



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Child Nutrition Consultant					
BRANCH					
Opportunities for All Branch					
DIVISION				OFFICE	
Nutrition Services Division				Field Services Unit 1 Region 2-Central	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R19	E	3164	174-191-2160-068	Sacramento or Fresno	
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 the direction of the Child Nutrition Supervisor (CNS) I in Region 2-Central of the Field Services Unit (FSU) 1 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 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 is directly supervised by the CNS I in Region 2-Central of the FSU 1 in the Field Services Administration (FSA) of 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 2-Central. 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: ☒ Essential Function ☐ Non-Essential Function

Duties Performed**School Nutrition Program AR:**

Plan, schedule, and conduct statewide, multiprogram, federally mandated ARs of school food authorities who operate CNPs which include, 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 of technology and computer software to perform job duties for School Nutrition Program (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.

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

Duties Performed**Consulting, Educating, Technical Assistance, and Training:**

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.

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

Duties Performed**Summer Food Service Program AR Activities:**

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 technology and 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.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
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. Act as lead during the absence of the regional supervisor and, in that capacity, assume responsibility for more difficult program assistance and office management. Contribute to the preparation of federal management evaluations. Prepare and testify at appeals or hearings related to CNP ARs as needed. Perform other job-related duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

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. It is preferred that the incumbent resides in or near the workload area.

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. The majority of the caseloads will be in Madera, Merced, Mariposa, Mono, Tuolumne, Stanislaus, Calaveras, San Joaquin, and surrounding counties.

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

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



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Child Nutrition Assistant					
BRANCH					
Opportunities for All Branch					
DIVISION			OFFICE		
Nutrition Services Division			Field Services Unit 1 Region 2-Central		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R19	E	3164	174-191-2159-XXX	Sacramento or Fresno	
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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 the general supervision of the Child Nutrition Supervisor (CNS) I in Region 2-Central of the Field Services Unit (FSU) 1 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 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 reports directly to the CNS I in Region 2-Central of the FSU 1 in the Field Services Administration (FSA) of 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 2-Central. 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 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. 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 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 technology and computer software to perform job duties for School Nutrition Programs (SNP). Receive and analyze all corrective action documentation (CAD) associated with SNP ARs, investigations, and audits. Assist CNCs with the completion of SNP ARs or critical SNP projects as needed. 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 interpreting and analyzing 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. Assist with providing TA which includes off-site and on-site AR processes and complaint investigations. Work with CNCs to 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. Assist CNCs with coordinating and performing review entrance and exit conferences with CNP Operators.

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

Duties Performed**Summer Food Service Program AR Activities:**

Assist the CNCs with planning, scheduling, and conducting statewide, federally mandated ARs of Summer Food Service Program (SFSP) Operators to ensure compliance with local, state, and federal regulations. Assist the CNCs with conducting 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 technology and computer software to perform job duties for the SFSP. Assist the CNCs with preparing summation report of review findings and requesting, analyzing, and approving all CAD associated with SFSP ARs, complaint investigations, and audits. Attend and monitor bid openings for the SFSP to ensure free and open competition when the program operator is awarding vended meal contracts.

Relative % of Time Required: 5	☒ Essential Function	☐ Non-Essential Function
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. Contribute to the preparation of federal management evaluations. Perform other job-related duties as required.		

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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

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

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Original - Classifications & Pay Office

Copies - Employee and Supervisor