



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE			
Child Nutrition Consultant							
BRANCH							
Opportunities for All Branch							
DIVISION				OFFICE			
Nutrition Services Division				Field Services Administration Region 3 - Mountain			
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION			
R19	E	4597	174-191-2160-076	Pomona Warehouse/Los Angeles Diagnostic Center			
PROBATIONARY PERIOD		TENURE		TIME BASE		BILINGUAL POSITION	
12 Months		Permanent		Full-Time		No	
TELEWORK OPTION		SAFETY SENSITIVE POSITION			CONFLICT OF INTEREST CLASSIFICATION		
Hybrid		No			Yes		
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES							
Under direction of the Child Nutrition Supervisor (CNS) I of Field Services Unit (FSU) 2 for Region 3-Mountain in the Nutrition Services Division (NSD), the Child Nutrition Consultant (CNC) will monitor and complete administrative reviews (AR) of program operators of the Child Nutrition Programs (CNP) for compliance with local, state, and federal regulations; conduct nutrient analyses of meals served; educate program operators, school administrators, and public; provide technical assistance (TA) and workshops for program operators; prepare reports and correspondence; testify at hearings; and analyze and interpret laws and regulations. This position requires at least 50 percent travel.							
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS							
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.							
SUPERVISION BY							
The incumbent CNC directly reports to the CNS I in Region 3-Mountain of FSU 2 of the Field Services Administration (FSA) in the NSD.							
SUPERVISORY RESPONSIBILITIES							
Act as lead during the absence of the regional supervisor and, in that capacity, assume responsibility for the more difficult program assistance and office management.							
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS							
This position requires the incumbent to travel at least 50 percent in the counties of Region 3-Mountain. Conduct ARs of CNP Operator sites using a hybrid of telework and on-site visits. Provide TA and make presentations to CNP Operators, and attend program-related meetings and conferences. Requires sitting for long periods of time while using a personal computer. Work hours: Generally 8 a.m. to 5 p.m. or flex. Required to go to office/field a minimum of twice a week.							

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: <input type="text" value="50"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed School Nutrition Program AR: <p>Plan, schedule, and conduct statewide, multiprogram, federally mandated ARs of school food authorities who operate CNPs which includes, but not limited to, National School Lunch Program, School Breakfast Program, Seamless Summer Option, Afterschool Meal Supplements, Provision 2, Community Eligibility Provision, and Fresh Fruit and Vegetable Program, to ensure compliance with local, state, and federal regulations. Conduct site visits and vendor reviews by observing meal preparation and meal service to ensure compliance with the meal patterns, food safety requirements, meal counting and claiming processes, and other compliance areas. Monitor and evaluate local, state and federal regulations to ensure compliance with meal access and reimbursement, meal pattern and nutritional quality, resource management, and other general program compliance areas. Use the Child Nutrition Information and Payment System (CNIPS) and other computer software to perform job duties for School Nutrition Programs (SNP). Prepare summation report of review findings and request, analyze, and approve all corrective action documentation (CAD) associated with SNP ARs, complaint investigations, and audits. Serve as a team leader and assist throughout the state with completion of large SNP ARs, complaint investigations, or critical SNP projects as needed.</p>		

Relative % of Time Required: <input type="text" value="25"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed Consulting, Educating, TA, and Training: <p>Interpret and analyze local, state, and federal laws to educate, train, and provide consultation on food service management, regulations, and policies affecting CNP Operators through ARs, webinars, virtual and in-person trainings, such as: Prereview training, Introduction to School Nutrition Program Administration trainings, and program related activities outside of the AR. Provide technical assistance which includes off-site and on-site AR processes and complaint investigations. Develop curriculum, procedures, and training materials on CNP compliance for internal staff and CNP Operators. Participate in work groups to develop training and job related tools for internal and external interest holders. Use scientific knowledge of nutrition to provide consultation on meal planning that aligns with U.S. Department of Agriculture (USDA) Dietary Guidelines, such as providing examples of how to increase and decrease calories, as well as nutrient guidance on limiting grams of sugar, sodium, and saturated fat. Coordinate and lead review entrance and exit conferences with CNP Operators. Mentor and train new and current CNCs and Child Nutrition Assistants on all FSA policies and procedures. Respond to USDA public comment requests affecting proposed rules on CNP regulations.</p>		

