



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May, 2024

Agency: Office of Long-Term Care Ombudsman/
Oregon Public Guardian Program

Facility: Office of Long-Term Care Ombudsman

[] New [X] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 3
b. Classification No: C0862
c. Effective Date:
d. Position No:
e. Working Title: Deputy Public Guardian
f. Agency No: 11400
g. Section Title: Public Guardian Program
h. Budget Auth No:
i. Employee Name: Vacant
j. Repr. Code: AI
k. Work Location (City – County): TBD – Statewide
l. Supervisor Name: Sarah Bosma, Ongoing Guardianship Supervisor
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [X] Administrative
o. Eligible for Overtime: [] Yes [X] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Public Guardian and Conservator (OPGC) program is a statutorily authorized, statewide function. The purpose of OPG is to serves as a court-appointed guardian and/or conservator for adults with limited decision-making ability. OPGC is the guardian of last resort in Oregon and only provides guardianship and conservatorship services where there is no less restrictive option to address an adult's serious safety risk and there is no responsible family member or friend to serve as their guardian or conservator, nor the resources to pay for a private guardian or conservator. The focus of OPGC is predominantly on providing high quality guardianship services; alternative rep payee/conservator services are sought out for OPGC guardian clients first and OPGC only serves as payee/conservator where no other appropriate option is available. The OPGC program coordinates with local human services programs to identify, develop, and use less restrictive alternatives before referring to public G/C whenever possible. OPGC similarly works with state and county officials, community-based organizations and others to expand the availability of public G/C services throughout Oregon; and provide information and education on guardianship and best practices.

OPGC services are currently provided by the Oregon Public Guardian & Conservator/Program Director, a Deputy Program Director, a Lead Deputy Guardian, seven regionally-based Deputy Guardians, a Paralegal/Administrative Specialist, a Screening and Case Assistance Specialist, and volunteers. Deputy Guardians carry caseloads of up to 20 protected persons. Caseloads are organized by the region in which protected persons live and most deputies serve out stationed in different regions across Oregon.

OPGC's focus is on those most in need of public guardianship -- adults with complex medical and psychosocial problems for whom abuse, neglect or self-neglect and limited decisional abilities makes delivery of food, safe housing, medical and other care impractical without guardian assistance. Persons most often in need of public guardianship are individuals with age-related neurocognitive issues; acute, serious and persistent mental health conditions; significant intellectual/developmental disabilities; and/or acquired traumatic brain injuries, often suffering more than one of these conditions simultaneously. These individuals also often face multiple complex and serious physical health conditions, including cancer, diabetes, vascular, and respiratory conditions, liver kidney and other organ failure.

OPG is one of three programs within the state agency known as the Office of the Long-Term Care Ombudsman (OLTCO). The mission of OLTCO is to protect individual rights, promote independence, and ensure quality of life for Oregonians living in care facilities and for Oregonians in need of public guardianship. The OLTCO functions separately and independently from any other State agency.

OPGC is led by the Oregon Public Guardian & Conservator. The program is operated in consultation with the Oregon Residential Ombudsman and Public Guardian Advisory Board and the Long-Term Care Ombudsman, with input from stakeholders and the public. In addition, OPGC's staff play a key role in operating the program.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Serve as a statutorily authorized, court-appointed public guardian for adults who have been judicially-determined incapable of making decisions about their person, personal and/or financial affairs and are at significant risk for abuse, neglect, self-neglect or other serious harm. Deputy Public Guardians owe a heightened fiduciary duty of care towards the clients they serve. The DPG's time is mainly comprised of providing ongoing guardianship case management for protected persons as well as completing assessments to determine if individuals are eligible for guardianship.

Completing assessments include identifying if the individual would meet the court definition of being incapacitated and identifying if an individual has a less restrictive alternative to guardianship available. This includes heavy research, analysis and evaluation of various records, documents, interviewing people, and making a determination to recommend or not recommend court appointed guardianship. Draft comprehensive report with all findings and justification and if recommending guardianship, draft court petition for guardianship and file with DOJ. Testifies in court related to guardianship as necessary. Drafts and implements operational standards, including contracts and agreements with family/friends of protected persons and notice to providers of guardianship.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

