

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

		RPA Control No.#	C&P Analyst Approval FA	Date 4.22.2025
Employee Name		Division Department of State Hospitals		
Position No / Agency-Unit-Class-Serial 487-548-2155-		Unit Metropolitan State Hospital		
Class Title Dietetics Assistant Director - Clinical		Location Nutrition Services		
SUBJECT TO CONFLICT OF INTEREST CODE ☒ Yes ☐ No	CBID S19	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Manages the operating functions of Nutrition Services clinical area and Clinical Dietitians. Reviews and revises staff units/caseloads based on operational needs. Completes audits of dietitians' nutrition assessments. Reviews nutrition curriculum for patient education and attends dietitian groups/classes. Responsible for reviewing and revising all clinical related policies on an annual basis. Responsible for reviewing and revising diet manual. Responsible for overseeing enteral nutrition inventory and ordering based on patient needs. Attends administrative and departmental meetings as required.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60 %	<u>ESSENTIAL FUNCTIONS:</u> Manages, plans, organizes and directs hospitals clinical nutrition, including work of Registered Dietitians and Dietetic Technicians, Registered. Weekly review of enteral inventory and ordering product as needed. Oversee clinical dietitian caseloads and adjust unit distribution as indicated to maintain equity. Completes monthly audits of Clinical Dietitian assessments and reports findings in QAPI spreadsheet. Oversees and reviews curriculum for Clinical Dietitian groups/classes, attends classes to review presentations. Attends weekly Production meeting and disseminates pertinent information to Clinical Dietitians
30 %	Ongoing review of clinical policies with, at minimum, annual review. Oversees updates to and distribution of Diet Manual with revisions every 5 years or as indicated. Attends quarterly menu meeting to provide clinical input into menu development. Review literature and work with nutrition reps to review formulary and investigate/trial new products of benefit to MSH population. Ensures staff have met all necessary training requirements to maintain hospital compliance.

MARGINAL FUNCTIONS

5 %

Applying all Metropolitan State Hospital Administrative Directives and NS Policy. Conducts Clinical meetings as scheduled. Attends all mandatory meetings, participates in committees as assigned. Conducts oneself in a professional manner at all times.

5 %

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

- Under the general direction of the Director of Nutrition Services

SUPERVISION EXERCISED

1. Clinical Dietitian
2. Diet Technician, Registered
3. Office Technician

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices and trends of Hospital Food Service management and supportive staff services such as budgeting, personnel and management food service analysis; and governmental regulations, functions and organization of a State Hospital as it pertains to clinical nutrition and current trends in medical nutrition therapy.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems as it pertains to State Hospital clinical nutritional needs of the population served; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to and exceeding 25 pounds, lifting and carrying up to and exceeding 25 pounds, and repetitive fine motor and hand motion. Exposed to loud noises, temperature variations from 40 degrees to less than 32 degrees, and wet & slippery surfaces.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Must maintain registration as Registered Dietitian

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters

LICENSE OR CERTIFICATION – Registered Dietitian

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital administrative directives.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

State of California
DUTY STATEMENT



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MSH3002 (Rev. 9/26/16)

		RPA Control No.#	C&P Analyst Approval FA	Date 3.19.2024
Employee Name		Division Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-		Unit Nutrition Services		
Class Title Dietetics Assistant Director		Location Presentation		
SUBJECT TO CONFLICT OF INTEREST CODE ☒ Yes ☐ No	CBID S19	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Manages the operating functions of Nutrition Services Presentation Dept. of: staff, tray line operation, service kitchens, dishwashing area, truck loading area, equipment needs & maintenance, overtime, conducts meetings with staff, directly supports & directs Food Service Supervisors I/II (FSS I/II), enforces HACCP standards, maintains all licensing requirements and Plans of Corrections, provides in-service training to staff, Co-ordinates work with other ADNS: Clinical & Production and observes daily function of Presentation Dept. on a monthly basis. Attends Dept. and required Administrative & Departmental meetings.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60 %	ESSENTIAL FUNCTIONS: Manages, plans, organizes and directs Presentation/Dining Room Services of patient meal service, nourishments, HS snacks, dining room & tray line set up, tray line service, dishwashing, loading/unloading/delivery of Aladdin/transit food carts, supports, supervises & directs FSS II/I, annually updates NS Presentation Policy, part of quarterly menu & weekly production committee meeting, part of NS COAC team for Metro, enforces/maintains all regulatory statutes: Title 22, Title 42, CMS, JCAHO, CRFC, Dept. of Public Health & Metro Policy. Will respond to & provide any/all info needed to these agencies and part of POC per findings. Manages and ensures all nonfood equipment, dishes, utensils ect inventory is adequately stocked & POs initiated well in advance of inventory shortages, equipment is in good repair with preventative maintenance set up with Plt. Ops and timely work orders submitted. Oversee OT of Presentation Dept. as approved ahead of time. All HACCP protocols are followed by staff & checked by supervisors, including POCs. Monitor on a monthly basis all presentation service kitchens.
30 %	Responsible for FSS I/II IDPs & reviews & edits all Presentation Probationary/Annual IDPs before being presented to staff by presentation supervisors. Maintains accurate records of all IDPs & Probationary Reports to comply with timeliness of these reviews. Ensure all staff are trained correctly, training is in writing with supervisor signatures of completing assigned tasks during training period. Determines and sets staffing needs based on assigned personnel FTE per blue book. Documents in writing all personnel issues and follows Progressive Discipline

protocols. Complies with all bargaining unit grievances and EEO investigations while coordinating with Metro Dept of Personnel & Labor Relations for guidance and support. Enforces OT NS rules and monitors Presentation Dept. attendance of staff and supervisors. Writes all POC for Presentation findings.

MARGINAL FUNCTIONS

5 % Applying all Metropolitan State Hospital Administrative Directives and NS Policy. Conducts Presentation meetings as scheduled. Attends all mandatory meetings, participates in committees as assigned. Conducts oneself in a professional manner at all times.

5 % All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Director of Nutrition Services

SUPERVISION EXERCISED

2- Food Service Supervisor I

2- Office Technician (T)

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices and trends of Hospital Food Service management and supportive staff services such as budgeting, personnel and management food service analysis; and governmental regulations, functions and organization of a State Hospital as it pertains to Hospital Main Kitchen and Presentation Service Kitchens; methods and techniques of effective leadership in providing good quality meals while maintain food safety and HACCP standards.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems as it pertains to State Hospital Food Service Production and Dining Room Service; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

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