

# CHILD NUTRITION ASSISTANT Exam Code: 2EDBB

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/14/2023

## CLASSIFICATION DETAILS

**CHILD NUTRITION ASSISTANT –** $4,914.00 to $6,687.00 per month.

**View the** Child Nutrition Assistant **classification specification** at: <https://www.calhr.ca.gov/state-hr-professionals/Pages/2159.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:

* Examination/Employment Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire   
  (<https://www.cde.ca.gov/re/di/jb/documents/cnaqaq.pdf>)
* Conditions of Employment (Form 631)  
  (<https://www.cde.ca.gov/re/di/jb/documents/cna631.pdf>)
* Evidence of completion of required education/credential/license/certificate (copies are acceptable)
* Evidence of Registration (copy) with the American Dietetic Association/Commission on Dietetic Registration, if applicable

All Examination/Employment 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

Human Resources Division

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination & Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination & 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.

### Education Requirements

Equivalent to graduation from college with major work in nutrition, dietetics, institutional management, or a closely related field;

**and**

### Experience Requirements

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.

## POSITION DESCRIPTION

**Child Nutrition Assistant**

This is the entry and first journey level in this series. This class is used as a permanent level for lesser-skilled functions and as a training level for the Child Nutrition Consultant or comparable class. Under general supervision, incumbents perform the more routine assignments in providing services to sponsors of child nutrition programs. These functions include assisting in conducting administrative reviews of sponsors, assisting in evaluating methods of food service for efficiency and effectiveness, assisting sponsors in the completion of forms and documents required for participation, and assisting in conducting child nutrition training conferences and seminars. Assistants may also work under the guidance of a Child Nutrition Consultant.

## 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. Methods, techniques, and equipment used in quantity food production, including purchasing, menu planning, merchandising, sanitation, food storage, staffing, and equipment.
2. Basic nutritional needs of children.
3. Food cost accounting.

### Ability to:

1. Learn, interpret, and apply applicable State and Federal rules and regulations.
2. Communicate effectively, evaluate sponsor management practices, and advise on the application of nutrition principles.
3. Work independently.
4. Analyze program-related issues accurately and adopt an effective course of action.

## SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel throughout the State.

## PREFERABLE OR DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of experience with child food/nutrition programs and to the extent and type of pertinent education beyond that required under Minimum Qualifications. Preferred additional education includes master's degree in nutrition, dietetics, institutional management, or a closely related field; or registration with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the CHILD NUTRITION ASSISTANT classification will be established for:

**State of California (all State of California departments, statewide)**

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

Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95811

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.