15%	N	E	<p>Investigates and evaluates need for guardianship, recommends needed course of action, assists in preparation of guardianship petitions and motions, and testifies in court proceedings</p> <ul style="list-style-type: none"> • Investigates the need for guardianship and evaluates less restrictive alternatives. • Interviews referred individuals and persons knowledgeable about the individuals and their present circumstances, including their health and human service providers, family and friends. • Assesses the need of individuals for guardianship and conservatorship and priority for OPGC services – evaluates cognitive functioning, decisional capacity; ability to attend activities of daily living and manage personal and financial affairs; risk for abuse, neglect and self-neglect and other harm; etc. Gathers additionally needed information. • Prepares and submits professional assessment reports with recommendations for limited or full guardianship or less restrictive alternatives. • Works with the Oregon Public Guardian and OPGC legal counsel at DOJ to prepare guardianship petitions when program seeks appointment as guardian, including preparing the initial draft of the legal petition; and to prepare motions when OPGC seeks additional/reduced authority or clarification from the court when a protected person's condition improves/declines or unanticipated circumstances arise. • Testifies in guardianship and conservatorship proceedings about investigation results and need for guardianship and conservatorship.
60%	N	E	<p>Serve as a statutorily authorized and court appointed guardian and surrogate decision maker</p> <ul style="list-style-type: none"> • Serves as guardian for a complex caseload of protected persons. Requires knowledge of effective social work practice, eligibility requirements for multiple state-based and Federal programs specific to each protected person. These programs often have various and inconsistent processes or protocols that require the guardian to work through a variety of bureaucratic steps and with a variety of agencies to ensure the protected person is served fully by the program. • Specific Tasks Include but aren't limited to: <ul style="list-style-type: none"> ○ Develop, implement and continuously revise a care plan for each protected person, based on their individual needs. Preparing initial and continuing person-centered guardianship plans for those protected persons assigned to the deputy guardian. Plans shall identify a person's primary and special needs and how these will be addressed; include a written history on the person's personal and financial values and past decisions; identify and take into account any powers of attorney and other advance directives executed by the person prior to guardianship; include input from the protected person and available family members, friends and others familiar with the person; and must be reviewed and updated at least annually. ○ Acting as a surrogate decision maker for protected persons on life issues, as authorized by the court and delineated in a person's letters of guardianship. This may include making decisions about a person's place of residence; the health, mental health and/or habilitative care, treatment and services the person's receives; the person's financial affairs; and other matters. ○ Ensuring the welfare and safety of protected persons, including stabilizing living circumstances and determining places of residence.

