



## Child Nutrition Supervisor II

### 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 II 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 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 II 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 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 Supervisor I?

Yes    No

2. Do you have two years 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

3. Do you have four years of professional experience in quantity food service, nutrition, dietetics, school nutrition programs, or nutrition education programs, including at least two years of administrative or supervisory responsibility over such programs?

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. Manage and monitor the workload for administrative reviews to provide necessary services to sponsors of Nutrition Programs.

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. Provide guidance to grantees, local agencies, community organizations, and schools evaluating methods of food service for efficiency and effectiveness in the completion of forms and documents required for participation in Nutrition Programs.

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. Perform the more complex, and sensitive tasks in order to provide strong leadership, communication, interpersonal skills and managerial skills.

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. Provide oversight of the federally mandated compliance reviews of grantees, local agencies, community organizations, schools, and child and adult food programs operating to determine programs are in compliance with State Law and Federal Regulations.

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. Provide representation at meetings and conferences in order to communicate the mission, values, and goals of the organization effectively.

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. Interpret regulations, policies, procedures, and standards to provide staff and sponsors guidance with State Laws and Federal Regulations.

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. Provide guidance and support to staff on the most complex and high-risk Nutrition Program components to comply with State Laws and Federal Regulations.

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. Direct staff in planning and organizing a large group of Nutrition and administrative staff conducting federally required reviews of Nutrition Programs.

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. Develop processes and procedures for review of all program operators in California participating in Nutrition Programs.

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. Review reports to ensure timely follow up in order to meet established deadlines.

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. Oversee organizational processes to ensure compliance with regulatory requirements.

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. Conduct annual performance evaluations and trainings to ensure staff adheres the expectations of the organization.

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. Collaborate with the Human Resources Office to facilitate for requests for Reasonable Accommodation, Family Medical Leave Act matters, and other personnel related matters.

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. Collaborate and lead in reviews and assessments performed by oversight agencies in order to coordinate the responses of corrective actions.

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. Attend meetings with management to provide updates projects, program changes, concerns, to work toward a shared mission, vision and goals.

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. Coordinate with management to develop policies on monitoring issues both internally and externally affecting the Nutrition Program operators to provide consistent information.

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. Develop training for new employees to provide consistent standards of work for Nutrition Program operators.

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. Provide oversight on the most sensitive and complex reviews to promote program integrity.

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

19. Oversee the program operator termination process.

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 & Abilities Assessment

Using the rating scale provided below, you will rate your level of experience in accordance with your knowledge and abilities. 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 extensive experience to the extent that I have effectively performed this task in the most difficult and complex situations.

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

**Limited:** 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. You are required to respond to every statement by selecting one option.**

1. Knowledge of the nutritional needs of children and adults to effectively review menus, evaluate meal planning requirements, proper food safety, sanitation, food storage, and monitor quality of meals.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

2. Knowledge of food cost accounting to review and analyze an agency's Nutrition Program operator budget, revenue, and expenses.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

3. Knowledge of State Laws and Federal Regulations pertaining to Nutrition Programs in order to verify compliance with program policies and procedures.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

4. Knowledge of principles and practices of effective supervision to direct and manage the work activities of employees.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

5. Knowledge of a supervisor's responsibility for promoting equal, fair, and meaningful access to employment while maintaining a work environment that is free of discrimination and harassment.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

6. Knowledge of a supervisor's responsibility for overseeing the timely completion of federally mandated reviews.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

7. Knowledge of program planning, development, and implementation in order to strategically set goals and maximize resources.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

8. Knowledge of procedures for distributing workload equitably among staff to ensure program needs are met.

Level of Experience:

- Extensive
- Moderate
- Limited
- None



9. Knowledge of budgetary principles to ensure Nutrition Program funds are properly allocated and expensed.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

10. Knowledge of Nutrition principles to promote quality nutrition and education training and technical assistance.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

11. Knowledge of the Family Medical Leave Act (FMLA) and Employee Assistance Programs in order to educate staff of the benefits and resources readily available.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

12. Knowledge of program integrity and oversight to ensure compliance with Nutrition Programs.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

13. Knowledge of computer applications (Microsoft Outlook, Word, Excel, PowerPoint, and Microsoft Teams, etc.) to develop reports, correspondence and documents and prepare presentation materials.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

14. Interpret and apply State Laws and Federal Regulations pertaining to Nutrition Program.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

15. Work independently and as part of a team to plan, prioritize, and complete assigned responsibilities within the established timeframe.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

16. Analyze Nutrition Program-related issues accurately and recommend an effective course of action to ensure program compliance.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

17. Organize and conduct workshops and training sessions.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

18. Manage staff and programs utilizing allocated resources.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

19. Plan, direct and supervise staff to ensure the work products are accurate and meet timeliness standards.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

20. Reason logically, creatively, and use a variety of analytical techniques and resources to complete work assignments.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

21. Develop and evaluate methods to improve and ensure compliance of Nutrition Programs.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

22. Review and edit documents to produce quality work products..

Level of Experience:

- Extensive
- Moderate
- Limited
- None

23. Promote equal employment opportunity in hiring, employee development and promotion and maintaining a work environment that is free of discrimination and harassment.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

24. Provide training and education to staff, managers, and/or program operators about Nutrition Programs through meetings and conferences.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

25. Handle difficult or sensitive issues in order to maintain confidentiality and discretion.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

26. Manage multiple priorities at once through task delegation and prioritization in order to complete work assignments timely.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None
27. Problem solve, find solutions and make recommendations to management about program operators.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None
28. Develop and motivate staff by creating strategies for improving overall morale and productivity.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None
29. Present clear, concise and compelling ideas both verbally and in writing.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None
30. Train and mentor Supervisors by applying preventive and corrective supervisory techniques.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None
31. Operate a personal computer and use computer software (e.g., word processing, spreadsheets, graphic presentations, e-mail, internet, statistical analysis, appointment scheduling, web-based applications, etc.) to create reports, various written documents and input and retrieve information.  
Level of Experience:
- Extensive
  - Moderate
  - Limited
  - None

32. Exercise discretion and sensitivity regarding confidential information.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

33. Provide consultation and technical assistance to program operators to enhance and improve the operation of their Nutrition Program.

Level of Experience:

- Extensive
- Moderate
- Limited
- None

34. Research, analyze and apply State Laws and Federal Regulations and citations within reports and correspondence.

Level of Experience:

- 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 Programs

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: \_\_\_\_\_