



CHILD NUTRITION SUPERVISOR I
Departmental Open, Non-Promotional
EXAM ID: 4ED6A

Department(s):	Department of Education	
Bulletin Release Date:	August 20, 2014	
Final Filing Date:	CONTINUOUS	
	EXAM ADMINISTRATION	CUT OFF DATES:
	3rd Quarter	September 12, 2014
	4th Quarter	December 12, 2014
Salary:	MONTHLY-RANGED-SALARY - \$4934.00 to \$6175.00	
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent	
Exam Type:	State-wide	

INTRODUCTION

Applications are accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the cut-off date. Applications received after the cut-off date will be placed in the next quarterly administration.

Candidates may establish eligibility in any California County. Indicate the location(s) for which you are applying on the Conditions of Employment Form (PM-EX-0631).

EEO

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, political affiliation religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or military and veteran status.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete application package:

- **Completed Employment Application (STD. 678)**
- **Completed Conditions of Employment (PM-EX-0631)**
- **Qualifications Assessment Questionnaire**
- **Affirmation Statement**
- **Evidence of completion (copy) of the education requirement**
- **Evidence of Registration (copy) with the American Dietetic Association/Commission on Dietetic Registration, if applicable**

To obtain copies of the Employment Application, Qualifications Assessment Questionnaire, Conditions of Employment, and Affirmation Statement, go to the examination page at the following link:

<http://www.cde.ca.gov/re/di/jb/childnutritionsup1.asp>

*Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Applications postmarked after the final filing date, personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will be held for the next administration of the examination.

THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL OR IN PERSON:

California Department of Education

Selection Services Office

1430 N Street Room 1802

Sacramento, CA 95814-5901

***Candidates are responsible for obtaining proof of mailing or submission of their application to Selection Services Office.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

The Child Nutrition Supervisor I is the first supervisory level in the Child Nutrition series over professionals at the consultant and assistant levels. Under direction, incumbents direct a staff engaged in providing State level child nutrition services. Typical tasks include coordinating the various services provided; representing the department at meetings and conferences; interpreting regulations, policies, procedures, and standards to staff and sponsors; developing, planning, and directing evaluations and consultation services; and advising staff and sponsors on the most difficult and complex child nutrition program components.

ELIGIBLE LIST INFORMATION

A Departmental Open, Non-Promotional statewide eligible list will be established for the California Department of Education. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. (Competitor's eligibility will expire 24 months) after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from college with major work in nutrition, dietetics, institutional management, or a closely related field. and

Either I

Experience: One year of experience in the California state service performing child nutrition duties at a level of responsibility equivalent to that obtained in the class of Child Nutrition Consultant.

Or II

Experience: Four years of professional experience in quantity food service, nutrition, dietetics, school nutrition programs, or nutrition education programs, including at least one year of administrative or supervisory responsibility over such programs.

(A Master's Degree in Nutrition, Dietetics, Institutional Management, or a closely related field, or registration with the American Dietetic Association may be substituted for one year of the nonsupervisory experience.)

EXAMINATION INFORMATION

This examination will consist of a Qualification Assessment Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Methods, techniques, and equipment used in quantity food production,

- including purchasing, menu planning, merchandising, sanitation, food storage, staffing, and equipment.
2. Basic nutritional needs of children.
 3. Food cost accounting.
 4. State and Federal laws and regulations pertaining to Child Nutrition Programs.
 5. Principles and practices of employee training, development, and supervision.
 6. Organization and functions of the California Department of Education.
 7. Department of Education's mission, goals, programs, and policies.
 8. Principles of program planning, development, and implementation.
 9. Supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Learn, interpret, and apply applicable State and Federal rules and regulations.
2. Communicate effectively, evaluate sponsor management practices and advise on the application of nutrition principles.
3. Work independently.
4. Analyze program-related issues accurately and adopt an effective course of action.
5. Integrate nutrition education with school food service programs.
6. Advise sponsors on the application of nutrition principles to the food service programs.
7. Organize and conduct workshops and training sessions.
8. Train new staff in program content and objectives.
9. Assume leadership in the development and direction of a statewide nutrition program.
10. Effectively and efficiently manage a staff and program within the resources provided.
11. Supervise a subordinate staff.
12. Work effectively with administrative staff in the Department and other governmental agencies.
13. Reason logically and creatively, and use a variety of analytical techniques to resolve complex problems.
14. Develop and evaluate alternatives.
15. Review and edit written reports.
16. Maintain effective liaison with local program officials.
17. Establish and maintain project and departmental priorities.
18. Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS' PREFERENCE

Veterans' Preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.)

CAREER CREDITS

Career Credits will be added to the final score of this examination.

SELECTION PLAN

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at www.jobs.ca.gov, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the

provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Education, Selection Service Office, 1430 N Street Sacramento, CA 95814. Voice (916) 319-0185, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.