



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FOOD DISTRIBUTION SPECIALIST II	33	B	12.324
FOOD DISTRIBUTION SPECIALIST I	31	B	12.320

SERIES CONCEPT

Food Distribution Specialists perform administrative and professional work in conjunction with the United States Department of Agriculture (USDA) by administering multiple USDA food programs and services, such as: The Emergency Food Assistance Program (TEFAP), the National School Lunch Program (NSLP), Nutrition Services Incentive Program (NSIP), Summer Food Service Program (SFSP), Commodity Supplemental Food Program (CSFP), and the Child and Adult Care Food Program (CACFP) to ensure sponsors receive USDA food to serve school children, seniors, and at-risk populations, including feeding people in need. Food Distribution Specialist positions will help to administer national food assistance programs, oversee, prepare and process documents for the purchase, issuance and transfer of USDA foods; issue, modify and monitor purchase orders and maintain records for the procurement of services, food, materials and supplies; expedite the flow of goods from vendor to user (or sponsor); and review, edit and develop selection criteria and vendor requirements.

Develop and revise program documentation to include State Plans of Operation, USDA Foods Manual, and Policies and Procedures for multiple USDA food programs, including research and analysis of all USDA food programs statewide; ensure policies and procedures have been met; ensure programs are implemented in accordance with program goals and objectives and in compliance with federal regulations and State laws; analyze and interpret federal regulations and State laws; determine efficiencies and/or improvements needed that will impact program operations.

Order USDA food products for USDA food programs; submit monthly orders to processors; ensure USDA foods and/or processed foods are allocated to agencies and ordered by sponsors; reconcile, monitor and evaluate bill of lading and purchase orders; process vendor invoices and adjustments according to delivered products. Identify inconsistencies or problems to expedite orders while working with vendor representatives to discuss needs or problems experienced with items purchased; contact vendors to resolve problems and arrange for delivery or return of items. Work with vendor representatives and others to discuss products and/or services and to provide information regarding applicable procurement policies and requirements.

Manage USDA food inventory; review and reconcile inventory to determine product movement; ensure First-In First-Out (FIFO) process is being followed along with USDA processes for expired or damaged food; provide notification to sponsors, agencies and State warehouses of delayed or cancelled USDA food orders.

Act as a liaison between USDA food programs, agencies, sponsors and vendors involved in the USDA food program to assure accurate and timely acquisition, deployment and entitlement funding and/or payment of goods and services; regularly coordinate and communicate with vendors and sponsors; ensure goods and services are procured, maintained and stored consistent with purchase orders and/or contracted terms, conditions and delivery timeframes; coordinate with various vendors to provide information and resolve problems concerning delivery schedules, billings, and recalls.

Plan and coordinate USDA grants assigned with sponsors and agencies; prepare grant documents such as request for applications and required grant forms; collaborate with staff on the grant award process to determine awardee of grant funds.

Maintain and monitor computerized record systems; distribute documentation to appropriate sponsors and

SERIES CONCEPT (cont'd)

vendors; ensure compliance with State and federal statutes and regulations along with departmental policies and procedures; compile and organize data for reporting; maintain participant records; update information records, database; generate and distribute formalized reports; gather statistics; approve and add new entitlement sponsors to system; establish login credentials.

Monitor program quality and compliance to ensure programs are operating effectively, efficiently and in compliance with program requirements; manage and resolve USDA food complaints in accordance with State and Federal guidelines; monitor vendor performance and the quality of goods and services purchased to ensure continued compliance with contract specifications; work with vendors and sponsors to remedy discrepancies and/or modify or cancel contract if necessary; communicate with sponsors to discuss needs or problems and to provide product/program information.

Outreach and collaborate with agencies and sponsors receiving entitlement and funding; determine and distribute entitlement funding for statewide USDA food programs; transfer entitlements for sponsors and State level entitlement transfers for Department of Defense. Establish and maintain cooperative working agreements and relationships with agencies and sponsors involved in the USDA Food Distribution Programs.

Coordinate on annual processor agreements; verify USDA food value drawdowns to create certified price lists; participate in USDA food recalls involving agencies, sponsors, warehouse personnel, and USDA management; prepare and assist with contracts and Request for Proposals (RFP) processes for processed food end products; manage budget authority for USDA processed food contracts.

