



Child Nutrition Supervisor I

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Child Nutrition Supervisor I examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in providing service and assistance to sponsors of child nutrition programs.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Child Nutrition Supervisor I examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Conditions of Employment Form (631): (<https://www.cde.ca.gov/re/di/jb/documents/cns1631.pdf>)
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required education (e.g. transcript or diploma)
- Proof of registration and/or certifications (copies are acceptable)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Examination and Recruitment Office
1430 N Street, Suite 1802
Sacramento, CA 95814
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by selecting the appropriate response.

Education Requirement

1. Do you have an earned bachelor's degree with major work in nutrition, dietetics, institutional management or closely related field?

Yes No

2. Do you have an earned master's degree with major work in nutrition, dietetics, institutional management or closely related field?

Yes No

3. Are you registered with the Commission on Dietetics?

Yes No

Experience Requirement

1. Do you have one year of experience in the California state service performing the duties of a classification with a level of responsibility equivalent to Child Nutrition Consultant?

Yes No

2. Do you have three years of professional experience in quantity food service, nutrition, dietetics, school nutrition programs, or nutrition education programs, including at least one year at the full journey level?

Yes No

Section II - Task Experience

Using the rating scale provided below, you will rate your length of experience performing specific job-related tasks by marking one option. In responding to each statement, you may refer to your formal education, formal training courses, and work experience whether paid or not. Items without a response will not be scored.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option.

1. Oversee reviews performed by Nutrition staff to sponsors of Nutrition programs such as school districts, adult and child care centers, private non-profit, and for-profit centers in compliance with State and Federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

2. Provide guidance to Nutrition staff evaluating methods of food service for compliance with State and Federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

3. Provide guidance to Nutrition staff in planning, developing, and implementing coordinated food service with nutrition education programs for compliance with State and Federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

4. Supervise and provide guidance to staff for the planning, organizing, and conducting of training conferences and webinars.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

5. Represent the department at meetings and conferences in order to coordinate with key stakeholders.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

6. Interpreting regulations, policies, procedures, and standards to staff and sponsors.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

7. Collaborate with the Nutrition program leadership teams to develop and maintain high-quality monitoring processes, procedures, and policies to ensure consistency of the review process.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

8. Provide technical assistance to staff and sponsors on all areas of the Nutrition programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

9. Attend and actively participate in mandatory meetings for internal and external stakeholders.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

10. Communicate with grantees, local agencies, community organizations, and schools to provide information regarding Nutrition programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

11. Consult with health and safety organizations for compliance with Local, City, County, and State regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

12. Review, evaluate, and approve reports and/or reviews for accuracy and completeness to ensure compliance with state and federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

13. Supervise and assist Nutrition staff with reviewing and interpreting applicable laws and regulations to determine agency compliance with State and Federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

14. Review and approve documents and reports for complex and sensitive review findings.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

15. Provide resources to staff of applicable laws and regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

16. Provide guidance to staff investigating and resolving complaints in order to meet prescribed deadlines.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

17. Provide employees with the appropriate resources in order to maintain a supportive and safe working environment.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- Up to one year of experience
- Less than one year performing this task

18. Prepare and discuss annual staff evaluations, training, developments, and employee performance to ensure organization expectations are met.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

19. Review workload reports including follow-up on late and/or high priority reports.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Section III - Knowledge & Abilities Assessment

Using the rating scale(s) provided below, you will rate your Length of Experience and Level of Knowledge in accordance with your experience. In responding to each statement, you may refer to your work experience, internship, or volunteer work. Items without a response will not be scored.

Length of Experience:

Select the box that corresponds to the length of experience you have in performing the task.

Definition of Levels:

Extensive: I possess an expert Length of Experience and have used it to instruct others on specific aspects of this knowledge.

Moderate: I have sufficient knowledge and have applied it to an actual task.

Limited: I have some knowledge but require additional instruction in order to apply my knowledge effectively.

None: I do not possess knowledge in this area.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement.

