



## CHILD NUTRITION SPECIALIST

5950

### GENERAL DESCRIPTION OF CLASS

The CHILD NUTRITION SPECIALIST provides state-level oversight and leadership for Child Nutrition Programs and grants administered by the Department of Education. Employees use expertise in the field of nutrition and food service management to provide training, consultation and technical assistance to Child Nutrition Program sponsors, monitor programs for compliance with federal regulations and guidelines, state statutes and rules, and agency policies and procedures, and promote equitable access through program development and outreach.

### DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive, but rather are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

#### 1. Program Coordination and Grants Management

Assist management develop grant applications, establish goals and priorities, and develop annual plan of work for Child Nutrition Programs based on needs assessments and federal requirements. Review and effectively approve or deny sponsor applications, budgets, management plans, reimbursement claims and food processing agreements based on federal regulations and guidelines, state statutes and rules, and agency policies and procedures. Review and recommend approval or denial of requests for waivers and variances.

Interpret program and grant related federal regulations and guidelines, state statutes and rules, and agency policies and procedures. Review and recommend revision of program and grant related pending legislation, Oregon Administrative Rules, federal regulations, and agency policies and procedures. Work cooperatively with legal experts to interpret and apply statutory requirements for policies, materials, forms, requests for proposal, agreements, and contracts.

Collect, analyze and report data to establish commodity food entitlements, food processing, transportation and storage plans, State Administrative funding and alternative claiming reimbursement formulas in Child Nutrition Programs.

#### 2. Program Monitoring and Compliance Reviews

Monitor programs for compliance with federal regulations and guidelines, state statutes and rules, and agency policies and procedures. Review fiscal, operational, nutrition education and civil rights program components. Conduct exit interviews, compile data and prepare reports of findings. Calculate and administer fiscal actions and advise on methods to gain compliance. Work with legal experts to process appeals and formal complaints.

### **3. Consultation, Training and Technical Assistance**

Consult with and provide technical assistance to administrators, sponsors, food service personnel, private for-profit and non-profit enterprise, educators, parents, special interest groups, professional organizations and other public agencies. Contribute to developing an annual training plan. Develop materials, access training resources, and conduct workshops, seminars, and classes to meet program and grant requirements. Areas of consultation, training and technical assistance include all mandated and elective components of Child Nutrition Programs and grants, food services management, record keeping and reporting, fiscal accountability, compliance issues, nutrition integrity and menu planning, food safety and sanitation, nutrition education, ethnic foods, Civil Rights, ADA accommodations and special dietary needs. Provide training in technology to maximize program efficiencies, effectiveness and accountability.

### **4. Program Development**

Develop and implement strategies to enhance and increase program access and equity. Procure funding for special projects. Promote partnerships and collaborative efforts to increase and improve program participation, program management, and social support for healthy eating habits and nutrition education. Encourage sponsors, administrators and school governing boards to develop policies that integrate a nutrition education component into other program elements.

Develop, organize and maintain a lending library and website of program and grant related resources. Identify and disseminate program models, pilot programs, best practices and strategies. Individually or collaboratively develop presentations for conferences, workshops and seminars in program related subject areas.

### **5. Miscellaneous**

Participate in professional organizations and review literature and other sources to maintain current knowledge in the field. Participate on internal and external work groups, advisory councils, task forces and advocacy groups as assigned to provide program and grant related information.

Coordinate and act as preceptors to dietetic interns in pre-professional training. Provide program related orientation, observation and awareness opportunities for new employees and other interested individuals.

## **RELATIONSHIPS WITH OTHERS**

The Child Nutrition Specialist has regular in-person and telephone contact with agency personnel, school food authorities and nutrition services personnel, local program governing boards, sponsors, coordinators and directors, educators and parents to exchange program and grant related information, solve problems and participate in joint efforts. There is also regular contact with professional organizations, special interest and advocacy groups, task forces, contractors, vendors, and other public agencies to exchange information and solve problems. There is occasional contact with the media, legislators and legal experts on items of special interest or concern relative to Child Nutrition Programs.

## **SUPERVISION RECEIVED**

The Child Nutrition Specialist receives general supervision from the Child Nutrition Program Director who makes geographic, team and special project assignments. Work is reviewed in progress or as completed for accuracy, timeliness and conformance to federal regulations and guidelines, state statutes and rules, and agency policies and procedures related to food services, nutrition and nutrition education, health and sanitation, purchasing and contracting.

**GENERAL INFORMATION**

The Child Nutrition Specialist travels extensively throughout the state and may work extended hours or weekends when necessary.

**KNOWLEDGE AND SKILLS (KS)****General knowledge of:**

Institutional food service organization and operation.
Layout and design of institutional food service and food preparation areas and workflow to maximize efficiency of operations.
Commercial food preparation equipment use and selection to meet the needs of both large and small operations.
Effective sanitation control methods and techniques.
Sound nutrition and menu planning to encourage healthy eating habits.
Quantity food purchasing and cost containment methods.
Quantity and quality food preparation methods and techniques.
Current trends and emerging issues in nutrition and nutrition education.
Federal and state regulations on Child Nutrition Programs.

**Basic knowledge of:**

Financial management and accounting of publicly-funded food service operations.
Research and analysis techniques in the field of nutrition to produce informational and advisory documents.
Procedures to obtain contracted services.
Personnel management and planning.
Ethnic and cultural awareness related to foods and nutrition.
ADA (Americans with Disabilities Act) provisions as related to food services.
Civil Rights provisions related to publicly-funded programs.
Program-related resources and materials for limited English proficiency audiences.
Technology integration in the field of nutrition.

**Skill in:**

Analyzing food service operations for efficiency and cost effectiveness.
Analyzing, interpreting and applying federal regulations and guidelines, state statutes and rules to diverse audiences.
Recognizing noncompliance and procedural irregularities.
Applying laws, rules and regulations with impartiality, at times in controversial or strained circumstances.
Analyzing information and providing clear oral or written reports regarding findings.
Dealing with a broad variety of audiences, from the lay person to professionals.
Preparing and presenting training programs to diverse audiences.
Technical report writing.
Persuading programs to meet standards of compliance before sanctions are necessary.
Influencing programs to increase the integration of nutrition education.
Developing cooperative and collaborative efforts with individuals and public and private entities.
Working effectively in a team environment, applying cooperation, tact and diplomacy to achieve goals.
Basic computer use (word processing, spreadsheet, data base, E-mail)

**Some Positions Require:****Skill in:**

Development and maintenance of interrelational database
Training others to use a variety of computer-based applications
Bilingual written and spoken communication

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division