



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#50-18

September 28, 2018

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – FOOD DISTRIBUTION
SPECIALIST SERIES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at bghan@admin.nv.gov no later than October 29, 2018.

If no written objections are received in this office by October 29, 2018, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #11-19
Posting Expires: October 29, 2018

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.324	Food Distribution Specialist Reinstated from Abolishment		B	<i>12.324</i>	<i>Food Distribution Specialist II</i>	<i>33</i>	<i>B</i>
	<i>New</i>			<i>12.320</i>	<i>Food Distribution Specialist I</i>	<i>31</i>	<i>B</i>

Basis for Recommendation

As the result of Individual Classification Studies (NPD-19), and in partnership with Subject Matter Experts from the Department of Agriculture, Food & Nutrition Division, and the Division of Human Resource Management (DHRM), it has been determined that the duties and responsibilities assigned to these positions did not align with their current classification of Social Services Program Specialist I, 12.323, grade 33. It was determined that an abolished class specification should be reinstated with current and updated language, along with a new lower level to be developed specific to the Department of Agriculture’s program requirements.

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.

The primary purpose of this series is to 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.

It is recommended that the series be placed in the following Occupational Group: 12.000, Social Services & Rehabilitation, Sub-Group B: Social Services to recognize the professional work performed by these positions within a social services program area. Furthermore, it is recommended that the Food Distribution Specialist II be allocated at grade 33 to recognize the scope of responsibility, decision-making authority and the management exercised over the respective program area. The Food Distribution Specialist I, is recommended to be allocated at grade 31, which is consistent with class specifications containing multiple levels within a series. The EEO-4 job category for the Food Distribution Specialists has been determined as follows: category “B – Professional” designation code. The Program Officer series, 7.643, NSHE Specialist series, 7.659, along with the Social Services Program Specialist series, 12.315 were used as comparisons in assisting with determining the appropriate grade levels.

Throughout the review, management staff within the Department of Agriculture, Food & Nutrition Division and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the development and implementation of this new series.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by October 29, 2018. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: September 28, 2018



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>
<i>FOOD DISTRIBUTION SPECIALIST II</i>	33	B	12.324
<i>FOOD DISTRIBUTION SPECIALIST I</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.

FOOD DISTRIBUTION SPECIALIST II

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B

12.324

FOOD DISTRIBUTION SPECIALIST I

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SERIES CONCEPT (cont'd)

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

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CLASS CONCEPTS

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 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*

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MINIMUM QUALIFICATIONS (cont'd)

FOOD DISTRIBUTION SPECIALIST I (cont'd)

EDUCATION AND EXPERIENCE:

*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 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.

12.324

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ESTABLISHED: 10/29/18UC

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