1/01, Public Guardian, salary from \$56,402.37-\$84,603.56 to \$65,000-\$100,000.

## **Board's Strategic Goal**

Organizational Culture

## **Previous Action**

The Board appointed the current Public Guardian to the position at the January 5, 2015 Board of Supervisor's meeting.

## **Background/Issues & Analysis**

NRS 253.150(2) states in part, "The board of county commissioners shall: (a) Appoint a public guardian, who serves at the pleasure of the board, for a term of 4 years from the day of appointment. NRS 253.150(3) states, "The compensation of the public guardian appointed or designated pursuant to subsection 2 must be fixed by the board of county commissioners and paid out of the county general fund."

Deborah Marzoline was appointed to a second four year term on January 20, 2015 by the Board of Supervisors. Ms. Marzoline has given notice that she intends to retire in August, 2018. The salary range for the position is \$56,402.37-\$84,603.56. In anticipation of opening a recruitment, a salary survey was conducted and the local governments in this area pay as follows:

Douglas County: \$62,504.00-\$93,745.60	Active cases: 30
Lyon County: \$70,342.46-\$112,547.94	Active cases: 18
Washoe County: \$85,633.06-\$111,363.20	Active cases: 242*
Carson City: \$56,402.37-\$84,603.56	Active cases: 69

\*Washoe County's number includes deceased and pending.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Current position is budgeted at \$68,514, with benefits \$105,742, so potential increase to this position, (If hired at the top of the range) is \$31,486, including benefits total increase of \$40,809.

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Budgeted position with 3.5% merit increase. Would likely have to augment, dependent on hire rate of new Public Guardian.

**Alternatives**

The Board may reject the proposal to raise salary range or establish a salary range different from the one suggested by staff.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Public Guardian	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Public Guardian Clerk/Recorder BA1	<b>GRADE:</b>	
<b>REPORTS TO:</b>	City Manager City Clerk-Recorder May, 2018 July 1, 2013	<b>DATE:</b>	

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### SUMMARY OF JOB PURPOSE:

Under administrative direction, plans, organizes, administers, and directs the operation of the functions of the Office of the Public Guardian; manages and directs guardianship, representative payee-ship, warehouse, and support services. This is a Board of Supervisors appointed position.

### ESSENTIAL FUNCTIONS:

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Responsible for the development and implementation of goals, objectives, policies, procedures and work standards for the Office of the Public Guardian.
- Plans, organizes, and supervises the day-to-day activities of assigned support staff.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Visits wards in facilities, homes, hospitals, etc., and attends to their needs; provides transportation as required; manages medical decisions and locates appropriate medical services; supervises visits with estranged family members.
- Administers estates after wards have died.
- Confers with and coordinates assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of services.
- Interacts with the courts and all entities involved in the legal process.
- Receives and monitors court ordered assignments from inception to completion and final discharge by the court.
- Arranges for interpreters as needed.
- Serves on task forces and committees promoting protective services and senior related issues.
- Directs the maintenance of accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Monitors and interprets changes in laws and regulations related to assigned functions; evaluates their impact upon departmental activities and develops and implements policy and procedural changes as required.
- Uses standard office equipment, including a computer, in the course of the work.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Drives a personal or City motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.

## JOB DESCRIPTION

## Public Guardian

### ESSENTIAL FUNCTIONS:

- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and Experience:

Bachelor's Degree in business or public administration, social science, behavioral science or a field related to the work; AND four (4) years of full-time professional experience in either asset management and distribution or social service delivery preferably involving public guardianship or similar functions-experience, one (1) year of which was in a supervisory role; OR an equivalent combination of education, training and experience as determined by Human Resources.

#### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid dDriver's License
- Certified Guardian with the National Guardianship Association at time of appointment and must become a Master Certified Guardian within one year of appointment.

