



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Education

Division: Office of Student Services
Child Nutrition Programs

This position is:

- Classified
Unclassified
Executive service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Child Nutrition Specialist
b. Classification No: C5950
c. Effective Date: July 1, 2017
d. Position No: 0000233
e. Working Title: Child Nutrition Specialist
f. Agency No: 58100
g. Section Title: Child Nutrition Programs
h. Budget Authorization No:
i. Employee Name:
j. Representation Code:
k. Work Location (City-County): Salem, Marion County
l. Supervisor Name (optional): Heidi Dupuis
m. Position: Permanent, Seasonal, Limited duration, Academic Year, Full Time, Part Time, Intermittent, Job Share
n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position is located in the Child Nutrition Programs section of the Office of the Deputy Superintendent. This Program is guided by the Oregon Department of Education strategic mission, values and goals:

"The Oregon Department of Education fosters excellence for every learner through innovation, collaboration, leadership and service to our education partners."

This section provides state level administration and reimburses local child nutrition programs which provide millions meals annually to prepare Oregon's children for a successful educational experience.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Provide timely leadership, coordination, technical assistance, and support to institutions, programs and individuals in the administration, planning, development, implementation, monitoring, evaluation and improvement of nutrition services and nutrition education programs.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) functions.

| % of time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|--|
| 15% | NC | E | <p>Program Coordination and Grants Management</p> <ul style="list-style-type: none"> • Assist management develop grant applications, establish goals and priorities, and develop annual plan of work for Child Nutrition Programs based on needs assessments and federal requirements • Interpret program related federal regulations and guidelines, state statutes, rules and agency policies and procedures. • Prepare and coordinate contracts related to program operations. • Review and effectively approve or deny new and renewing sponsor applications budgets, management plans, reimbursement claims based on federal regulations and guidelines, state statutes, rules and agency policies and procedures. • Review and recommend revision of program and grant related pending legislation, Oregon Administrative Rules, federal regulations and agency policies and procedures. • Work cooperatively with legal experts to interpret and apply statutory requirements for policies, materials, forms, requests for proposal, agreements and contracts. |
| 50% | NC | E | <p>Program Monitoring and Compliance Reviews</p> <ul style="list-style-type: none"> • Conduct on-site pre approved visits of sponsoring organizations to ensure compliance with program policies and procedures and governing statutes. • Monitor applicant and current programs for compliance with federal regulations and guidelines, state statutes and rules and agency policies and procedures. • Prepare review-related correspondence. • Review fiscal, operational, nutrition education and civil rights program components. Conduct entrance and exit interviews, compile data and prepare reports of findings and corrective actions. Monitor and approve corrective action plans. • Work with legal experts to process appeals and formal complaints. |

| | | | |
|------|----|---|--|
| 20% | NC | E | <p>Consultation, Training and Technical Assistance</p> <ul style="list-style-type: none"> • Assess, plan and evaluate training needs of Child Nutrition Programs. • Consult with and provide technical assistance to administrators, sponsors, food service personnel, private for-profit and non-profit enterprise, educators, parents, special interest groups, professional organizations, consultants, public agencies and other government personnel. • Contribute to developing an annual training plan for all CNP programs. • Coordinate training, develop materials, access training resources and conduct workshops, seminars and classes to meet program and grant requirements. • Identify and disseminate program models, pilot programs, best practices and strategies. • Individually or collaboratively develop presentations for conferences, workshops and seminars in program related subject areas. • Provide consultation, training and technical assistance that includes all mandated and elective components of Child Nutrition Programs and grants, food service management, record keeping and reporting, fiscal accountability, compliance issues, nutrition integrity and menu planning, food safety and sanitation, nutrition education, ethnic foods, Civil Rights, ADA accommodations and special dietary needs. • Provide training in technology to maximize program efficiencies, effectiveness and accountability. • Serve as a point of contact for all Child Nutrition Programs in Oregon. |
| 10% | NC | E | <p>Program Development</p> <ul style="list-style-type: none"> • Develop and implement strategies to enhance and increase program access and equity. • Encourage sponsors, administrators and school governing boards to develop policies that integrate a nutrition education component into other program elements. • Promote partnerships and collaborative efforts to increase and improve program participation, program management and social support for healthy eating habits and nutrition education. • Promote expansion and implementation of programs through outreach efforts including media contact, public service announcements, brochures and videos. |
| 5% | NC | E | <p>Miscellaneous</p> <ul style="list-style-type: none"> • Attend and participate in the Child Nutrition Programs staff, team and workgroup meetings. • Attend USDA and other training relevant to the administration of Child Nutrition Programs. • Participate in Federal Management Evaluations for Child Nutrition Program. • Participate in professional organizations and review literature and other sources to maintain current knowledge in the field. • Participate on internal and external work groups, advisory councils, task forces and advocacy groups as assigned to provide program and grant related information. • Provide program related orientation, observation and awareness opportunities for Child Nutrition Program employees and other interested individuals. • Receive and resolve program participant complaints, refer civil rights complaints to appropriate authority. • Special projects as assigned. |
| 100% | | | |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Extensive travel throughout the state, which may include weekends or extended working hours. Must have a valid driver's license and a satisfactory driving record or provide an acceptable alternate method of transportation. Must be available for occasional work sessions, trainings, or meetings on weekends and/or evenings.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Federal Regulations 7 CFR 210, 215, 220, 225, 226, 227, 240, 245 and 250; 2 CFR 200
- USDA FCS Instructions, Bulletins and directives
- Public Laws P.L. 103-448, P.L. 104-149, and P.L. 104-193
- ORS 326.051 (2)(b), ORS 327.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720

