



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** August 1, 2019

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

**Agenda Title:** For Possible Action: Discussion and possible regarding approval of a salary compensation range increase for grade BA1/01 Public Guardian from \$58,393.72-\$87,590.59 to \$70,000.00-\$105,000.00. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Public Guardian position is currently vacant and is temporarily being filled by Adriana Fralick, Deputy City Manager. Prior to opening the position, Human Resource staff conducted a compensation study and reviewed what the local market is paying for this position. The following local governmental entity salary ranges for this position are: (Douglas County) \$68,494.00-\$102,752.00, (Lyon County) \$76,466.83-\$114,349.71 and (Washoe County) \$90,417.60-\$117,582.40. This agenda item is to request an increase in the compensation range for the Carson City Public Guardian position.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 15 minutes

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### **Proposed Motion**

I move to approve the compensation range increase for the Carson City Public Guardian position as requested.

### **Board's Strategic Goal**

Organizational Culture

### **Previous Action**

The Public Guardian's salary was reviewed during the classification and compensation study commissioned in February 7, 2013.

### **Background/Issues & Analysis**

NRS 253.150(3) requires the compensation of the public guardian to be fixed by the Board of Supervisors and paid out of the county general fund.

The salary range for the position is currently \$58,393.72-\$87,590.59. In anticipation of opening a recruitment, a salary survey was conducted and the local governments in this area pay as follows:

Douglas County: \$68,494.00-\$102,752.00

Lyon County: \$76,466.83-\$114,349.71

Washoe County: \$90,417.60-\$117,582.40

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

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** 1010217 - Salaries & Benefits

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The current position is budgeted at an annual salary of \$77,625, with annual benefits totaling \$118,473. Fiscal impact will depend on where the newly appointed Public Guardian falls within the existing range or a new range as may be approved by the Board under this agenda item. City policy states that new hires may be hired at a maximum (without City Manager approval) at the top of the bottom 1/3rd of the range (\$81,667), which is an increase of \$4,042 and with benefits a total increase of \$5,213.

**Alternatives**

1. Deny the request to increase the salary range.
2. Establish a different salary range.
3. Provide alternative direction to staff.

**Attachments:**

[NRS 253.150.pdf](#)

[PG Documentation BOS 8.1.19.pdf](#)

**Board Action Taken:**

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

- 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## **Nev. Rev. Stat. Ann. § 253.150**

This document is current through Chapters 1-39, 41-60, 65, 66, 72-74, 90, 93, 97, and 102 of the 80th Regular Session (2019), including all legislation effective May 22, 2019 or earlier.

***Nevada Revised Statutes Annotated > Title 20. Counties and Townships: Formation, Government and Officers. (Chs. 243 — 260) > Chapter 253. Public Administrators and Guardians. (§§ 253.010 — 253.250) > Public Guardians. (§§ 253.150 — 253.250)***

### **253.150. Establishment of office by county commissioners; appointment, designation or contract; compensation.**

1. The board of county commissioners of each county shall establish the office of public guardian.
2. 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;
  - (b) Designate an elected or appointed county officer as ex officio public guardian;
  - (c) Pursuant to the mechanism set forth in NRS 244.1507, designate another county officer to execute the powers and duties of the public guardian;
  - (d) Except in a county whose population is 100,000 or more, contract with a private professional guardian to act as public guardian; or
  - (e) Contract with the board of county commissioners of a neighboring county in the same judicial district to designate as public guardian the public guardian of the neighboring county.
3. The compensation of a 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.
4. As used in this section, "private professional guardian" has the meaning ascribed to it in NRS 159.024 and 159A.024 except that the term does not include:
  - (a) A banking corporation, as defined in NRS 657.016, or an organization permitted to act as a fiduciary pursuant to NRS 662.245 if it is appointed as guardian of an estate only.
  - (b) A trust company, as defined in NRS 669.070.
  - (c) A court-appointed attorney licensed to practice law in this State.
  - (d) A trustee under a deed of trust.
  - (e) A fiduciary under a court trust.

