



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 SUPERVISOR	40	B	5.223
SCHOOL/COMMUNITY NUTRITION SPECIALIST	39	B	5.224

SERIES CONCEPT

School/Community Nutrition Supervisors and Specialists provide technical assistance, nutrition education, program monitoring, claims reimbursement, application approval, and outreach and training for statewide school and community nutrition programs that provide financial support to public, private nonprofit, and for-profit schools, childcare facilities, residential institutions, youth camps, summer programs, and other organizations.

Administer and manage one or more of the following United States Department of Agriculture (USDA) programs which may include: Fresh Fruit and Vegetable Program (FFVP); Special Milk Program (SMP); Summer Food Service Program (SFSP); Child and Adult Care Food Program (CACFP); National School Lunch Program (NSLP); School Breakfast Program (SBP); oversee and/or administer grant and subgrant activities.

Interpret, implement and ensure compliance with federal and State statutes and regulations, federal program requirements, and departmental policies and procedures; develop and implement application procedures to assist sponsors; review and approve program applications; monitor participation; participate in complex sponsor compliance reviews and required follow-up to ensure sponsors are meeting program requirements; determine and approve corrective action for sponsors to improve programs and maintain compliance; identify and determine financial impact based on review findings, including repayment of funds.

Provide technical assistance to program sponsors, administrators and staff in order to meet requests, respond to reviews or present changes in program requirements; facilitate networking opportunities with partners and sponsors, including USDA/state agency webinars, meetings and workgroups to assist with program improvement, including planning and program evaluation meetings; initiate outreach activities to sponsors, schools and communities to promote nutrition programs; assist in the development of program plans and participate in annual and biannual planning sessions to meet program requirements; coordinate nutrition program activities with activities of other agencies, departments and staff to provide maximum services to sponsors; address program complaints; coordinate and participate in USDA State Agency Management Evaluations.

Collect, analyze, and report nutrition program-related data; utilize information to recommend, develop and implement training and statewide nutrition education; assess program effectiveness and propose enhancements; assist sponsors in meeting accountability and reporting requirements to ensure program compliance.

Review federal and State nutrition program-related statutes and regulations; provide input on statutory language; provide input on and/or draft language for proposed State regulations; coordinate adoption of proposed regulations.

Perform related duties as assigned.

CLASS CONCEPTS

School/Community Nutrition Supervisor: Under administrative direction, incumbents manage programs and budgets; ensure entitlement fund usage is monitored, establish program priorities and allocate staff and related

CLASS CONCEPTS (cont'd)

School/Community Nutrition Supervisor: (cont'd)

resources; lead outreach to improve and expand participation; collaborate in the development, upgrade and maintenance of web-based applications and systems to ensure the collection of meal and funding data required to complete various reports; discuss or negotiate difficult issues with agencies and elected and appointed officials; lead and respond to all audit and management evaluation inquiries or findings; and supervise School/Community Nutrition Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may supervise other lower level professional, technical, and/or administrative as assigned staff. This is the supervisory level in the series.

School/Community Nutrition Specialist: Under general direction of a School/Community Nutrition Supervisor, incumbents perform the full range of duties described in the series concept; develop and implement training evaluation tools; oversee claims administration; and ensure compliance with Civil Rights Program Authority. Positions at this level may supervise professional, technical and/or administrative staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Some positions require work on evenings and weekends.
- * Some positions require statewide travel.
- * Some positions require a pre-employment criminal history check and fingerprinting.
- * Positions in this series must obtain and maintain either a School Nutrition Association (SNA) Level Three certification or Child and Adult Care Food Program (CACFP) Management Professional (CMP) within 12 months of appointment and as a condition of continuing employment.

SCHOOL/COMMUNITY NUTRITION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business, public health, public administration, nutrition, behavioral sciences, human services, or related field and four years of professional experience in nutritional needs assessment and nutritional programs planning and implementation, one year of which must have been in a supervisory capacity; **OR** one year of experience as a School/Community Nutrition Specialist in State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: federal statutes and regulations pertaining to nutrition programs; federal reporting guidelines for nutrition programs; principles of budgeting and accounting. **General knowledge of:** management principles and practices related to the administration of a comprehensive program; supervisory principles and practices; budget management to include ability to identify discrepancies, potential surpluses, and appropriateness of funds distribution. **Ability to:** analyze situations and problems and determine appropriate resolutions based on historical data; interpret applicable statutes, regulations, policies, and procedures; anticipate future ramifications of regulation changes; take responsibility for final decisions and resulting effects; communicate and work effectively with USDA, state agencies and school/community organizations regarding program leadership and outreach; conduct program planning and evaluation; develop web content; develop needs assessment strategies, synthesize findings, effectively communicate needs, and provide essential technical assistance; oversee completion of legal documents, such as contracts, permanent agreements and interlocal agreements; oversee a comprehensive program(s); make contacts in the public for purposes of marketing child nutrition programs and expanding services; manage space, equipment, and staff

MINIMUM QUALIFICATIONS (cont'd)

SCHOOL/COMMUNITY NUTRITION SUPERVISOR (cont'd)

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

and material resources; provide leadership; train, supervise, and evaluate the performance of subordinate staff; *and all knowledge, skills, and abilities required at the lower level.*

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

Detailed knowledge of: federal and State statutes and department policies and procedures pertaining to the assigned program(s). **Working knowledge of:** department fiscal procedures; federal and State systems for the reporting and monitoring of programs; State administrative rules and regulations sufficient to perform fiscal management, personnel, and other functions associated with management of the assigned program(s).

Ability to: anticipate program budget requests and needs; communicate with the media and stakeholders including elected or appointed bodies; establish objectives and goals for the assigned program(s) and plan, organize, and manage programs and motivate staff to accomplish these objectives; coordinate and integrate services with federal, State and local programs and resources; participate in presentations, special committees and statewide training and develop policy and recommendations in related service areas; integrate program(s) goals into the overall department goals and objectives; interpret grant applications, budget revisions, and other material relevant to budget control; manage contractual agreements; persuade others to accept or adopt a recommended policy, program, or opinion; work with federal agency officials regarding contracts, the State plan, compliance, and other documents impacting the State Department of Agriculture and/or local education agencies and community operators; review the financial status of grants and verify that all grant transactions comply with department policies.

SCHOOL/COMMUNITY NUTRITION SPECIALIST

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business, public health, public administration, nutrition, behavioral sciences, human services, or related field and three years of professional experience in nutritional needs assessment and nutritional programs planning and implementation; **OR** three years of experience as a School/Community Nutrition Program Coordinator II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: current issues and best practices in nutritional programs; the principles and practices of food service administration and group feeding and the ability to apply this knowledge to sound nutritional practices. **Working knowledge of:** data analysis necessary to evaluate success and trends of the program area; computer applications used for email, spreadsheets, word processing, and databases. **General knowledge of:** federal statutes and regulations pertaining to nutrition; program administration and public relations; principles of budgeting and accounting. **Ability to:** interpret federal and State statutes, regulations and department policies and procedures for various audiences including sponsors, program operators and community organizations; analyze, interpret and organize information and data; identify and analyze problems to formulate logical and objective solutions; arrive jointly or independently at decisions, conclusions or solutions; disseminate information logically and clearly; establish and maintain cooperative working relationships; conduct and oversee statewide program activities and planning; conduct outreach and make group presentations to provide information; communicate with public, program sponsors and other professionals; prepare and present a variety of reports as needed and coordinate and develop educational and instructional materials.

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 Nutrition Supervisor.)

SCHOOL/COMMUNITY NUTRITION SUPERVISOR
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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 series.

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