



## Nutrition Education Consultant

### General Instructions

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

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. If you are successful, your name will be placed onto an eligible list for the classification listed above. The list will be used by the California Department of Education to fill existing vacancies. It is required that you personally complete this examination accurately and without assistance.

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 Nutrition Education Consultant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required credential/education (e.g. credential, transcript, or diploma)

### 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 your appointment eligibility. Please answer each of the following questions by selecting the applicable box.

### Education Requirement

1. Do you have a valid administration credential or credential or life diploma of equivalent authorization?  
Yes No
2. Do you have an earned master's or doctorate degree or equivalent in Education or subjects related to nutrition education, such as nutrition, public health nutrition, health education, food service management, or home economics with a food and nutrition emphasis?  
Yes No
3. Are you registered with the Commission on Dietetics?  
Yes No

### Experience Requirement

1. Do you have one year of experience in California state service performing nutrition education duties at a level of responsibility equivalent to that obtained in the class of Nutrition Education Assistant, Range B?  
Yes No
2. Do you have two years of administrative, supervisory, or equivalent staff level experience in nutrition, health education, dietetics, home economics, or food service involving nutrition education in one or a combination of the following settings: (1) a State or local educational institution or agency, or other public agency; (2) a community nutrition program emphasizing nutrition education; (3) a food service program with an education component; or (4) a health education program emphasizing nutrition education?  
Yes No

## Section II - Task Experience

### Instructions

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

**Frequency:** Select the box that corresponds to how often you performed the task.

- Daily: I have performed this task on a daily basis.
- Weekly: I have performed this task at least once a week.
- Monthly/Quarterly/Annually: I have performed this task once a month, or every three months, or once a year.
- Never: I have no experience or have not performed this task.

**Length of Experience:** Select the box that corresponds to the length of experience you have in performing the task.

- More than 3 years
- One to three years of experience
- Up to one year of experience
- No experience performing this task

**Proficiency Level:** Select the box that best describes your proficiency level for the task.

- Extensive: I have extensive education, training and/or experience performing this task and would be considered an expert in this area.
- Moderate: I have moderate education, training, and/or experience performing this task and could effectively perform this task.
- Limited: I have limited education, training, and/or experience performing this task and would require assistance.
- None: I have no education, training, or experience performing this task.

**Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the Frequency, Length of Experience, and Proficiency categories.**

1. Write comprehensive grant and contract proposals to develop, implement and/or evaluate health, food service and nutrition education, and wellness policy programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

2. Evaluate the efficacy of the grant or contract program design and implementation for strategic planning purposes.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

3. Develop communication plans for internal and external agencies to provide relevant information on health, nutrition, and food service education programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

4. Evaluate health, nutrition, and food service education programs for strategic planning and program improvement.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

5. Ensure agencies funded through grant awards and/or contracts conform to health, nutrition, and food service education program requirements.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

6. Conduct needs assessments to determine and prioritize training needs for school and child care personnel, parents, students, and community-based organizations that reflect the latest scientific and educational research available.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

7. Implement nutrition and food service education training programs through workshops, web-based instruction, conferences, and symposia for school and child care personnel, parents, students, and community-based organizations that reflect the latest scientific and educational research available.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

8. Collaborate with other departmental units, government agencies, public, private, and professional organizations in coordinating and articulating functions and activities relating to nutrition, school health systems, food service, and physical education activities.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

9. Manage advisory groups which provide feedback and/or input in the development of health, nutrition, and food service education programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

10. Conduct needs assessments and task analysis to determine and prioritize curriculum needed for school and child care personnel, parents, students, and community-based organizations.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

11. Develop health, nutrition, and food service education workshops, web-based instruction, conferences, and symposia for school and child care personnel, parents, students, and community-based organizations.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

12. Provide leadership to public and private agencies, organizations, and educational institutions in the implementation of nutrition and food service education programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

13. Administer local agency grants and/or contracts to ensure health, food service, nutrition education, and wellness programs are in compliance with grant or contract requirements.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

14. Implement communication plans for internal and external agencies to provide relevant information on health, nutrition, and food service education programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

15. Develop curriculum for educators to provide instruction in the areas of health, nutrition, and food service education for child nutrition professionals and teachers in childcare centers, day care homes, schools and afterschool programs, colleges/universities, and community organizations.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

16. Develop an award process for local agency grants or contracts to implement health, food service, nutrition education, and wellness programs.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task



17. Evaluate nutrition and food service education training programs including workshops, web-based instruction, conferences, and symposia for school and child care personnel, parents, students, and community-based organizations to ensure they reflect the latest scientific and educational research available.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

18. Orchestrate the implementation of curriculum and other instructional resources in the areas of health, nutrition, and food service education for child nutrition professionals and teachers in public and private agencies, organizations, and educational institutions.

**Frequency:**

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

**Proficiency:**

- Extensive
- Moderate
- Limited
- None

**Length of Experience:**

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

## Section III - Knowledge, Skills & Abilities (KSA) Assessment

### Instructions

Using the rating scale(s) 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:** I possess an expert level of knowledge 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 the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option.**

1. Principles, practices, trends and techniques of good nutrition and food service curriculum development.

#### Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

2. Instructional methods for teaching nutrition to students, educational staff, school food service personnel, and parents.

#### Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

3. Program planning techniques to ensure successful implementation of child nutrition programs.

#### Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

4. Research, statistics, and educational testing and measurement in order to evaluate good nutrition and food service programs.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

5. Child nutrition programs and their potential application in nutrition, and food service education.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

6. The needs of children from varied social, economic, and ethnic backgrounds to ensure successful program outcomes.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

7. Provisions of applicable Federal regulations for child nutrition programs to ensure compliance.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

8. Provisions of the Education Code and State Board of Education policies related to nutrition, education, health, and staff development.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

9. Nutrition education and food service operations in California's public and private school systems.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

10. Administrative practices in California's public and private child care and school systems.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

11. Functions of schools, districts, county offices of education, child care agencies, and private agencies related to education in general and nutrition and food service education in particular.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

12. Department of Education's functions, rules, and regulations, related to nutrition and food service education.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

## Section IV - Degrees & Credentials

Please indicate your specific education and/or current credential by selecting the corresponding box and complete the corresponding major, subject(s), type, or title. Check all that apply and provide proof by submitting copies of transcripts or diplomas, credentials, and registrations/certifications.

### Degrees

- Bachelor's Degree Major:
- Master's Degree Major:
- Doctorate Degree Major:
- Other Type/Major:

### Credentials

- Teaching Credential or Credential of equivalent authorization  
Subject(s):
- Administrative Credential or Credential of equivalent authorization  
Type/Title:

### Professional Registrations/Certifications

- School Nutrition Specialist
- Registered Dietician  
Registration #:

# 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: \_\_\_\_\_