

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Child Nutrition Supervisor I

POSITION NUMBER:

800-292-2154-502

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Family Engagement & Empowerment Division/Child and Adult Care Food Programs Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Field Services Bureau

SUPERVISOR'S NAME:

Marianne Zamierowski

SUPERVISOR'S CLASS:

CHILD NUTRITION SUPERVISOR II

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☒ None ✓
- ☐ Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

Marianne Zamierowski

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

The Child Nutrition Supervisor I (CNS I) directly supervises and evaluates the performance of the Child Nutrition Consultants and Child Nutrition Assistants within the Family Engagement and Empowerment Division (FEED)/Child and Adult Care Food Program (CACFP) Branch in the Field Services Bureau. This position may require travel up to 30 percent.

Total number of positions for which this position is responsible: 6

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

This position is responsible for overseeing and providing oversight to total of (6) staff, including Child Nutrition Consultants, Child Nutrition Assistants and Associate Governmental Program Analysts

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The CACFP is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants health and well-being. There are four components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, and (4) At-risk After school Care.

Under the general direction of the Child Nutrition Supervisor II, the Field Services Bureau of the CACFP provides direction and leadership for the program integrity and improvement teams. These groups are charged with ensuring continuous quality improvement and oversight of the program.

CONCEPT OF POSITION:

Under the general direction of the Child Nutrition Supervisor II in the Family Engagement and Empowerment Division (FEED)/Child and Adult Care Food Program (CACFP) Branch, Field Services Bureau, the Child Nutrition Supervisor I (CNS I) has full responsibility for diverse staff services and program functions, providing direct supervision and guidance for a total of six (6) staff, including Child Nutrition Consultants (CNCs), Child Nutrition Assistants and Associate Governmental Program Analysts who conduct and assist with federally mandated administrative reviews (ARs), provide technical assistance (TA), and train CACFP Operators participating in State and Federal Child Nutrition Programs (CNP). Specifically, the incumbent performs the following duties:

A. RESPONSIBILITIES OF POSITION:

40% SUPERVISION RESPONSIBILITIES:

- Supervise the activities of the consultant, analytical, and support staff who are in charge of conducting ARs, management technical reviews, and workshops.
- Provide TA to staff and agencies participating in the Child and Adult Care Food Program, which includes child care centers, day care homes, adult care centers, at-risk afterschool meals, supplements, and suppers, homeless and emergency shelters, and school age programs.
- Supervise and assist with reviewing nutrition programs to determine agency compliance with State and Federal regulations including at a minimum, meal requirements, meal counting, recordkeeping, business and accounting procedures, claiming procedures, and free and reduced-price meal policies.
- Review and evaluate reports prepared by staff as a result of ARs. Prepare and discuss annual staff evaluations, training, development, and employee performance with staff.
- Identify cross-training needs and contribute to training curriculum for staff. Facilitate the hiring process by conducting interviews, and evaluating and recommending candidates, and preparing duty statements.
- Participate in the progressive supervision process when deficiencies arise with employees by counseling and communicating specific work expectations.
- Make referrals to the Employee Assistance Program as needed. Facilitate requests for reasonable accommodation. Work with the Personnel Services Division on Family Medical Leave Act matters, following established guidelines regarding employee supervision.

30% ADMINISTRATIVE RESPONSIBILITIES:

- Direct staff in the proper interpretation of applicable laws and regulations that support the legal basis for documenting AR findings
- Meet with staff to facilitate a common understanding of CACFP rules and regulations to ensure consistent and defensible implementation of policies; distribute current regulations, data, and reports as required.
- Work with staff to investigate and resolve complaints in a timely manner.
- Review, evaluate, and approve reports for accuracy and completeness; track, pace, and ensure timely completion of all workload assignments;
- Prepare high-quality memos, correspondence, briefing documents, and issue papers in compliance with the California Department of Social Services Correspondence Guide standards.
- Attend and actively participate in mandatory meetings; serve on policy committees to assist with the development and interpretation of policy for the FEED/CACFP Branch
- Assume responsibility for complex TA as requested; review the activities and correspondence of staff; and consult with external Child Nutrition Partners and Stakeholders, and the U.S. Department of Agriculture (USDA).
- Be adaptable to change and take the lead for staff

25% STATEWIDE CACFP LEADERSHIP:

- Collaborate with the CACFP Branch leadership team, including the assigned Field Services CNS II and CNS Is. Work at developing and maintaining the high-standards of CACFP, this includes reviewing the compliance of program operations, conducting statewide monitoring processes, procedures, and policies to ensure that consistency in the review process is followed throughout the State.
- Conduct trainings and presentations to educate review staff and other groups on best practices associate with CACFP compliance monitoring; develop and implement ongoing CACFP TA through core agendas, Webinars, etc.
- Keep management informed of program compliance issues, trends, concerns, solutions, outcomes, and achievements; assist with the annual update of California Professional Nutrition Education and Training Centers training for CACFP Operators; and assist with the U.S. Department of Agriculture Management Evaluation of the CACFP by gathering detailed information and writing responses.

5% Other duties as assigned.

B. SUPERVISION RECEIVED:

The CNS I will receive general program direction from and reports directly to the CNS II on a day-to-day basis. The CNS I is expected to operate with a significant degree of independence while keeping the CNS II engaged and informed on a timely basis the status of findings, impeding progress and potential legal ramifications, stakeholder or contractual issues and controversies. The CNS I must exhibit excellent judgment and the ability to prioritize unit goals, and ensure policies are properly operationalized with the utmost integrity.

C. ADMINISTRATIVE RESPONSIBILITY:

The CNS I is responsible for all management functions including staffing functions, performance, and the maintenance and effective implementation of guidelines for accurate assessment, review and compliance and timely notification of findings during a review to uphold with integrity the policies and procedures that govern program integrity and improvement practices.

D. PERSONAL CONTACTS:

The CNS I has regular contact with all unit staff and leadership in the FEED/CACFP Branch, other CDSS staff, CACFP stakeholders, CACFP Sponsors and Program Operators, representatives from USDA, other federal, state and local governmental agencies, food and nutrition advocates, congressional staff and Tribal leaders.

E. ACTIONS AND CONSEQUENCES:

The CNS I exercises judgment in planning, organizing, directing the workload of the unit and ensuring consistency in the work performed by the employees of the unit. The CNS I ensure that the findings/recommendations made by staff regarding audits/program integrity and monitoring align with Federal guidelines and CACFP bulletins/notices; provides coaching to staff; identifies errors/problems/solutions relative to program integrity/compliance standards. Therefore, good judgment in making recommendations, ability to accurately capture findings of audits and specify them in writing is critical in order to meet the responsibility to evaluate and maximize the effectiveness of work processes, having accurate and consistent information on which to base findings and meeting time frames associated with standardized work processes. Failure to use good judgment in handling sensitive and confidential material and in imparting information could result in misspent program dollars, or litigation against the department, and/or the deprivation of services to CACFP recipients.

F. OTHER INFORMATION:

The CNS I must be flexible, have excellent judgment and interpersonal skills, exceptional leadership and team building skills, the ability to interact with FEED/CACFP Branch Leadership and program stakeholders. Must also have excellent verbal and written communication skills, and the ability to work well under pressure, utilize initiative and resourcefulness with ensuring the timely completion of staff assignments within the unit.