## **History**

1977, p. 486; 1989, ch. 485, § 6, p. 1041; 2003, ch. 142, § 2, p. 804; 2007, ch. 467, § 9, p. 2489; 2009, ch. 164, § 7, p. 593; 2015, ch. 409, § 52.3, p. 2370; 2017, ch. 172, § 199, p. 892.

## Notes

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### Amendment Notes

The 2007 amendment, effective October 1, 2007, substituted “each county shall” for “any county may” in subsection 1; in subsection 2, substituted “shall” for “may” in the introductory language and inserted subdivisions 2(c) and 2(d); added subsection 4; and made related changes.

The 2009 amendment, effective July 1, 2009, added (2)(c) and redesignated former (2)(c) and (2)(d) as (2)(d) and (2)(e).

The 2015 amendment, effective January 1, 2016, rewrote the introductory language of (4), which read: “As used in this section, ‘private professional guardian’ means a person who receives compensation for services as a guardian to three or more wards who are not related to the person by blood or marriage. The term does not include”; deleted (4)(a), which read: “A governmental agency”; redesignated former (4)(b) through (4)(d) as (4)(a) through (4)(c); added (4)(d) and (4)(e); and made a stylistic change.

The 2017 amendment by ch. 172, effective July 1, 2017, added “159A.024” in the introductory language of (4).

Nevada Revised Statutes Annotated  
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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Public Guardian	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Public Guardian	<b>GRADE:</b>	BA1
			(\$58,393.72-\$87,590.59)
<b>REPORTS TO:</b>	City Manager	<b>DATE:</b>	May, 2018
		<b>REVISED:</b>	July, 2019

### 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.
- Receives referrals from government entities, law enforcement, medical institutions, and the general public for guardianship services for proposed protected persons; reviews information to determine whether proposed protected person meets requirements for appointment of Public Guardian; works with legal counsel to file appropriate documents to initiate guardianship proceedings.
- Assesses the financial and physical needs of clients to make eligibility determinations and coordinate available community resources and professional care, including medical, placement, legal needs and daily living skills, to meet client needs to maintain optimum quality of life and care within available resources.
- Upon court appointment, manages the estate of protected persons, including receipt of income, payment of expenses and claims, inventory of property, sale of property if necessary, investment of income as appropriate; and winds up affairs and administers estates when necessary.
- Upon court appointment, secures and maintains government and other benefits on behalf of the protected person as appropriate, including Medicaid, Medicare, Social Security Disability.
- 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.

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.

**ESSENTIAL FUNCTIONS:**

- Receives and monitors court ordered assignments from inception to completion and final discharge by the court.
- Serves on task forces and committees promoting protective services and senior related issues.
- Maintains accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials, including necessary annual reports and accountings to the court.
- 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.
- Drives a personal or City motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.
- 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; develops and maintains collaborative relationships with community resource stakeholders.

**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, such as Medicaid or aging and disability services, 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 driver's license
- Certified Guardian with the National Guardianship Association at time of appointment, or 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.
- State and federal laws, regulations and guidelines related to guardianship.
- 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.
- 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 \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the drug screen and the background, which will include, but is not limited to, a credit check.
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”**





# Public Guardian

Class Code:  
3650

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)

Established Date: Sep 18, 2015

Revision Date: Oct 12, 2018

## SALARY RANGE

\$32.93 - \$49.40 Hourly

\$68,494.40 - \$102,752.00 Annually

### FLSA:

Exempt

### SUMMARY:

Directs and coordinates the programs and activities of the Public Guardian Department. Manages a variety of guardianship cases, assessing and determining the needs of proposed protected persons; coordinates services within a client's economic resources; verifies the assets of proposed protected persons and manages protected persons' estates. This is an appointed position and serves at the pleasure of the Board of County Commissioners.

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:

#### ESSENTIAL FUNCTIONS:

- Develops, evaluates, coordinates, and implements departmental objectives, policies, procedures, and goals; assures compliance with laws and regulations.
- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; develops financial strategies and alternatives for projects.
- 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 protected persons.

