

# Nutrition Education Administrator

**Exam Code:3ED1C**

**Department:** California Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/18/2023

## CLASSIFICATION DETAILS

**Nutrition Education Administrator –** $8,886.00 to $11,130.00 per month.

View the Nutrition Education Administrator classification specification at <https://www.calhr.ca.gov/state-hr-professionals/Pages/2260.aspx>.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Examination Cut-off Dates: Monthly

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

### Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* State Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire (PDF) (<https://www.cde.ca.gov/re/di/jb/documents/neadminqaq.pdf>)
* Conditions of Employment (Form 631)  
  (<http://www.cde.ca.gov/re/di/jb/documents/neadmin1631.pdf>)
* Evidence of completion of required education/credential/license/certificate (copies are acceptable)
* Evidence of Registration Association/Commission on Dietetic Registration, if applicable. (Copy is acceptable)

All State Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on the Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination and Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination and Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

[CDEEXAMS@cde.ca.gov](mailto:CDEEXAMS@cde.ca.gov) - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Nutrition Education Administrator**

### Credential Requirements

Possession of a valid credential authorizing public school service in California as specified below. (Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.) [Possession of 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); or registration with the American Dietetic Association may be substituted for the credential requirement at any level.]

Possession of a valid administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Nutrition Education Assistant, Range B, or higher may also be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

**AND**

### Experience Requirements

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

#### Either I

One year of experience in the California state service performing professional nutrition education duties at a level of responsibility equivalent to that obtained in the class of Nutrition Education Consultant.

#### Or II

Two years of experience in the California state service performing professional nutrition education duties at a level of responsibility equivalent to that obtained in the class of Nutrition Education Assistant, Range B.

#### Or III

Three 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. One year of the above experience must have included responsibility for the development or administration of a nutrition education program.

## SPECIAL PERSONAL REQUIREMENTS

Willingness to travel throughout the State.

## POSITION DESCRIPTION

**Nutrition Education Administrator**

This is the supervisory level in the series over professionals at the consultant and assistant levels. Under direction, an Administrator plans, organizes, and directs the work of a program unit in planning, developing, administering, and evaluating nutrition education programs for California public schools.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge Of

1. The principles, practices, trends, and techniques of good nutrition curriculum development.
2. Instructional methods for teaching nutrition to students, educational staff, school food service personnel, and parents.
3. Program planning techniques.
4. Research, statistics, and educational testing, and measurement.
5. Child nutrition programs and their potential application in nutrition education.
6. The needs of children from varied social, economic, and ethnic backgrounds.
7. Provisions of applicable Federal regulations for child nutrition programs.
8. Provisions of the Education Code and State Board of Education policies relating to nutrition, education, health, and staff development.
9. Nutrition education in California’s public and private school systems.
10. School administrative practices.
11. The functions of schools, districts, county offices of education, and private agencies related to education in general and nutrition education in particular.
12. Department of Education’s functions, rules, and regulations, especially as related to nutrition education.
13. Principles of employee development and supervision.
14. The organization of the California Department of Education.
15. The Department of Education’s mission, goals, programs, and policies.
16. A supervisor’s responsibility for promoting equal opportunity in hiring, employee development, and promotion, and for maintaining a work environment free of discrimination and harassment.
17. A supervisor’s role in the labor relations program and the processes available to meet program objectives.

### Ability To

1. Develop leadership skills for clients through a process of advice, consultation, and cooperation.
2. Exercise creativity in the formulation and development of nutrition education programs.
3. Apply educational policy.
4. Communicate effectively.
5. Analyze situations accurately and take appropriate action.
6. Plan, organize, and coordinate a variety of activities.
7. Develop and prepare curricular and instructional materials.
8. Establish effective working relations with all persons.
9. Exercise tact, resourcefulness, and prudent judgment.
10. Conduct successful classes and workshops.
11. Perform complex research and analytical studies.
12. Assume leadership and exercise creativity in the administration and evaluation of nutrition education programs.
13. Interpret policy.
14. Develop well-informed policy recommendations.
15. Assume innovative leadership in formulating, promoting, and directing a statewide program.
16. Maintain liaison with officials of educational, governmental, and private organizations, and groups.
17. Effectively and efficiently manage a staff and program within the resources provided.
18. Review and edit written documents.
19. Establish and maintain project and departmental priorities.
20. Work effectively with administrative personnel in the Department and other governmental agencies.
21. Supervise subordinate staff.
22. Effectively promote equal opportunity in employment and maintain a work environment free of discrimination and harassment.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Nutrition Education Administrator** classification will be established for: **California Department of Education**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Attn: Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95814

Phone: 916-319-0857

Email: [cdeexams@cde.ca.gov](mailto:cdeexams@cde.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer** account at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.