			<ul style="list-style-type: none"> ○ Continuous evaluation of the services provided to ensure the protected person's needs haven't changed or could be better met through alternate services. ○ Directs and plans collaborative treatment/care efforts with other human services and medical organizations related to a protected person's care. This collaboration can be difficult as organizations have different objectives and underlying interests, which can make navigating these systems difficult. Lead treatment, care and service meetings on their behalf. Consulting directly with others to make/convey informed decisions on behalf of protected persons. ○ Ensuring the personal, civil and human rights of protected persons are upheld. ○ Visiting protected persons in their place of residence at least monthly in order to monitor and assure their health, safety and well-being and to establish and build rapport with the protected person to continue to learn more about their current wishes, concerns and issues. ○ Fielding phone calls and emails from protected persons during office hours ○ Identifying, inventorying, and providing for the care of protected persons' clothing, furniture and other personal property. ○ Making needed funeral and burial arrangements. ○ Monitoring and reassessing the need for guardianship and making timely, related recommendations to the Public Guardian, OPGC's legal counsel and the court. ○ Responding to and seeking to resolve grievances expressed by protected persons about their care, treatment or services, including their guardianship. ○ Maintaining a contemporaneous confidential record on the physical and mental condition and personal and financial affairs (depending on the extent of the guardianship) of each protected person for whom the deputy is responsible, including significant changes and developments in the person's condition and life; significant decisions made on behalf of the person; the progress and setbacks in implementing the person's guardianship; and copies of all guardianship documents and significant legal, medical and other documents regarding the person. ● Develops and implements contracts and agreements on protected person's behalf, with family or friends with a history of abuse. These may be related to visitation, transportation or overnight arrangements. Outlines terms, violations and result of violations; implements, exercises and explains contracts and agreements with loved ones. ● Develops and administers notice to providers on protected person's behalf. Notice outlines guardianship, terms and liability to providers if notices aren't followed. ● Assists protected persons in accessing independent advocacy services to address grievances, including OLTCO and Disability Rights Oregon local Legal Aid. ● Delegating, coordinating and monitoring guardianship services and tasks carried out by other OPGC staff, contractors and vendors ● Recommends changes, modifications and improvements to the OPGC program and services based upon the knowledge gained serving up to 20 people at a time in need of a decision-maker. ● Negotiates for changes in the system to ensure proper alignment of resources with demand of public guardianship services.
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5%	N	E	<p>Serve as and surrogate financial decision maker</p> <ul style="list-style-type: none"> • Securing needed financial assistance and public and private benefits. If and when necessary, facilitates appointment OPGC as representative payee of a protected persons in order to manage their benefits. • Work directly with protected persons, providers, the OPGC and OPGC Administrative staff to manage and determine how to best use financial resources of the benefit of the protected person. • Identifying, searching for, locating and taking control of the assets of protected persons. Inventorying real and personal property so accurate records of assets and liabilities can be maintained and accounted for. • Monitoring, conducting security checks and taking other necessary measures to ensure safekeeping of property of the protected person. • Work with OPGC Admin staff in managing property. Paying bills, settles debts, negotiates and executes resolution of related issues. Arranging for the sale or purchase of personal property, including vehicles. Prudently setting asides funds for anticipated expenses, such as funeral and burial plans. • Initiating and coordinating actions to maintain and recover protected persons' assets, make and settle claims for/against protected persons and their estates, and to assure continued and cost effective delivery of needed care, treatment and services, and avoid litigation when possible. • Coordinating the cleaning, maintenance and repair of protected persons' real property; and the clean up and moving of personal property if and when a protected person relocates. • Responding to and seeking to resolve grievances protected persons have about financial assistance or services received or not received. • Delegating, coordinating and monitoring conservatorship services and tasks carried out by other OPG staff, contractors, and vendors
10%	N	E	<p>Develop, coordinate and refine public G/C services</p> <ul style="list-style-type: none"> • Lead emergency discharge efforts or emergency triage care for persons at risk. Identify temporary placement options, program services available, coordinates crisis care team and drafts emergency petitions for care if necessary. • Actively participates in the development of OPGC through planning and implementation activities and functions. • Works with state, county and local agencies, programs and officials to plan, develop and improve guardian and conservator and related services in order to prevent and protect adults with limited decision-making capacity from abuse and neglect. • Develops, participates in and maintains cross agency partnerships to increase the availability of, coordinate and refine guardian services in a given region or for a group of protected persons. • Serves as technical resource and expert on guardianship and conservatorship to allied professionals, family members and others. • Provide presentations and trainings on guardianship and public guardianship to various community groups and partners with the deputies region.
10%	N	E	<p>Train, Supervise and Support Volunteer Public Guardians</p> <ul style="list-style-type: none"> • Participate in and lead training sessions for prospective and current OPGC Volunteer Public Guardians. • Supervise on an ongoing basis a team of 2-4 professional level volunteer guardians, each serving a caseload of 1-3 protected persons, ensure they receive the necessary guidance and oversight to make appropriate guardian decisions for protective persons and that they are carrying out all of their activities consistent with OPGC policies, procedures practices.

			<ul style="list-style-type: none"> Perform supervisory duties over volunteers: Hire, onboard, train, assign and review work and provide feedback. Initiate disciplinary actions and volunteer termination if necessary.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

On a daily to weekly basis, the Deputy Public Guardian will deal with difficult and stressful situations, including:

- Referred persons and protected persons who are confused, disoriented, agitated, delusional, hostile and/or abusive.
- Disgruntled, uncooperative and exploitive family members and abusers of adults in service with OPG; and
- Professionals and care providers with different and competing or conflicting interests and needs.

On a regular basis, per OPG's on-call schedule, the Deputy Guardian will be on-call after normal working hours in order to respond to any emergencies that may arise. This is likely to involve five (5) workday evenings and nights and one (1) weekend every 8 weeks.

From time to time, the Deputy Guardian:

- Will be required to respond to emergency situations and cases, re-arrange scheduled work and appointments, and may need to work unscheduled overtime.
- Will be exposed to individuals with very poor personal hygiene, who are incontinent, in poor health and or acutely ill, and may have untreated health conditions.
- May encounter unsanitary, substandard and decrepit living conditions.

Position requires travel several times a week to private residences, medical offices, hospitals, nursing homes, assisted living and residential facilities, mental health and habilitative programs, and courts in region. Occasional overnight and/or out of the region travel may be required in order to evaluate, monitor and assist individuals residing in distant or remote areas of the state. Travel in inclement weather may be necessary.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes, Chapter 125 -- state law on guardianships, conservatorships, and protective proceedings
- OPGC rules, policies and procedures (upon completion and adoption)
- Oregon Revised Statutes, Chapter 127 -- state law on powers of attorney, advance directives for health care, physician orders for life sustaining treatment, and declarations for mental health treatment
- *Standards of Practice*, Fourth edition (2013)., National Guardianship Association
- *Guardianship Handbook: Protective Proceedings for Adults*, Third Edition (2009)., Disability Rights Oregon

b. How are these guidelines used?

