



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>
SCHOOL/COMMUNITY NUTRITION PROGRAM COORDINATOR II	33	B	12.342
SCHOOL/COMMUNITY NUTRITION PROGRAM COORDINATOR I	31	B	12.343

SERIES CONCEPT

The School/Community Nutrition Program Coordinator plans, coordinates, monitors and performs compliance reviews of school and/or community nutrition program sponsors to ensure compliance with both State and federal program requirements.

Develop administrative review schedules; organize and oversee review teams; coordinate and perform off-site and on-site reviews and/or desk audits with sponsors and their staff; assign duties and tasks to review team; prepare and disseminate review document packages; request, compile and review sponsor documents such as records, reports, transactions, sales receipts, payment history, etc.; conduct interviews with sponsors, staff and participants; observe sponsors, staff and participants in the delivery of program services; complete review forms; provide recommendations for technical assistance and/or corrective action; report any issues, concerns and/or problems regarding the review to management.

Compile, organize, and consolidate all information and statistical data for review; analyze gathered information to determine if sponsor is meeting program requirements, regulations, and laws; determine and document required technical assistance and/or corrective action needed to meet and/or maintain compliance; compile review findings and distribute to management for review; disseminate review report to sponsor utilizing mandated procedures; conduct meetings and discussions with contending parties to address areas of non-compliance and steps needed to regain compliance; evaluate corrective action plans and recommend revisions; monitor sponsor to ensure adherence to the corrective action plan according to required timelines; write and distribute follow-up letters/reports when corrective action is completed; make recommendations regarding financial restitution, disqualification and/or termination from the program.

Act as a liaison between USDA and sponsors; organize and participate in USDA reviews of sponsors as part of sponsor compliance reviews and/or State Agency Management Evaluations.

Provide program outreach, education, guidance, technical assistance, and interpretation and dissemination of State and federal rules, regulations, policies and procedures as required; create, develop and present training and presentations to staff, sponsors, customers and stakeholders.

Assist in the development, review, recommendation and implementation of program policies and procedures; assist in completion and submission of required federal reports; develop, review, update and implement program and procedural manuals, forms, spreadsheets, logs, etc.; collect, maintain, and organize program records and documentation; develop, prepare and distribute statistical and narrative reports and summaries regarding program activities; identify trends, problem areas and recommend solutions.

Assist management in grants administration; research in-house grants as directed; gather and prepare information for application submittal; monitor grant progress; review and manage sub-grantee applications and sub-grant awards; research questionable claim reimbursement requests; gather statistics for grant progress reporting; and prepare grant progress reports as required.

Perform related duties as assigned.

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CLASS CONCEPTS

School/Community Nutrition Program Coordinator II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and may act as a lead-worker over School/Community Nutrition Program Coordinator I positions, and/or other professional, technical and administrative staff, to include work assignment, work review and training. This is the journey level in the series.

School/Community Nutrition Program Coordinator I: Under close supervision, incumbents receive training in performing the duties outlined in the series concept. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

SCHOOL/COMMUNITY NUTRITION PROGRAM COORDINATOR II

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business administration, public administration, nutrition, dietetics, social services or closely related field; and one year of professional experience performing program evaluations for the purpose of determining program compliance with State and federal laws, rules, regulations, policies and procedures; interpreting laws and regulations; and preparing detailed reports documenting findings and/or required corrective action; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **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 accepted practices of systematic analysis and examination; program evaluation methods and techniques. **General knowledge of:** recordkeeping practices to obtain needed information for compliance reviews; terminology, acronyms and subject matter relative to assigned program; State and federal laws pertaining to the program area; development and implementation of policies and procedures; training principles and practices. **Ability to:** make observations and objectively report findings; recognize and evaluate program services; assist in formulating recommendations for improved services; independently analyze and resolve problems and determine appropriate action and implement solutions; analyze, interpret and explain policies, regulations and technical materials; establish positive working relationships with others and work as part of a team; effectively interact and communicate with a variety of individuals from various socioeconomic, ethnic, cultural and educational backgrounds; develop and present training to staff, sponsors, customers and stakeholders; communicate verbally to explain decisions, services, or programs or resolve problems through negotiation; establish and maintain effective working relationships with those contacted in the course of work assignments.

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

Working knowledge of: the purpose, goals, and regulations of the program; research techniques, data collection, analysis and report preparation. **General knowledge of:** grant administration. **Ability to:** identify programmatic and operational problems; investigate and evaluate alternatives and implement effective solutions; resolve problems and obtain cooperation from others.

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MINIMUM QUALIFICATIONS (cont'd)

SCHOOL/COMMUNITY NUTRITION PROGRAM COORDINATOR I

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business administration, public administration, nutrition, dietetics, social services or closely related field; **OR** graduation from high school or equivalent education and two years of para-professional program support experience equivalent to an Administrative Assistant III in Nevada State service which required the application of State and/or federal laws, policy and procedure; reviewing documents prepared by others for program compliance determinations; and preparing reports which summarize financial and statistical information; **OR** an equivalent combination of education and experience as described above.

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

General knowledge of: basic research and analysis; methods and practices used in developing and presenting information; English grammar, spelling and punctuation sufficient to compose reports and business correspondence; basic mathematical computation. **Ability to:** conduct interviews to solicit information; accurately compile information from various sources; compose clear, grammatically correct and concise written communications such as responses to inquiries, narrative reports, instructional materials and other written materials; contribute effectively to accomplish team or work unit goals, objectives and activities; communicate effectively both verbally and in writing; learn, understand and apply applicable laws, standards and policies; operate a personal computer and word processing, spreadsheet, and database software programs. **Skill in:** operation of personal computer to effectively input, retrieve and manipulate data.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for School/Community Program Coordinator II.)

This class 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.

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