



PR LOG #:

**DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION				WORKING TITLE			
Child Nutrition Supervisor I							
BRANCH							
Opportunities for All Branch							
DIVISION				OFFICE			
Nutrition Services Division				Field Services Unit 2, Region 3-Mountain			
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION			
S19	E	3890	174-191-2154-004	Los Angeles County			
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		
<b>DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES</b>							
Under direction of the Child Nutrition Supervisor (CNS) II of the Field Services Unit (FSU) 2, the Child Nutrition Supervisor I (CNS I) supervises the activities of FSU 2 Region 3-Mountain staff who conduct administrative reviews (AR), provide technical assistance (TA), and train agencies participating in state and federal Child Nutrition Programs (CNP). Up to 35 percent travel required.							
<b>CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS</b>							
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.							
<b>SUPERVISION BY</b>							
The incumbent CNS I is directly supervised by the CNS II of FSU 2 in the Field Services Administration (FSA) of the Nutrition Services Division (NSD) and may also receive direction from the FSA Staff Services Manager (SSM) III.							
<b>SUPERVISORY RESPONSIBILITIES</b>							
The FSU 2 Region 3-Mountain CNS I is responsible for guiding and overseeing the activities of eight Child Nutrition Consultants who conduct ARs and provide training to CNP Operators.							
<b>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS</b>							
This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting in a high rise building. Through December 2025, there is a minimum of 2 days in office. This will increase to 4 days in January 2026. Up to 35 percent travel. Core business hours: M-F, 8 a.m. to 5 p.m.							

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required: <input style="width: 100%;" type="text" value="40"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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**Duties Performed**

**Supervision Responsibilities:**

Supervise the activities of the consultant, analytical, and support staff who conduct ARs, webinars, and trainings, and participate in U.S. Department of Agriculture (USDA) Management Evaluations (ME). Provide TA to staff and agencies participating in the CNPs, including School Nutrition Programs (SNP) such as the National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements, Universal Meals Program, Seamless Summer Option; and the Summer Food Service Program (SFSP). Supervise and assist with reviewing nutrition programs to determine agency compliance with state and federal regulations including evaluating nutritional standards, record keeping, 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, 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.

Relative % of Time Required: <input style="width: 100%;" type="text" value="40 continued"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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**Duties Performed**

Make referrals to the Employee Assistance Program as needed. Collaborate with the California Department of Education (CDE) Office of Equal Opportunity to facilitate requests for reasonable accommodation. Work with the CDE Human Resources Division on Family Medical Leave Act matters, following established guidelines regarding employee supervision.

Relative % of Time Required: <input style="width: 100%;" type="text" value="30"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
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**Duties Performed**

**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 CNP 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 review 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 CDE 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 NSD; assume responsibility for complex TA as requested; review the activities and correspondence of staff; and consult with school boards, school administrators, health-related professional organizations, and the USDA.

Relative % of Time Required: <input type="text" value="25"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
Statewide Leadership:  Collaborate with the SFSP and SNP leadership team, including the FSA SSM III, FSU 2 CNS II, and the assigned CNS IIs, to develop and maintain a high-quality SFSP and SNP statewide monitoring process, 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 associated with the SFSP and SNP compliance monitoring; develop and implement ongoing SFSP and SNP TA through monthly core agendas, weekly 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 program operators; and assist with the USDA ME of the SFSP and SNP by gathering information and writing responses.		

Relative % of Time Required: <input type="text" value="5"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
Other job-related duties as assigned.		

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

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

Good at communicating with a diverse population. Review, write, and approve high-quality reports, memos, and sensitive documents. Ability to be flexible and adapt to shifting and multiple priorities. Organized and able to prioritize important tasks. Be a team player. Support and collaborate with colleagues, staff, and other interest holders. Look for innovative ways to improve current systems to maximize program integrity. A good listener; promote and integrate feedback from internal and external customers. Have experience and/or education in accounting, finances, budgets, and CNPs.

**PERSONAL CONTACTS**

Contact with all levels of departmental employees including deputies, directors, managers, supervisors, and staff; external government agencies such as the California Department of Social Services, Department of Finance, California Department of Human Resources, and the USDA; and external partners, including agencies applying to become CNP Operators, current and former CNP Operators, school food authorities, and local educational 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