To inform, guide and direct the deputy guardian in provision of public guardianship and conservatorship services

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Referred individuals, protected persons, family, friends, care and treatment providers and staff many locations	Email, phone, fax, in-person, mail	Investigation and assessment for G/C. Review, address and make decisions concerning personal and financial needs/issues and medical/mental health/habilitation/ rehabilitation care, treatment and services. Manage case	Daily
State and local adult protective services staff, medical hospitals, long-term care facilities, mental health facilities, habilitative facilities, law enforcement	Email, phone, fax, in-person, mail	Investigation and assessment for G/C; decisions and management of issues, care and treatment related to protected person's personal affairs, health, mental health, habilitation, rehabilitation, and financial affairs	Daily
Physicians, hospital and other medical staff	Email, phone, in-person, fax, mail	Make health care decisions, coordinate health care in absence of protected person's ability to do so	Daily
Oregon Public Guardian	Email, phone, in-person	Inform, consult, receive supervision/ direction	Daily to weekly
OPG DOJ Legal Counsel	Email, phone, in-person, fax, mail, legal documents	Prepare G/C petitions, inventories, accountings, reports and court testimony	Weekly
Debtors/Creditors, Banks, Mortgage Companies, Insurance Companies, Realtors, Utility companies, businesses	Email, phone, mail, fax, legal documents	Negotiate money owed to or by protected persons, settle bills and claims, assure continuation of services	Weekly
State, county and contract case managers	Email, phone, in-person, fax, mail	Advocate for protected persons on services, issues and rights to ensure/ facilitate services and rights protection	Daily
State officials, advocates, hearings officers	Email, phone, in-person, fax, mail	Advocate for rights of protected persons and needed benefits and services	Daily to weekly
Police, attorneys, DA, County Attorney	Email, phone, in-person, fax, mail	Negotiate or direct protected persons in personal/business/legal matters involving protected persons as victims/defendants	Weekly
Probate court	Legal documents, in court	Testify and report on protected persons; decisions made on their behalf; care, treatment and services obtained for them; and their property/estates	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The central function and duty of the Deputy Public Guardian is decision-making for an incapacitated person ranging from simple to critical for health, life and safety.

In serving as a guardian and conservator, the deputy is legally authorized to make decisions that a protected person would otherwise make for him or herself. The range of decisions and the possible effects are numerous, complex and far-reaching. Virtually every aspect of a protected person's life may be involved. As a result, the deputy guardian will

be expected to exercise great care and thoughtfulness, and all decisions should be informed, reasoned and principled. Guardians have an explicit fiduciary duty of care to the protected persons they serve in all decisions they make.

The deputy guardian will be expected to carry out his/her surrogate decision-making responsibilities in accordance with Oregon law and the specific directives of the court for each protected person assigned to the deputy, as delineated in the person's *letters of guardianship*. In addition, the deputy will be guided by the National Guardianship Association's *Standards of Practice* and the OPGC Policies and Procedures.

The following are examples of decisions that the deputy is authorized to make and the possible consequences.

Place of residence and quality of life decisions

Deputy makes decisions about where protected persons live, including continuing to live at home and in the community or being placed in residential facility, nursing home or mental health facility, including secure and locked facilities. Decisions may preserve the health, safety and well-being of protected persons but may also result in a diminished independence, autonomy and privacy.

Medical and other health care decisions

Deputy makes informed decisions to accept/deny/withdraw health care and treatment, including administration of medication, surgery, end of life care, mental health care and treatment, and rehabilitative services. Decisions often have significant and far-reaching consequences, and may affect a protected person's medical and mental condition, pain and consciousness levels, end of life circumstances, mentation, emotions, and choice of providers of care and treatment.

Financial decisions

Deputy working with OPGC administrative staff manages the income, bills, debts, taxes and property of protected persons. Liquidates and sells assets, including personal possession. Pursues public and private benefits, including subsistence income and medical benefits. Makes burial/funeral arrangements. Results may protect vulnerable individuals from financial abuse and exploitation but can also result in a loss of control and choice over property and personal possessions.