- Determines a proposed protected person'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 protected persons or proposed protected persons.
- 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.
- Manages the safety, medical, placement, personal needs, legal needs, and daily skills associated with protected persons under guardianship.
- Develops and maintains effective working relationships with District Courts, SAFE/CASA, Nevada Guardianship Compliance Office, State and local offices, emergency medical response, public safety agencies, others contacted in the course of work, 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 to the Board of County Commissioners and develops, implements, and complies with approved and existing 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 protected persons, 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.
- 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, 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 provisions.
- State and federal laws, codes, regulations, and guidelines related to public guardianship.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of budget development and administration.
- 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.
- Computer applications related to the work; record management principles and practices.

**Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Managing and directing development and administration of budgets, grants and revenue funds.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- 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.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations, which may be stressful.
- 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:**

- Valid 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 setting and independently travel to various locations where protected persons reside; and use standard office equipment; stamina to sit and stand for extended periods of time; strength to lift, carry, push, or pull 20 pounds up to 50 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 effectively. This position is an on call position and may be required to respond to calls at any time of the day and any time of the week.

**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 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.*

**SUPPLEMENTAL INFORMATION:**

**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: \_\_\_\_\_





## 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.



## **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 MANAGEMENT COMPENSATION PLAN

## Effective first full pay period after July 1, 2019

This document establishes a compensation plan to attract and retain talented leadership across all Lyon County Departments. The classifications included in this plan serve as department heads or in positions with a similar level of complexity, authority, and responsibility. The plan has four components: salary ranges, starting salaries, performance evaluations, and salary adjustments.

*Salary Ranges* – Lyon County strives to provide competitive compensation to employees serving in key leadership positions. In addition, it strives for internal pay equity by placing comparable positions on the same pay scales. With these goals in mind, Lyon County has developed the management salary ranges set forth in Appendix A for the current fiscal year. These ranges will be reviewed by the Human Resources Director annually, and any recommendations for adjustments of the ranges will be made to the County Manager. Upon recommendation of the County Manager, the Board of County Commissioners shall approve any changes to the salary ranges.

*Starting Salaries* – The starting salary for a new employee is an individualized determination based on several factors. These factors include but are not limited to qualifications and experience, current or most recent salary, the availability of other similarly qualified individuals, and the County’s ability to pay. If such factors so warrant, employees may be offered a starting salary above the bottom of the pay range for their position with approval of the County Manager, in accordance with Lyon County’s Personnel Policies.

*Performance Evaluations* – Performance management is an ongoing, bilateral process during which the employee and supervisor should freely exchange information regarding what is working, what is not, and how departmental or County-wide goals can best be met. This process ensures that employees receive feedback regarding their performance, a clear understanding of goals and expectations, and support they reasonably need to meet those goals and expectations. Formal written evaluations shall be conducted annually on or before the employee’s anniversary date and may be conducted more frequently if the County Manager or the employee’s supervisor deems appropriate.

*Salary Adjustments* – Salary adjustments shall typically occur at the beginning of a new fiscal year and/or in conjunction with an employee’s annual written performance evaluation. The amount of these adjustments, if any, shall be based on the funds made available by the Board of County Commissioners during the annual budget process. If sufficient funds are available, employees may receive annual adjustments on the first full pay period of the new fiscal year. Additionally, employees may receive merit adjustments on their anniversary dates in accordance with the guidance below.

Salary	Annual Performance Evaluation			
	Above Target	-----At Target-----	Below Target	
Current salary towards minimum of range.	5-8%	4-6%	2-4%	0%
Current salary towards middle of range.	4-6%	3-5%	0-3%	0%
Current salary towards maximum of range.	0-5%	0-4%	0-2%	0%

This guidance shall not, however, vest any employee with the right to any particular merit adjustment in any particular year. Due to resource limitations in some years, merit adjustments may not follow this guidance and may instead be a flat increase awarded to all employees who receive an overall rating of at least “at target” on their annual evaluation. The merit increases approved for the current fiscal year are set forth in Appendix B.