Relative % of Time Required: <input type="text" value="20"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed Summer Food Service Program AR Activities: <p>Plan, schedule, and conduct statewide, federally mandated ARs of Summer Food Service Program (SFSP) Operators to ensure compliance with local, state, and federal regulations. Conduct site visits and vendor review by observing meal preparation and service to ensure compliance with the meal patterns, food safety requirements, meal counting and claiming processes, and other compliance areas. Monitor and evaluate local, state, and federal regulations to ensure compliance with program eligibility, meal counts, meal requirements, fiscal accountability, and other general program compliance. Use CNIPS and other computer software to perform job duties for the SFSP. Prepare summation report of review findings and request, analyze, and approve all CAD associated with SFSP ARs, complaint investigations, and audits. Serve as a team leader and assist throughout the state with completion of large SFSP ARs, complaint investigations, or critical SFSP projects as needed. Attend and monitor bid openings for the SFSP to ensure free and open competition when the program operator is awarding vended meal contracts.</p>		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Education: Equivalent to graduation from college with major work in nutrition, dietetics, institutional management, or a closely related field. Experience: Two years of experience in California state service performing the duties of a classification with a level of responsibility equivalent to Child Nutrition Assistant; or two years of professional experience in quantity food service, nutrition, dietetics, SNPs, or nutrition education programs. A Master's degree in nutrition, dietetics, institutional management, or a closely related field; or registration with the American Dietetic Association Commission on Dietetic Registration of the Academy of Nutrition and Dietetics may be substituted for one year of the require experience.
 The current hybrid schedule through the end of 2025 requires a minimum of two days per week in the field or reporting to the office in-person. This is subject to change in 2026 and the candidate must be willing to be in the field or in-person in the office four days per week.

PERSONAL CONTACTS

The CNC maintains relationships with internal department personnel and maintains relationships and advises program administrators on policies affecting nutrition programs. Program administrators may include school superintendents, chief business officials, food service directors, chief executive officers of nonprofit organizations, departmental personnel, representatives from the USDA, other federal, state, and local governmental agencies.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE
Antonia Romeo, acting		

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Child Nutrition Assistant	WORKING TITLE
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BRANCH
Opportunities for All Branch

DIVISION Nutrition Services Division	OFFICE Field Services Administration Region 3-Mountain
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CBID R19	WWG E	PCN 4597	POSITION NUMBER 174-191-2159-XXX	SPECIFIC LOCATION Pomona Warehouse/Los Angeles Diagnostic Center
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PROBATIONARY PERIOD 12 Months	TENURE Permanent	TIME BASE Full-Time	BILINGUAL POSITION No
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TELEWORK OPTION Hybrid	SAFETY SENSITIVE POSITION No	CONFLICT OF INTEREST CLASSIFICATION Yes
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DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under general supervision of the Child Nutrition Supervisor (CNS) I of the Field Services Unit (FSU) 2 for Region 3-Mountain in the Nutrition Services Division (NSD), the Child Nutrition Assistant (CNA) will assist the Child Nutrition Consultants (CNC) with: monitoring and completing administrative reviews (AR) of program operators of the Child Nutrition Programs (CNP) for compliance with local, state, and federal regulations, conducting nutrient analyses of meals served, educating the public as well as nonprofit program operators, providing technical assistance (TA) and workshops for operators, preparing reports and correspondence, and analyzing and interpreting laws and regulations. This position requires at least 50 percent travel.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent CNA directly reports to the CNS I in Region 3-Mountain of FSU 2 of the Field Services Administration (FSA) in the NSD.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires the incumbent to travel at least 50 percent in the counties of Region 3-Mountain. Assists CNC with: ARs of CNP Operator sites using a hybrid of telework and on-site visits, provide TA, create presentations, and attend program-related meetings and conferences. Requires sitting for long periods of time while using a personal computer. Work hours: Generally, 8 a.m. to 5 p.m. or flex. Required to go to office/field a minimum of twice per week.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