#### Required Knowledge and Skills

Knowledge of:

- Principles and practices of public guardian case management, social work and social service provision.
- Crisis intervention and counseling techniques.
- Effects of mental and physical illnesses.
- Investigative techniques and practices.
- Principles and practices of estate property accounting and money management.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Applicable laws, codes and regulations; computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Interpreting, applying and explaining laws and regulations relating to assigned functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Preparing clear and concise reports, correspondence and other written materials;
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

*Under Administrative Direction* - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to exert up to 50 pounds of force occasionally and up to 20 pounds of force frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

**CONDITIONS OF EMPLOYMENT:**

1. *Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*
7. *Per NRS 281.574 this position has been determined to fall under the category as “Public Officer”. Public Officer is defined as those persons serving in a position designated by NRS 281A.160 or 281A.182. Individuals are required to complete the “Nevada Acknowledgement of Ethical Standards for Public Officers” form, as well as file a “Financial Disclosure Statement” with the Nevada Secretary of State office.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**





862,504 - 893,745.60

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Public Guardian	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Public Guardian Office	<b>JOB CODE:</b>	3650
<b>REPORTS TO:</b>	County Manager	<b>DATE:</b>	9/17/2015
		<b>PAY GRADE:</b>	P3

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### POSITION SUMMARY:

Manages a variety of guardianship cases, assessing and determining the needs of proposed wards; coordinates ward services within a client's economic resources; verifies the assets of proposed wards and manages wards' estates.

The Public Guardian position reports to the County Manager which is an at-will position and serves at the pleasure of the Board of County Commissioners.

### ESSENTIAL FUNCTIONS:

- Receives guardianship referrals from medical/legal/financial institutions, community service agencies, and the general public; reviews information for accuracy to determine the appropriate action for each case, develops action plans for the care and treatment of wards.
- Determines a proposed ward's eligibility for guardianship services through the investigation of current circumstances and/or financial status to establish the existence of other individuals (if any) qualified to serve as guardian or identify other alternatives to public guardianship.
- Presents germane information to legal counsel for the purpose of petitioning the court to establish, maintain, modify, or terminate a legal guardianship; testifies in court proceedings or arrange for witnesses to testify relative to the situation of wards or proposed wards.
- Assesses the financial and physical needs of clients through interviews with clients, relatives, or other concerned individuals, to make eligibility determinations and coordinate available community resources and professional care to meet client needs within their economic means; provide ongoing assessment of client needs to maintain optimum quality of life and care within available resources.
- Works with the courts and all entities involved in the legal process, other department's staff, community organizations, and government agencies to enhance program effectiveness.
- Monitors proposed legislation, laws, and regulations pertaining to Public Guardianship programs, developing opinions and positions on proposed legislation.
- Makes policy recommendations and develops and implements new policies and procedures in compliance with changes in law and community needs.
- Arranges for the sale of real and personal property through multiple listing services, public auction and related services, in compliance with Nevada Revised Statutes.
- Manage the finances of wards, monitoring and documenting all transactions to ensure sufficient resources to pay claims and expenses; provide financial status



## JOB DESCRIPTION

reports to the courts in compliance with accepted fiduciary standards and Nevada Revised Statutes.

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## PUBLIC GUARDIAN

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education and Experience:

Bachelor's degree in business or public administration, social science, behavioral science or a field related to the work and four (4) years of full-time professional experience in either asset management and distribution or social service delivery, preferably involving public guardianship or similar functions, OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of public guardian case management.
- Social work and social service provision.
- Crisis intervention and counseling techniques
- Effects of mental and physical illnesses, basic dynamics of human behavior.
- Methods and techniques involved in the management of personal finances.
- Interviewing methods and techniques.
- Legal, medical, and psychological terminology.
- Principles and practices of estate property accounting and money management.
- Applicable laws, codes and regulations.
- Computer applications related to the work; record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Interpreting, applying and explaining laws and regulations relating to assigned functions.
- Interviewing, counseling, and interacting effectively with critically ill, mentally incapacitated, or dying clients.
- Maintaining confidentiality, sensitivity, and tact in communications regarding guardian cases.
- Preparing clear and concise reports, correspondence and other written and materials; using initiative and independent judgment within general policy guidelines.
- Preparing clear, accurate and grammatically correct written reports.