## Appendix A - Management Salary Ranges

### **Director I**

Captain  
Facilities Director  
Library Director  
Public Guardian  
Roads Director  
Utilities Engineer

### **Director II**

Chief Juvenile Probation Officer  
Community Development Director  
Human Resources Director  
Human Services Director  
Information Technology Director  
Undersheriff  
Utilities Director

### **Director III**

Comptroller/Admn. Svcs. Director

### **Executive**

County Manager

### **Employer-Paid**

	Min	Max
Director I	\$76,466.83	\$114,349.71
Director II	\$86,058.57	\$129,087.85
Director III	\$98,358.60	\$147,537.90
Executive	\$137,817.30	\$185,436.00

### **Employee/Employer Paid**

	Min	Max
Director I	\$88,184.45	\$131,872.43
Director II	\$99,246.01	\$148,869.01
Director III	\$113,430.88	\$170,146.31
Executive	\$158,936.15	\$213,851.84

PERS "In Lieu Of" Factor = 1.153238



## **Appendix B – Management Salary Increases**

In accordance with the approved budget:

- Effective the first full pay period after July 1, 2019, all employees covered by this management pay plan shall receive a 2% salary increase.
- The County shall assume the cost of the .625% PERS contribution increase, effective the first full pay period after July 1, 2019, in lieu of an additional salary increase pursuant to NRS 286.421(3)(a)(1).
- All employees covered by this management pay plan who receive an overall rating of at least “at target” on their formal performance evaluation shall be eligible for a 2.5% merit salary increase; provided, however, that no employee’s salary shall be increased above the top of the employee’s salary range.
- All employees covered by this management pay plan who are at the top of their salary range and who receive an overall rating of at least “at target” on their formal performance evaluation shall receive a longevity bonus in the amount of 2.5% of the employee’s salary.
- All employees covered by this management pay plan who are less than 2.5% of their salary away from the top of their salary range and who receive an overall rating of at least “at target” on their formal performance evaluation shall receive the following: (i) a merit increase to the top of the range; and (ii) a longevity bonus in an amount representing the difference between 2.5% of the employee’s salary prior to the merit increase and the amount of the merit increase.



## CLASS SPECIFICATION

Class Code: 9336  
Date Est: 04/2002  
Last Rev: 10/2018  
Last Title Chg:  
FLSA: exempt

### PUBLIC GUARDIAN

#### **DEFINITION**

Under administrative direction from the Assistant County Manager, plans and manages the functions and activities of the Public Guardian Department of Washoe County; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree in business or public administration, social science, behavioral science or a closely related field, AND six years of full-time professional experience in either asset management and distribution, or social service delivery, preferably involving public guardianship or similar functions involving the protection of vulnerable populations, including at least four years 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.

Certification with the National Guardianship Association is required within one year of appointment.

#### **SUPERVISION EXERCISED**

This is a senior management position, exercising direct and indirect supervision over professional and support staff.

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

Provide strong leadership for the department through effective communication with managers and employees to establish short and long-term goals, plans and strategies.

Supervise staff including professional development, coaching and mentoring, training, work assignment and review, performance appraisal and discipline.

Develop guidelines and standards for use in the administration of guardianship programs maintaining compliance with federal and state statutes and County ordinances.

Oversee the assessment of community needs and the development of programs to meet those needs.

Contribute to the overall quality of the department's service delivery by regularly analyzing relevant data and reports and implementing improved programs, policies and procedures wherever possible.

Develop and administer the department budget, seeking alternative funding sources where possible.

Receive guardianship referrals from medical/legal/financial institutions, community service agencies and the general public; review information for accuracy to determine the appropriate plan and assignment for each case.

Supervise and assist in the administration of the most complex guardianship cases.

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

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

Serve on task forces and committees promoting protective services; develop and make presentations to a variety of professional and civic groups.

Represent the department to all agencies and organizations that work with the Public Guardian, explaining policies and goals to the public, elected officials and other governmental agencies.

Negotiate service agreements and contracts with other government agencies, community organizations and service providers.

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.

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.

State, federal and local assistance and human services programs.

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.

Asset management and fiduciary duties.

Legal process to establish, modify or terminate guardianship.

Effects of mental and physical illnesses.