Provide specialized information and services and provide technical assistance and guidance to service providers and sponsors regarding USDA food entitlement orders through email, telephone, and webinars for applicable programs; provide information, either verbally or in writing, to other State and federal agencies, management, department staff, program participants and the general public to ensure understanding and compliance; explain and apply laws, regulations, policies, procedures, and applicable regulations; may develop and conduct presentations as required. Work with vendor representatives and others to discuss products and/or services.

Perform related duties as assigned.

CLASS CONCEPTS

Food Distribution Specialist II: Under administrative direction, incumbents perform the full range of duties described in the series concept. Incumbents at this level administer one or more programs or a major component of a large, complex program which affects a more targeted number of customers or clients and have a wide degree of latitude in determining specific methods, operations, activities and processes required to accomplish assigned duties and decisions such as revising, recommending, and implementing changes to work plans, program performance standards and objectives which are made independently through the direction of overall program goals. Position independently makes decisions regarding day-to-day program administration activities; apply recognized professional principles to develop solutions to problems; interpret and apply new and existing policies and procedures and monitor and assess the effectiveness and efficiency of program operations. Incumbents may supervise lower level Food Distribution Specialist I positions or lower level administrative support staff to include performance evaluations, work performance standards, assigning and reviewing work, scheduling, training and discipline. This level is distinguished from the Food Distribution Specialist I by a broader scope of responsibility; a higher-level of knowledge, skills and abilities required; and by greater consequence of error.

Food Distribution Specialist I: Incumbents either:

- 1) Under general direction, perform some of the duties described in the series concept on a more limited basis. Food Distribution Specialist I are assigned duties that are narrower in scope and less complex than

CLASS CONCEPTS (cont'd)

Food Distribution Specialist I: (cont'd)

- 1) (cont'd)
the programs assigned to Food Distribution Specialist II. Positions may be permanently allocated at this level, and there is no progression to the next level; **OR**
- 2) Under general supervision, receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

FOOD DISTRIBUTION SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, health or social sciences, or closely related field and one year of professional experience in planning, coordinating and administering a food distribution program which included acquisition and inventory; interpretation of laws and regulations; and the implementation of program performance standards and objectives for providing services; **OR** graduation from high school or equivalent education and three years of experience to include one year of professional experience performing duties as described above; **OR** one year of experience as a Food Distribution Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of order/inventory management. **General knowledge of:** business practices applicable to USDA food programs; policies, procedures rules and regulations of the program to be administered; types, characteristics and supply sources of commodities; procurement and distribution of USDA food relating to the State plan; principles and practices regarding contractual agreements; implementation of policies and procedures; principles and practices of analysis and examination of USDA food programs. **Ability to:** analyze, apply and interpret policies and procedures, regulations and technical materials related to the program area; interpret, apply and explain applicable laws, regulations, policies and procedures and apply interpretations to specific situations; analyze, evaluate and solve procedural problems; develop statistical, analytical and narrative reports; negotiate agreements and/or contracts; develop policies and procedures applicable to program area; investigate and evaluate alternatives and implement effective solutions; research issues, concerns or complaints and provide information and recommendations; establish and maintain accurate records; provide technical support and guidance to staff, sponsors and vendors; complete required grant forms and documents related to program requirements; *all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and federal regulations and requirements related to the program area. **Ability to:** make independent decisions without review from a higher authority.

FOOD DISTRIBUTION SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, health or social sciences, or closely related field and one year of paraprofessional experience which included acquisition and inventory; interpretation of laws and regulations; and assisting in the implementation of program performance standards and objectives for providing services; **OR** graduation from high school or equivalent education and three years of paraprofessional experience equivalent to an Administrative Assistant III in Nevada State service performing duties as described above; **OR** an equivalent

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MINIMUM QUALIFICATIONS (cont'd)

FOOD DISTRIBUTION SPECIALIST I (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: principles and practice of order/inventory management; spreadsheets and database software; basic research and analysis. **Ability to:** establish and maintain effective and cooperative/collaborative working relationships; interpret, apply and explain applicable laws, regulations, policies and procedures and apply interpretations to specific situations; input data with high accuracy rating and strong attention to detail; make decisions independently within guidelines provided; communicate effectively both orally and in writing; compose logical and grammatically correct letters and reports; accurately compile information from various sources; contribute effectively to accomplish team or work unit goals, objectives and activities; research issues, concerns or complaints and provide information; basic mathematical computation. **Skill in:** operation of a personal computer to effectively input, retrieve and manipulate data and information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Food Distribution Specialist II.)

This classification specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class series.

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ESTABLISHED: 10/29/18UC 10/29/18UC