

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Child Nutrition Supervisor I

POSITION NUMBER:

800-293-2154-001

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)*

NETS Bureau/Training and Administrative Support Section/ Nutrition Support Unit

SUPERVISOR'S NAME:

JaNeen Gilbreath

SUPERVISOR'S CLASS:

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.

SUPERVISOR'S SIGNATURE

DATE

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

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 four Child Nutrition Consultants (CNC) and one Office Technician (OT), in the Nutrition Support Unit of the Training and Administrative Support Section within the Nutrition Education, Training, and Support Bureau.

Total number of positions for which this position is responsible: 5

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

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 Child and Adult Care Food Program (CACFP) is a federal and state-funded program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in daycare facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

CONCEPT OF POSITION:

Under the direction of the Supervisor II in the Training and Administrative Support Section of the CACFP Branch, in the Family Engagement and Empowerment Division (FEED), the CNSI supervises the activities of the Nutrition Support Unit. The CNS I has full responsibility for diverse staff services and program functions, providing direct supervision and guidance to one OT and four CNCs who complete onboarding menu reviews, provide nutrition-related technical assistance (TA) and training to CACFP operators, assist with a broad range of communication efforts, design nutrition-related resource tools, complete high level paper work, and administratively assists managers, supervisors, and staff in the Nutrition Education, Training, and Support Bureau. Specifically, the incumbent performs the following duties:

A. RESPONSIBILITIES OF POSITION:

40% Supervision Responsibilities: Supervise the consultant and support staff who oversee: Onboarding Menu Reviews, TA to CACFP operators on the CACFP meal patterns and nutrition policy guidance, community announcement content for the Bureau, nutrition-related resource development, and administrative support tasks. Provide TA to staff and agencies participating in the CACFP which includes child care centers, day care homes, adult care centers, at-risk afterschool programs, and emergency shelters. Supervise and assist with nutrition program projects, Review and evaluate staff work. 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 progressive supervision process when deficiencies arise with employees by counseling and communicating specific work expectations. Make referrals to the Employee Assistance Program as needed. Collaborate with the Office of Equal Opportunity to 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 nutrition policy and laws and regulations that govern the CACFP meal pattern requirements; meet with staff to facilitate a common understanding of nutrition policy and proper ways to provide TA to CACFP Operators. Review, evaluate, and approve nutrition-related communications announcements 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 CDSS Correspondence Guide Standards. Attend and actively participate in mandatory meetings; serve on policy committees to assist with the development and interpretation of nutrition policy for the FEED/CACFP Branch; review the activities and correspondence of staff; and consult with CACFP stakeholders, health-related professional organizations, and the US Department of Agriculture, Food and Nutrition Service.

25% Leadership: Collaborate with the entire NETS Bureau, Program Administration Bureau and the Operator Support and Fiscal Oversight Bureau to develop processes and procedures for administrative and nutrition support activities for the Branch. Conduct training and presentations at statewide conferences and meetings. Lead workgroup as needed to improve and enhance technical assistance and training efforts to support CACFP operators. Keep management informed of nutrition program issues, concerns, and achievements. Assist with the USDA Management Evaluation of the CACFP by gathering information and writing responses.

5% Other Duties as assigned

B. SUPERVISION RECEIVED:

The CNS I receives direction from and reports directly to the Supervisor II of the Training and Administrative Support Section on a day-to-day basis. The CNS I is expected to operate with a significant degree of independence while keeping the Supervisor II engaged and informed on a timely basis of the status of nutrition and administrative projects, 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 of the Nutrition Support Unit including staffing functions, performance, and the maintenance and effective implementation of guidelines for accuracy of work, TA, training, and communication to uphold 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 operators, representatives from USDA, other federal, state, and local governmental agencies, and food and nutrition advocates.

E. ACTIONS AND CONSEQUENCES:

The CNS I exercises judgment in planning, organizing, and directing the workload of the unit, and ensuring consistency in the work performed by the employees of the unit. The CNS I ensures that the nutrition standards training and TA provided by staff align with federal guidelines and CACFP bulletins; provides coaching to staff; and identifies errors, problems, and solutions relative to program integrity standards. Therefore, good judgment in making recommendations and accurately identifying them in writing is critical to meet the responsibility to evaluate and maximize the effectiveness of work processes. Failure to use good judgment in handling sensitive and confidential material and imparting information could result in misspent program dollars, 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, and the ability to interact with FEED/CACFP Branch Leadership and program stakeholders. The CNS I must also have excellent verbal and written communication skills, the ability to work well under pressure and utilize initiative and resourcefulness with ensuring the timely completion of staff assignments within the unit.