**Ability to:**

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

Exercise strong advocacy for wards that require assistance based on a mental, physical or disability impairment that prevents them from making decisions independently without Guardianship assistance.

Understand and apply situational leadership.

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

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

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

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, 2019**

Job Class #	Job Title	PS Area	PS Group	Level	Min Hourly	Max Hourly	Min Annual	Max Annual
60001160	PRE-TRIAL SERVICES OFFICER II	K	443	--	\$ 25.78	\$ 35.06	\$ 53,622.40	\$ 72,924.80
60001141	PRE-TRIAL SERVICES OFFICER III	K	448	--	\$ 30.03	\$ 40.87	\$ 62,462.40	\$ 85,009.60
60001161	PRE-TRIAL SERVICES PROGRAM MANAGER	K	461	--	\$ 38.69	\$ 52.63	\$ 80,475.20	\$ 109,470.40
60000314	PRINCIPAL ACCOUNT CLERK	Y	JJ	--	\$ 25.05	\$ 32.55	\$ 52,104.00	\$ 67,704.00
60001140	PROBATE COMMISSIONER	K	446	--	\$ 44.77	\$ 69.43	\$ 93,121.60	\$ 144,414.40
60015100	PROGRAM ASSISTANT	C	KK	--	\$ 26.66	\$ 34.69	\$ 55,452.80	\$ 72,155.20
60015325	PROGRAM ASSISTANT	K	420	--	\$ 26.66	\$ 34.69	\$ 55,452.80	\$ 72,155.20
60015400	PROGRAM ASSISTANT	P	KK	--	\$ 26.66	\$ 34.69	\$ 55,452.80	\$ 72,155.20
60000172	PROGRAM ASSISTANT	Y	KK	--	\$ 26.66	\$ 34.69	\$ 55,452.80	\$ 72,155.20
60015326	PROGRAM COORDINATOR	K	445	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60016225	PROGRAM COORDINATOR	P	LL	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60000171	PROGRAM COORDINATOR	Y	LL	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60018656	PROGRAM MANAGER - CAC	Y	QQ	--	\$ 37.88	\$ 49.22	\$ 78,790.40	\$ 102,377.60
60015500	PROGRAM MANAGER (ER)	P	1RR	--	\$ 40.53	\$ 52.67	\$ 84,302.40	\$ 109,553.60
60013704	PROGRAM MANAGER (RR)	P	RR	--	\$ 40.49	\$ 52.63	\$ 84,219.20	\$ 109,470.40
60017626	PROJECT COORDINATOR - DA	Y	NN	--	\$ 31.61	\$ 41.11	\$ 65,748.80	\$ 85,508.80
60003020	PROJECT COORDINATOR-CSD	Y	NN	--	\$ 31.61	\$ 41.11	\$ 65,748.80	\$ 85,508.80
60016701	PROJECT MANAGER	Y	QR	--	\$ 40.49	\$ 52.63	\$ 84,219.20	\$ 109,470.40
60000410	PROPERTY INVENTORY CLERK	W	FF	--	\$ 20.15	\$ 26.16	\$ 41,912.00	\$ 54,412.80
60000135	PROPERTY TRANSFER COMPLIANCE RECORDER	W	II	--	\$ 23.61	\$ 30.66	\$ 49,108.80	\$ 63,772.80
60015334	PSYCHOLOGIST / ADMINISTRATOR	P	TU	--	\$ 50.63	\$ 65.82	\$ 105,310.40	\$ 136,905.60
60015631	PUBLIC ADMINISTRATOR	E	011	01	\$ -	\$ -	\$ 109,940.00	\$ 109,940.00
60000189	PUBLIC ADMINISTRATOR ESTATE INVESTIGATOR	W	LL	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60018552	PUBLIC ADMINISTRATOR SPECIALIST	W	II	--	\$ 23.61	\$ 30.66	\$ 49,108.80	\$ 63,772.80
60009311	PUBLIC DEFENDER	M	YZ	--	\$ 66.99	\$ 87.09	\$ 139,339.20	\$ 181,147.20
60009336	PUBLIC GUARDIAN	M	SS	--	\$ 43.47	\$ 56.53	\$ 90,417.60	\$ 117,582.40
60017701	PUBLIC HEALTH COMMUNICATIONS PROGRAM MGR	Y	OO	--	\$ 33.46	\$ 43.52	\$ 69,596.80	\$ 90,521.60
60000646	PUBLIC HEALTH EMERGENCY RESPONSE COORD	Y	OO	--	\$ 33.46	\$ 43.52	\$ 69,596.80	\$ 90,521.60
60015303	PUBLIC HEALTH INVESTIGATOR I	W	KK	--	\$ 26.66	\$ 34.69	\$ 55,452.80	\$ 72,155.20
60015304	PUBLIC HEALTH INVESTIGATOR II	W	LL	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60000604	PUBLIC HEALTH NURSE I	N	LL	--	\$ 28.53	\$ 37.07	\$ 59,342.40	\$ 77,105.60
60000605	PUBLIC HEALTH NURSE II	N	NO	--	\$ 33.46	\$ 43.52	\$ 69,596.80	\$ 90,521.60