School Nutrition Program AR Activities:

Assist the CNCs with planning, scheduling, and conducting statewide, multiprogram, federally mandated, on-site ARs of NSD-administered School Nutrition Programs (SNP) including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Meal Supplements, and Seamless Summer Option. Assist CNCs with observing meal preparation and service to ensure compliance with the meal patterns, food safety requirements, meal counting and claiming processes, and other compliance areas. Monitor and evaluate local, state and federal regulations to assist CNCs with ensuring compliance with meal access and reimbursement, meal pattern and nutritional quality, resource management, and other general program compliance areas. Use the Child Nutrition Information and Payment System (CNIPS) and other computer software to document all review activities. Receive and analyze all corrective action documentation (CAD) associated with SNP ARs, investigations, and audits. Assist throughout the state with completion of SNP ARs or critical SNP projects as needed. Assist with preparing detailed case histories, summation of findings, and other compliance review reports to support reimbursement holds, terminations, and appeals. Assist with investigating alleged SNP complaints and transmit findings.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

TA and Training:

Assist the CNCs with educating, training, and providing TA to program operators, to all levels of staff within school districts and program agencies (e.g., administrators, school board members, superintendents, food service directors, food service personnel, parent-teacher groups, community interest holders, and civic organizations), and executive directors of community programs; establish liaisons with licensing departments and county and city officials to enable and promote successful programs and ARs. Contribute to NSD readiness for federal management evaluations and effective internal policy decision making by communicating to management about the best practices observed and barriers to NSD goals and objectives encountered in the field. Recommend changes to regulations and policies to increase program participation and program integrity and support for the mission of the California Department of Education (CDE). Interpret and analyze state and federal laws in response to local inquiries. Implement new regulations and provide guidance about departmental policies affecting nutrition programs. Educate the public, as well as nonprofit program operators and NSD staff, on nutrition, program management, and food service education.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Collaborate and maintain effective relationships with program operators, school officials, and community interest holders; address identified needs within a specific geographic region pertaining to the development and implementation of quality nutrition and wellness programs. Maintain relationships with program operators and between departments and other NSD units.

Relative % of Time Required: <input type="text" value="20"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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Duties Performed

Summer Food Service Program AR Activities:

Assist the CNCs with planning, scheduling, and conducting statewide, multiprogram, federally mandated, on-site ARs of NSD-administered Summer Food Service Program (SFSP). Assist the CNCs with observing meal preparation and service to ensure compliance with the meal patterns; test accuracy of meal counting systems. Monitor and evaluate federal and state regulations related to the SFSP requirements. Assist the CNCs with assessing or reassessing agency compliance and program integrity. Assist throughout the state with completion of SFSP ARs or critical SFSP projects as needed. Assist the CNCs with conducting mandated SFSP follow-up reviews. Use the CNIPS and other computer software to document all review activities. Attend and monitor bid openings for SFSP to ensure free and open competition. Assist the CNCs with preparing detailed case histories, summation of findings, and other compliance review reports supporting serious deficiency notices, proposed termination and disqualification actions, and appeals. Assist the CNCs with investigating alleged SFSP complaints and transmit findings.

Relative % of Time Required: <input type="text" value="5"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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Duties Performed

Other:

Participate in staff meetings and trainings as required. Maintain open line of communication with supervisor on the status of workload, projects, and issues. Perform other job-related duties as required.

Relative % of Time Required: <input type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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Duties Performed

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SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Have the ability to prioritize and deal with multiple tasks. Be a team player and a good listener. Support and collaborate with colleagues, staff, and other interest holders. Look for innovative ways to improve current systems to maximize program integrity. Promote and integrate feedback from internal and external customers. Review and write reports, memos, and documents. Good at communicating with a diverse population. Have experience or education in accounting, finances, budgets, and CNPs.

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PERSONAL CONTACTS

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I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

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Antonia Romeo, acting		

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

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