1. Knowledge of methods, techniques, and equipment used in quantity food production, including purchasing, menu planning, merchandising, sanitation, food storage, staffing, and equipment.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

2. Knowledge of required nutritional needs of children and adults.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

3. Knowledge of food cost accounting for Nutrition programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

4. Knowledge of local, state, and federal regulations regarding Nutrition programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

5. Knowledge of principles and practices of employee training, development, and supervision.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

6. Knowledge of the organization's mission, goals, programs, and policies.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

7. Knowledge of principles of program planning, development, and implementation to ensure goals are met.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

8. Knowledge of a supervisor's role ensuring equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

9. Knowledge of grammar and writing skills to ensure effective communication.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

10. Knowledge of developing, evaluating, and conducting trainings.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

11. Skill to ensure effective communication with community organizations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

12. Skill to utilize computer applications.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

13. Skill to facilitate and participate in meetings.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

14. Skill to effectively research, analyze, and apply regulations to ensure compliance with local, state, and federal regulations.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

15. Skill to write and evaluate written reports.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

16. Skill to utilize critical thinking and complex problem-solving for Nutrition program related issues.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

17. Utilize interpersonal relational skills to maintain positive working environment.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

18. Skill to delegate tasks.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

19. Skill to provide leadership in the development and direction of Nutrition Programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

20. Advise sponsors on the integration of nutrition principles and nutrition education with the Food Service Programs through training and technical assistance.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

21. Work independently within specified timelines.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

22. Analyze program-related issues in order to adopt an effective course of action.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

23. Organize and conduct workshops and training sessions to provide information and direction.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

24. Train new staff in program content and objectives.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

25. Ability to manage a staff and programs using allocated resources to meet the organization's goals and objectives.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

26. Ability to supervise a subordinate staff to ensure the work products meet quality, quantity, and timeliness standards.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

27. Work with administrative staff to advance the goals and objectives of the organization.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

28. Review and edit written reports to ensure consistency within established guidelines.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

29. Ability to maintain effective liaison with program officials to promote and increase participation in Nutrition Programs.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

30. Work independently and/or collaboratively to plan, prioritize, and complete assigned workload responsibilities within the established timeframes and in accordance with goals and objectives.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

31. Develop and evaluate alternative solutions as needed for program improvement.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

32. Handle difficult or sensitive issues with all customers.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

33. Recognize and communicate potential issues and needs of Nutrition staff to find solutions and make recommendations to management.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

34. Ability to exercise discretion and sensitivity regarding confidential information and issues.

Length of Experience:

- More than four years of experience
- Two to four years of experience
- One to two years of experience
- Less than one year performing this task

Knowledge:

- Extensive
- Moderate
- Limited
- None

Section IV - Program Knowledge Assessment

Using the rating scale provided below, you will rate your level of knowledge in accordance with your experience. In responding to each statement, you may refer to your work experience, internship, or volunteer work. Items without a response will not be scored.

Definition of Levels:

Extensive Knowledge: I possess extensive knowledge of this program to the extent that I have independently worked with organizations that administer this nutrition program.

Moderate Knowledge: I possess moderate knowledge of this program but may require additional instruction to assist organizations that administer this nutrition program.

No Knowledge: I have no knowledge of this program.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option.

1. School Nutrition Program

Level of Knowledge:

- Extensive knowledge
- Moderate knowledge
- No knowledge

2. Summer Food Service Program

Level of Knowledge:

- Extensive knowledge
- Moderate knowledge
- No knowledge

3. Child and Adult Care Food Programs

Level of Knowledge:

- Extensive knowledge
- Moderate knowledge
- No knowledge

Section V - Degrees and Registrations/Certifications

Please indicate your specific education and current registration/certification by selecting the appropriate response and complete the corresponding major, subject(s), type, or title. Select all that apply and provide proof by submitting copies of transcripts or diplomas and registrations/certifications.

Degrees

Master's Major:

Doctorate Major:

Professional Registrations

Registered Dieticians (RD)

Registered Dietitian Nutritionist

Certifications

ServSafe Food Safety Manager Certification

Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- a. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
 1. Lacks any of the requirements for the examination or position for which he or she applied.
 2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
 3. Has resigned from any position not in good standing in order to avoid dismissal.
 4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
 5. Has been found to be unsuited or not qualified for employment pursuant to rule.
- b. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____

Date: _____

Name (Printed): _____

Home Phone Number: _____

Work Phone Number: _____