



## Nutrition Education Administrator

### 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 Administrator 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.

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 Administrator 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 appointment eligibility. Please answer the following questions by selecting the applicable box for each question.

### Education Requirements

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 Consultant?  
☐ Yes    ☐ No
2. Do you have two years 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
3. Do you have 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?  
☐ Yes    ☐ No

## Section II - Specialized Experience and Education

Items in this section request information about your experience and education. Please indicate if you have at least 12 semester units of education in the following areas by selecting the applicable box.

- |                                     |  |   |
|-------------------------------------|--|---|
| 1. Nutrition Education              | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 2. Assessment/Evaluation/Research   | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 3. Nutrition Program Management     | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 4. Food Service                     | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 5. Food Safety and Sanitation       | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 6. Food Preparation                 | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 7. Nutrition Curriculum Development | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 8. Home Economics                   | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 9. Pre-School Education             | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 10. Elementary Education            | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 11. High school Education           | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 12. Middle School Education         | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |
| 13. Post-Secondary Education        | <input type="checkbox"/> Experience: 3 or More Years | <input type="checkbox"/> Education: 12 Semester Units |

## Section III - Task Experience

### Instructions

Using the rating scale provided below, 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.

### Definition of Levels

**Extensive Experience:** I possess extensive experience to the extent that I have effectively performed this task in the most difficult and complex situations.

**Moderate Experience:** I possess moderate experience to perform this task successfully.

**Limited Experience:** I possess limited experience and may require additional instruction to perform this task.

**None:** I have no experience performing this task.

**Respond to each of the following statements by indicating how the statement applies to you.**

1. Develop state nutrition programs, policies, and grants that establish healthy nutrition environments within child care, schools, and community-based programs, including team California for Healthy Kids, Farm to Fork, Healthier US School Challenge, and Team Nutrition.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

2. Conduct periodic assessments to determine and prioritize program needs for health, nutrition, food service education, and training within child care, schools, and community-based programs.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

3. Develop marketing plans to increase participation within child nutrition programs.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

4. Identify goals and objectives relating to the integration and adoption of new nutrition programs and policies in order to conduct workshops, web-based instruction, conferences, and symposia for school and child care personnel, parents, students, and community-based organizations.

**Level of Experience:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

5. Develop standards and guidelines for all aspects of program implementation for nutrition programs in order to ensure health, nutrition, and food service education and training programs.

**Level of Experience:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

6. Provide leadership to staff in the development, coordination, and planning of comprehensive external and internal health, nutrition, and food service education.

**Level of Experience:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

7. Oversee the implementation of new and/or revised nutrition policies, standards, and food service education.

**Level of Experience:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

8. Manage special projects and strategic plans on nutrition policy and standards, technical assistance, and comprehensive external and internal health, nutrition, and food service education.

**Level of Experience:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

9. Provide supervision and follow-up to assure completion of assigned projects.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

10. Establish procedures for implementation, monitoring, and evaluation of major child nutrition program activities.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

11. Develop standards and guidelines for aspects of nutrition program implementation.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

12. Direct the preparation of nutrition policy directives and legislative analyses.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

13. Coordinate health, nutrition, and food service education offerings with federal and state training centers and agencies.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

14. Provide consultant services, workshop presentations, and field conferences to child nutrition program personnel and stakeholders.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

15. Represent agency at child nutrition program sponsor meetings and conferences.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

16. Gather feedback in order to improve communication and child nutrition training programs.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

17. Clarify policies and procedures in order to improve communication and current and future health, nutrition, and food service education and training plans.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

18. Promote networking among nutrition program professionals to develop and implement innovative approaches and best practices for successful program implementation and outcomes.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

19. Oversee the development of the annual budget for the unit prioritizing expenditures using fiscal reports, policies, and procedures.

**Level of Experience:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

## Section IV - Knowledge 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 Experience:** I possess extensive experience to the extent that I have effectively performed this task in the most difficult and complex situations.

**Moderate Experience:** I possess moderate experience to perform this task successfully.

**Limited Experience:** I possess limited experience and may require additional instruction to perform this task.

**None:** I have no experience performing this task.

**Respond to each of the following statements by indicating how the statement applies to you.**

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 and food service to students, educational staff, school food service personnel, and parents.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

3. Program planning techniques.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None



4. Research, statistics, and education testing and measurement.

**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.

**Level of Knowledge:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

7. The provisions of applicable Federal regulations for child nutrition programs.

**Level of Knowledge:**

- ☐ Extensive  
☐ Moderate  
☐ Limited  
☐ None

8. The provisions of the Education Code and State Board of Education policies relating 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 child care, and 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. The 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. The Department of Education's functions, rules, and regulations, especially as related to nutrition and food service education.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

13. Supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of subordinate employees.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

14. The organization of the California Department of Education.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

15. A supervisor's responsibility for promoting equal employment opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

16. A supervisor's role in the labor relations programs and the processes available to meet program objectives.

**Level of Knowledge:**

- ☐ Extensive
- ☐ Moderate
- ☐ Limited
- ☐ None

## Section V - Degrees and Credentials

Please indicate your specific education, current credential, and registration/certification by selecting the corresponding box and complete the corresponding major, subject(s), type, or title. Select 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:

### Credentials

☐ Administrative Credential or Credential of Equivalent Authorization

Type/Title:

### Professional Registrations/Certifications

☐ School Nutrition Specialist

Identification #:

☐ 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: \_\_\_\_\_