Legal decisions

Deputy may negotiate settlements on behalf of protected persons on civil and criminal matters. Results will likely directly affect the life, finances and estate of the protected person.

In addition to regular and ongoing guardianship duties, this position has great decision-making responsibility and authority related to initial assessments for guardianship services. This role must work within subjective statutes to interpret if the court would determine an individual as "incapacitated" by judicial definition. This requires in depth knowledge of statutes, laws and rules of guardianship, as well as knowledge of medical, psychiatric and social conditions and disorders to be able to recommend or not recommend guardianship services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Oregon Public Guardian (PEM-D)	LTCO14-1030	Carries out duties under general direction of the Oregon Public Guardian as outlined below		
		Initial employee orientation, training and development plan developed at outset of hire by manager and incumbent, and reviewed/revised periodically thereafter	Outset of hire; 3 and 6 months. Then annually	Ensure incumbent has the knowledge and skills to do job and professional development is occurring as determined/agreed

				upon by manager and incumbent
		Case staffings (conducted as a team) Emergency staffing conducted when situations arise that merit this attention	Bi-weekly scheduled meetings As needed	Ensure casework is being carried out in accord with protected persons' G/C plans and needs; and OPG's standards, policies and procedures. Problem solve difficult/urgent issues. Acknowledge work well done. Identify/address areas needing improvement as a team
		Informal coaching, conferences or discussions occur as deemed necessary by public guardian or deputy	As needed/requested.	Address specific issues as needed and in real time
		Performance review	Quarterly	Work is reviewed for competency, accuracy, timeliness and conformance with applicable Oregon law, rules and OPG rules policies and procedures

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Employment in this position is contingent upon:

- The completion and outcome of a FBI criminal records check, which may require fingerprints. Any history of criminal activity will be reviewed and could result in the withdrawal of an employment offer or termination of employment.
- The completion of a credit check that shows no history of bankruptcy and the ability to be bonded.
- Possession of certification as a National Certified Guardian, National Registered Guardian or Oregon Certified

Professional Fiduciary by the Center for Guardianship Certification; or obtaining one of these forms of guardianship certification within six (6) months of hire.

- Possession of and maintenance of a current valid driver's license to drive issued by the state of residence or be able to provide an acceptable, alternate form of transportation. A DMV check will be conducted to verify a clean driving record.

The deputy public guardian is expected to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision-making and cooperative interactions among staff and management. The deputy is to be aware of affirmative action and Office of the Long-Term Care Ombudsman's diversity strategies and goals.

The following education, knowledge, skills and other attributes are highly desired. Candidates possessing them will be given greater consideration.

- Possession of an advanced degree in social work, nursing, law, accounting or a related field.
- Experience as guardian or conservator of adults and/or:
 - Investigating abuse, neglect, exploitation, and/or rights violations of vulnerable adults.
 - Performing decision making capacity and/or mental health assessments/evaluations.
 - Testifying in court or administrative hearings.
- A working knowledge in three (3) or more of the following areas:
 - Oregon's G/C law and programs or the comparable law and programs of another state.
 - Adult protective services, gerontology, mental health and/or habilitative care, treatment and services.
 - Life issues of elderly persons and persons with serious mental health conditions, intellectual/developmental disabilities, and/or acquired traumatic brain injuries.
 - Public benefit systems and programs, including Medicare, Oregon Health Plan (Medicaid), and Social Security retirement and disability programs.
 - Advance health care directives, powers of attorney and other alternatives to guardianship; end-of-life decision-making and law; civil commitment; human and civil rights of residents of long-term care, mental health and residential facilities for adults; and/or person-centered and care planning.
 - Household budget management, including property ownership and management, taxation, mortgages, liens, asset recovery, credit systems and management, bill-paying, landlord-tenant law, money management/representative payeeship, trust law, wills, estate planning and contracts management.
- An understanding of the role and responsibilities of guardians and conservators, including the limits and negative aspects of G/C, and a strong commitment to the rights, interests and welfare of protected persons.
- The ability to maintain a calm and professional attitude and be an effective advocate and problem solver in interacting with individuals in crisis and at risk; professionals and providers with competing responsibilities and interests; and contentious family members and others.
- The ability to communicate effectively and professionally orally and in writing, including in preparing written G/C investigative and court reports and G/C plans; and in testifying in G/C proceedings before a judge.
- Ability and willingness to travel to daily-weekly job functions in region and out of region as needed.
- Ability and willingness to be on-call after hours on a rotating basis per OPG's on-call schedule.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date