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## JOB DESCRIPTION

- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

### PUBLIC GUARDIAN

Skill in: (continued)

- Reading, interpreting and applying pertinent laws, regulations and standards, including eligibility criteria, legal/financial documents and departmental policies and procedures.
- Coordinating available community resources and services to meet client needs.
- Researching information related to client referrals and document findings.
- Writing clear, accurate and concise narrative reports.
- Communicating orally in a clear, concise manner.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Guardianship Certification must be obtained within 1 year of employment.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and independently travel to various locations where wards reside; and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; ability to tolerate exposure to unsanitary, hazardous, or hostile environments; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

### CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon successful completion of background/screening.*
3. *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along*

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### **JOB DESCRIPTION**

*with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## DOUGLAS COUNTY PAY PLAN

Effective 3/1/2018

PAY GRADE	TITLE	JOB CODE	HOURLY MIN	HOURLY MID	HOURLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX
M1	Manager Community Services	2260	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
M2	Manager GIS & Customer Service	1625	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
M1	Manager of Court Advocacy Programs	1420	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
M1	Manager Social Services	2750	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
M2	Manager Technology Infrastructure & Operations	2730	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
P2	Network Security Administrator	2755	\$25.51	\$31.89	\$38.27	\$53,060.80	\$66,331.20	\$79,602.43
A2	Office Assistant	2820	\$13.34	\$16.68	\$20.01	\$27,747.20	\$34,694.40	\$41,620.80
A3	Office Specialist	2840	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
T1	Park Ranger	2910	\$18.44	\$23.06	\$27.67	\$38,355.20	\$47,964.80	\$57,553.60
T2	Park Ranger Senior	2920	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
A2	Parks Maintenance Assistant	2600	\$13.34	\$16.68	\$20.01	\$27,747.20	\$34,694.40	\$41,620.80
M1	Parks Superintendent	3270	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
S2	Parks Supervisor	2930	\$25.56	\$31.96	\$38.34	\$53,164.80	\$66,476.80	\$79,747.20
T2	Payroll Coordinator	2940	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
P3	Planner Senior	2990	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
M2	Planning Manager	1330	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
T1	Portable Event Recording Device Technician	2055	\$18.44	\$23.06	\$27.67	\$38,355.20	\$47,964.80	\$57,553.60
M1	PREA/Dorm Manager	3600	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
M2	Project Manager	3020	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
P3	Public Guardian	3650	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
P3	Public Health Nurse	3660	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
A2	Public Works Laborer	3485	\$13.34	\$16.68	\$20.01	\$27,747.20	\$34,694.40	\$41,620.80
S1	Recording Supervisor	1870	\$23.29	\$28.73	\$34.18	\$48,443.20	\$59,758.40	\$71,094.40
A3	Records Management Clerk	3070	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
S1	Records Management Supervisor	3080	\$23.29	\$28.73	\$34.18	\$48,443.20	\$59,758.40	\$71,094.40
A1	Recreation Aide	3090	\$8.67	\$10.84	\$13.01	\$18,033.60	\$22,547.20	\$27,060.80
P1.5	Recreation Coordinator	3120	\$23.29	\$28.73	\$34.18	\$48,443.20	\$59,758.40	\$71,094.40
A2	Recreation Leader	3130	\$13.34	\$16.68	\$20.01	\$27,747.20	\$34,694.40	\$41,620.80
A3	Recreation Leader Senior	3140	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
A5	Recreation Specialist	1380	\$19.91	\$24.89	\$29.87	\$41,412.80	\$51,771.20	\$62,129.60
S2	Recreation Supervisor	3160	\$25.56	\$31.96	\$38.34	\$53,164.80	\$66,476.80	\$79,747.20
T3	Road Maintenance Coordinator	1400	\$22.80	\$28.50	\$34.20	\$47,424.00	\$59,280.00	\$71,136.00
T1	Road Maintenance Operator	3170	\$18.44	\$23.06	\$27.67	\$38,355.20	\$47,964.80	\$57,553.60
T2	Road Maintenance Operator Senior	3180	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
T2	Road Sign Maintenance Specialist	3240	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
T2	SCADA Operator / Instrumentation Technician	2250	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
A4	Secretary	3190	\$18.17	\$22.71	\$27.24	\$37,793.60	\$47,236.80	\$56,659.20
A3	Security Officer	3210	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
PS5.5	Sergeant	3220	\$30.35	\$36.27	\$45.56	\$63,128.00	\$75,441.60	\$94,764.80



**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Public Guardian	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Public Guardian	<b>GRADE:</b>	D1
<b>REPORTS TO:</b>	County Manager	<b>DATE:</b>	10/06/2016

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**SUMMARY OF JOB PURPOSE:**

Responsible for planning, organizing and performing activities related to the County's Public Guardian services and functions; monitors the care, custody and control of the person of the ward, and performs the duties necessary for the proper care, maintenance, education and support of the ward.

**ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, organizes and manages the functions and activities of the office and provides customer service to the public.
- Reviews and investigates all guardianship referrals, interview proposed wards, family members and seek out other resources to keep the clients in the least restrictive environment.
- Determines a proposed ward's eligibility for guardianship services through a review of current circumstances and/or financial status to establish the existence of other individuals (if any) qualified to serve as guardian or identify other alternatives to public guardianship; may develop and implement court-ordered recommendations for case disposition and the need for guardianship.
- Prepares legal pleadings for petitioning the court to establish, maintain, modify or terminate a legal guardianship; testify in court proceedings or arrange for witnesses to testify relative to the situation of wards or proposed wards.
- Assesses the financial and physical needs of wards through interviews with wards, relatives or other concerned individuals, to make eligibility determinations and coordinate available community resources and professional care to meet ward needs within their economic means; provide ongoing assessment of ward needs to maintains optimal quality of life and care within available resources.
- Manages the finances of wards, monitoring and documenting all transactions to ensure sufficient resources to pay claims and expenses; provide financial status reports to the courts in compliance with accepted fiduciary standards and Nevada Revised Statutes.
- Arranges for the sale of real and personal property through multiple listing services, public auction and related services, in compliance with Nevada Revised Statutes.
- Applies for all relevant Medicare, Medicaid, Veteran's and Social Security benefits; maintains and manages benefits as required.

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## PUBLIC GUARDIAN

### ESSENTIAL FUNCTIONS: (continued)

- Monitors proposed legislation, laws and regulations pertaining to guardianship programs; develop opinion and positions on proposed legislation; serves on committees.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Bachelor's degree in business or public administration, or a related field; AND four (4) years of public social work experience; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Casework preparation, principles, objectives and practices.
- Principles and practices of legal guardianship and estate administration.
- State laws and County regulations applicable to guardianship and estate administration.
- Methods and techniques involved in the management of personal finances.
- Policies and procedures related to accounting and funds management.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Management of the affairs of county wards, meeting all relevant standards for care.
- Interviewing and interacting effectively with critically ill, mentally incapacitated or dying wards, maintaining
- Maintaining confidentiality, sensitivity and tact in communications regarding guardian cases.
- Reading, interpreting and applying pertinent laws, regulations and standards, including eligibility criteria, legal/financial
- Coordinating available community resources and services to meet ward needs.
- Researching information related to ward referrals and document findings.



## **PUBLIC GUARDIAN**

Skill in: (continued)

- Gathers, organizes, analyzes, and presents a variety of data and information in a clear, accurate and concise manner, both in oral and written formats
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with the public, in person and over the telephone.
- Using initiative and independent judgment within general policy guidelines.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.
- Obtain Certified Guardian or Master Guardian certification within one (1) year of date of employment.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in over the telephone; agility to physically assist with ambulation, mobility, entry and exit to vehicles and buildings.

Work is subject to performance outside of the office and extensive travel to various locations where wards reside; subject to exposure to unsanitary, hazardous, or hostile environments.



**LYON COUNTY**

**Placement of Position into Ranges**

**Director I**

Library Director

**Public Guardian**

Fleet/Facilities Director

Road Maintenance Director

Utilities Operations Manager

**Director II**

Chief Juvenile Probation Officer

Community Development Director

Human Resources Director

Human Services Director

Information Technology Director

Utilities Director

Lyon County Sheriff's Command Staff

**Director III**

Comptroller

**Executive**

County Manager

**Management Salary Ranges**  
**Effective 7/01/2017 1% Salary Adjustment & 2.5% Merit increase**

**Employer-Paid**

	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Director I	\$ 70,342.46	\$ 91,445.20	\$ 112,547.94
Director II	\$ 73,561.33	\$ 95,629.73	\$ 117,698.13
Director III	\$ 80,457.61	\$ 104,594.89	\$ 128,732.18
Executive	\$ 112,711.96	\$ 140,889.95	\$ 169,067.94

**Employee/Employer Paid**

	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Director I	\$ 80,617.74	\$ 104,803.05	\$ 128,988.37
Director II	\$ 84,306.80	\$ 109,598.84	\$ 134,890.88
Director III	\$ 92,210.45	\$ 119,873.59	\$ 147,536.73
Executive	\$ 129,176.36	\$ 161,470.45	\$ 193,764.54

PERS "In Lieu Of" Factor = 1.146075

\$85,633.06 - \$111,363.20



## CLASS SPECIFICATION

Class Code: 9336  
Date Est: 04/2002  
Last Rev: 04/2015  
Last Title Chg:  
FLSA: Exempt

### PUBLIC GUARDIAN

#### DEFINITION

Under administrative direction, plans, and directs the Public Guardian Department of Washoe County and performs related work as required.

#### EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in human services, social work, nursing, public administration, or a closely related field, AND five years of full-time progressively responsible experience in guardian case management, four of which were in a supervisory capacity; OR an equivalent combination of education and experience.

#### LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

Must be a Certified Guardian with the National Guardianship Association at time of appointment. The Public Guardian must become a Master Certified Guardian with the National Guardianship Foundation within one year of appointment.

#### DISTINGUISHING CHARACTERISTICS

This classification is responsible for the management and direction of the Public Guardian functions and programs. This class is distinguished from the Senior Guardian Case Manager by having responsibility of the entire department.

#### SUPERVISION EXERCISED

This is a management position, exercising direct and indirect supervision over departmental staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, manage and direct the functions and activities of the Public Guardian Department of Washoe County; assure adequate ongoing training for employees, facilitate National Guardian Association certification for Guardian Case Managers.

Review data and monitor and evaluate the effectiveness of Department programs.

Develop Department Budgets, approving and monitoring expenditures.

Maintain, review, and interpret program management reports concerning workload, budget, personnel, and client data.

Make policy recommendations and develop and implement new policies and procedures in compliance with changes in laws and community needs.

Receive guardianship referrals from medical/legal/financial institutions, community service agencies and the general public; review information for accuracy to determine the appropriate action for each case, develop action plans for the care and treatment of wards.

Supervise and assist in administration of guardianships; conduct periodic reviews of the Guardian Case Manager's ongoing investigations to ensure quality of wards care and safety.

Work with the courts and all entities involved in the legal process, other department's staff, community organizations, and government agencies to enhance program effectiveness.

Serve on task forces and committees promoting protective services. Develop and make presentation to a variety of groups.

Represent the Public Guardian office to all agencies that work with the Public Guardian's office including care facilities, hospitals and public and private agencies.

Assist in selecting attorneys to be assigned to guardianship cases and coordinate and oversee the handling of guardianships from inception to completion and final discharge by the court.

Monitor proposed legislation, laws, and regulations pertaining to Public Guardianship programs, developing opinions and positions on proposed legislation.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental policies and procedures.

Legal responsibilities of the Public Guardian in Washoe County.

State laws and County regulations applicable to guardianship and estate administration.

Management information systems and software programs used in the assigned area.

Asset management and fiduciary duties.

Legislative processes.

#### **Ability to:**

Implement work methods and procedures, which promote a safe working environment, and ensure proper staff training in work safety.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other methods and techniques.)*

#### **Knowledge of:**

Aspects of legal guardianship for personal and estate administration.

Basic dynamics of human behavior.

Methods and techniques involved in the management of personal finances.

Interviewing methods and techniques.

Legal, medical, and psychological terminology.

Local, State, and Federal assistance and social service programs.

Legal process to establish, modify or terminate guardianship.

Effects of mental and physical illnesses.

Investigative skills

**Ability to:**

Read, interpret, and apply pertinent laws, regulations and standards, including eligibility criteria, legal/financial documents and departmental policies and procedures.

Analyze and utilize medical and psychological data.

Supervise staff in hazardous, unsanitary, and/or hostile environments.

Write clear, accurate, and concise narrative reports.

Communicate orally in a clear, concise manner.

Maintain confidential data and information.

Operate a personal computer.

Interview, counsel, and interact effectively with critically ill, mentally incapacitated, or dying clients, maintaining confidentiality, sensitivity, and tact in communications regarding guardian cases.

Safely operate a motor vehicle.

Understand and act upon a variety of financial, medical, social service and real estate documents.