b. How are these guidelines used?

These rules dictate nutrition and household eligibility requirements, technical assistance, program development and implementation, fiscal monitoring and program monitoring of subject programs within designated timelines.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who contacted | How | Purpose | How Often? |
|---|---|---|---------------------|
| Public and private school district personnel; residential child care institution personnel; public, for-profit and private non-profit sponsoring organizations; school boards; state, local and federal agencies; lay and professional groups; legislators; media; parents and students | Person-to-person telephone, e-mail, fax, mail, reports, group and individual meetings, as trainer, presenter, member of project team(s) | Collaborate and provide innovative leadership, training and information in the development, expansion, implementation, management and evaluation of child nutrition programs and nutrition education activities | Daily, as requested |

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Typical decisions are made regarding:

- * Compliance with federal nutrition standards/regulations for school nutrition programs
- * Inform programs of noncompliance with state or federal laws and/or regulations, and assess corrective action, which may result in fiscal action
- * Statewide nutrition education/nutrition services planning and implementation
- * Federal grant funding awards for nutrition education/nutrition services
- * Child Nutrition Sponsor budget approval, which affects funding
- * Program participation approval, which affects funding
- * Determination of applicant or sponsor program viability, accountability and capability which affects ability to participate on programs

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|-----------------|---|---|---|
| Principal Executive/Manager D (Supervisory) | 0000.181 | Informal basis with a written formal performance appraisal | Annual | Review as needed to ensure program goals are being met and compliance with federal regulations. (Supervisory) |
| Child Nutrition Specialist (Lead Worker) | 0000.294 | Informal | As needed based on assigned activities to support sponsor reviews | Determine that work complies with federal regulations, program policies, procedures, and deadlines. |
| Child Nutrition Specialist (Lead Worker) | 0000.104 | Informal | As needed based on assigned activities to support sponsor reviews | Determine that work complies with federal regulations, program policies, procedures, and deadlines |

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work <input type="checkbox"/> Assigns work <input type="checkbox"/> Approves work <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Coordinates schedules <input type="checkbox"/> Hires and discharges <input type="checkbox"/> Recommends hiring <input type="checkbox"/> Gives input for performance evaluations |
|--|---|



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d. Position No: 1517201
e. Working Title: Child Nutrition Specialist
f. Agency No: 58100
g. Section Title: Child Nutrition Programs
h. Budget Authorization No:
i. Employee Name:
j. Representation Code:
k. Work Location (City-County): Salem, Marion County
l. Supervisor Name (optional): Lynne Reinoso
m. Position: Permanent, Seasonal, Limited duration, Academic Year, Full Time, Part Time, Intermittent, Job Share
n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
o. Eligible for Overtime: Yes, No

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| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|---------------------|---|---|---|
| Principal Executive/Manager D (Supervisory) | 0000135 | Informal basis with a written formal performance appraisal | Annual | Review as needed to ensure program goals are being met and compliance with federal regulations. (Supervisory) |
| Child Nutrition Specialists (Lead Workers) | 0000.295 0001135 | Informal | As needed based on assigned activities to support sponsor reviews | Determine that work complies with federal regulations, program policies, procedures, and deadlines. |

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