## **Nev. Rev. Stat. Ann. § 253.150**

This document is current through Chapters 1-39, 41-60, 65, 66, 72-74, 90, 93, 97, and 102 of the 80th Regular Session (2019), including all legislation effective May 22, 2019 or earlier.

***Nevada Revised Statutes Annotated > Title 20. Counties and Townships: Formation, Government and Officers. (Chs. 243 — 260) > Chapter 253. Public Administrators and Guardians. (§§ 253.010 — 253.250) > Public Guardians. (§§ 253.150 — 253.250)***

### **253.150. Establishment of office by county commissioners; appointment, designation or contract; compensation.**

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1. The board of county commissioners of each county shall establish the office of public guardian.
2. 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;
  - (b) Designate an elected or appointed county officer as ex officio public guardian;
  - (c) Pursuant to the mechanism set forth in NRS 244.1507, designate another county officer to execute the powers and duties of the public guardian;
  - (d) Except in a county whose population is 100,000 or more, contract with a private professional guardian to act as public guardian; or
  - (e) Contract with the board of county commissioners of a neighboring county in the same judicial district to designate as public guardian the public guardian of the neighboring county.
3. The compensation of a 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.
4. As used in this section, "private professional guardian" has the meaning ascribed to it in NRS 159.024 and 159A.024 except that the term does not include:
  - (a) A banking corporation, as defined in NRS 657.016, or an organization permitted to act as a fiduciary pursuant to NRS 662.245 if it is appointed as guardian of an estate only.
  - (b) A trust company, as defined in NRS 669.070.
  - (c) A court-appointed attorney licensed to practice law in this State.
  - (d) A trustee under a deed of trust.
  - (e) A fiduciary under a court trust.

## **History**

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1977, p. 486; 1989, ch. 485, § 6, p. 1041; 2003, ch. 142, § 2, p. 804; 2007, ch. 467, § 9, p. 2489; 2009, ch. 164, § 7, p. 593; 2015, ch. 409, § 52.3, p. 2370; 2017, ch. 172, § 199, p. 892.

## Notes

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### Amendment Notes

The 2007 amendment, effective October 1, 2007, substituted “each county shall” for “any county may” in subsection 1; in subsection 2, substituted “shall” for “may” in the introductory language and inserted subdivisions 2(c) and 2(d); added subsection 4; and made related changes.

The 2009 amendment, effective July 1, 2009, added (2)(c) and redesignated former (2)(c) and (2)(d) as (2)(d) and (2)(e).

The 2015 amendment, effective January 1, 2016, rewrote the introductory language of (4), which read: “As used in this section, ‘private professional guardian’ means a person who receives compensation for services as a guardian to three or more wards who are not related to the person by blood or marriage. The term does not include”; deleted (4)(a), which read: “A governmental agency”; redesignated former (4)(b) through (4)(d) as (4)(a) through (4)(c); added (4)(d) and (4)(e); and made a stylistic change.

The 2017 amendment by ch. 172, effective July 1, 2017, added “159A.024” in the introductory language of (4).

Nevada Revised Statutes Annotated  
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