Establish, foster, and maintain effective working relationships with those contacted in the course of work including medical professionals, community agencies, and the public.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work outside and independently travel to various locations where wards reside. Ability to tolerate exposure to unsanitary, hazardous, or hostile environments. Ability to work in a standard office environment. Ability to operate office equipment including computers, telephones, calculators, copiers, and fax machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Washoe County  
Job Classification Salaries  
Effective July 1, 2017

Job Class #	Job Classification Title	PS Area	PS Group	Level	Min Hourly	Max Hourly	Min Annual	Max Annual
60016325	PREPAREDNESS AND EMS PROGRAM MANAGER	Y	QQ	--	\$ 35.88	\$ 46.62	\$ 74,630.40	\$ 96,969.60
60000314	PRINCIPAL ACCOUNT CLERK	Y	JJ	--	\$ 23.73	\$ 30.83	\$ 49,358.40	\$ 64,126.40
60017426	PRINCIPAL FISCAL ANALYST	C	SS	--	\$ 41.17	\$ 53.54	\$ 85,633.60	\$ 111,363.20
60001140	PROBATE COMMISSIONER	K	446	--	\$ 42.41	\$ 65.77	\$ 88,212.80	\$ 136,801.60
60000187	PROBATE ESTATE CASE MANAGER	Y	OO	--	\$ 31.70	\$ 41.22	\$ 65,936.00	\$ 85,737.60
60000172	PROGRAM ASSISTANT	Y	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60015100	PROGRAM ASSISTANT	C	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60015325	PROGRAM ASSISTANT	K	420	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60015400	PROGRAM ASSISTANT	P	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60000171	PROGRAM COORDINATOR	Y	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60015326	PROGRAM COORDINATOR	K	445	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60016225	PROGRAM COORDINATOR	P	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60015500	PROGRAM MANAGER (ER)	P	1RR	--	\$ 38.39	\$ 49.89	\$ 79,851.20	\$ 103,771.20
60013704	PROGRAM MANAGER (RR)	P	RR	--	\$ 38.35	\$ 49.85	\$ 79,768.00	\$ 103,688.00
60017626	PROJECT COORDINATOR - DA	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20
60003020	PROJECT COORDINATOR-CSD	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20
60016701	PROJECT MANAGER	Y	QR	--	\$ 38.35	\$ 49.85	\$ 79,768.00	\$ 103,688.00
60000410	PROPERTY INVENTORY CLERK	W	EE	--	\$ 17.99	\$ 23.39	\$ 37,419.20	\$ 48,651.20
60000135	PROPERTY TRANSFER COMPLIANCE RECORDER	W	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60015334	PSYCHOLOGIST / ADMINISTRATOR	P	TU	--	\$ 47.96	\$ 62.34	\$ 99,756.80	\$ 129,667.20
60015631	PUBLIC ADMINISTRATOR	E	011	01	\$ -	\$ -	\$ 106,738.00	\$ 106,738.00
60000189	PUBLIC ADMINISTRATOR ESTATE INVESTIGATOR	W	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60009311	PUBLIC DEFENDER	M	YZ	--	\$ 63.45	\$ 82.49	\$ 131,976.00	\$ 171,579.20
60009336	PUBLIC GUARDIAN	M	SS	--	\$ 41.17	\$ 53.54	\$ 85,633.60	\$ 111,363.20
60017701	PUBLIC HEALTH COMMUNICATIONS PROGRAM MGR	Y	OO	--	\$ 31.70	\$ 41.22	\$ 65,936.00	\$ 85,737.60
60000646	PUBLIC HEALTH EMERGENCY RESPONSE COORD	Y	OO	--	\$ 31.70	\$ 41.22	\$ 65,936.00	\$ 85,737.60
60015303	PUBLIC HEALTH INVESTIGATOR I	W	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60015304	PUBLIC HEALTH INVESTIGATOR II	W	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60000604	PUBLIC HEALTH NURSE I	N	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60000605	PUBLIC HEALTH NURSE II	N	NO	--	\$ 31.70	\$ 41.22	\$ 65,936.00	\$ 85,737.60
60000623	PUBLIC HEALTH NURSE SUPERVISOR	O	QQ	--	\$ 35.88	\$ 46.62	\$ 74,630.40	\$ 96,969.60
60018075	PUBLIC HEALTH SUPERVISOR	Y	PP	--	\$ 33.67	\$ 43.75	\$ 70,033.60	\$ 91,000.00
60005006	PUBLIC INFORMATION OFFICER	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20

Public Guardian Compensation

Carson City (BA1)	\$56,402.37-\$84,603.56
Douglas County (P3)	\$62,504.00-\$93,745.60
Lyon County (D1)	\$70,342.46-\$112,547.94
Washoe County (9336)	\$85,633.06-\$111,363.20