

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DIETITIAN/NUTRITIONIST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to improve the diet, nutrition, and health of residents of state facilities and group homes.

There are four classifications in this job.

**Position Code Title – Dietitian/Nutritionist-E**

Dietitian/Nutritionist 9

This is the entry level. As a trainee, the employee carries out a range of professional dietitian/nutritionist assignments while learning the methods of the work.

Dietitian/Nutritionist 10

This is the intermediate level. The employee performs an expanding range of professional dietitian/ nutritionist assignments in a developing capacity.

Dietitian/Nutritionist P11

This is the experienced level. The employee performs a full range of professional dietitian/nutritionist assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Dietitian/Nutritionist-A**

Dietitian/Nutritionist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## DIETITIAN/NUTRITIONIST

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Instructs patients, families, and health care staff in individualized diet therapy, general nutrition principles, and food selection and preparation.

Conducts nutritional screenings/assessments for assigned patients.

Acts as nutrition resource person on health care treatment team.

Develops, reviews, and adapts therapeutic and modified diets to meet the needs of individual residents and/or clients in cooperation with health care staff.

Inspects food preparation and food service for conformance with prescribed diets and standards of sanitation, palatability, appearance, and nutritional quality.

Plans and implements quality assurance program activities for the dietetic service; monitors dietary/nutrition programs to ensure compliance with federal and state standards and regulations.

Plans menus for residents of state prisons, hospitals, schools, or community-based programs; adjusts menu cycles for nutritional adequacy, balance and variety, food availability, and budgetary control.

Calculates nutritional values of food served. Determines serving size, frequency, and method of preparation of foods.

Inspects food supplies for quantity, quality, and compliance with state and federal standards.

Recommends type and quantities of food to be purchased.

Recommends purchases of food preparation equipment.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

#### Dietitian/Nutritionist 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### Dietitian/Nutritionist 12 (Senior Worker)

Performs on a regular basis professional dietitian/nutritionist assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles of human nutrition.

Knowledge of diet therapy principles and practices.

Knowledge of food service operations, including food preparation, sanitation, and procurement.

Knowledge of menu planning principles and practices.

Ability to formulate treatment plans and makes clinical judgements involving diet therapy.

Ability to instruct others in individual diet therapy, general nutrition principles, and food selection and preparation.

Ability to inspect and evaluate food preparation and service for conformance with standards.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Dietitian/Nutritionist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Jobs are located in mental health facilities, prisons, youth residential facilities, veterans' hospitals, and educational facilities.

Employees may be required to travel.

**Physical Requirements**

None.

## DIETITIAN/NUTRITIONIST

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### Education

Possession of a bachelor's degree in foods and nutrition, or institution management.

### Experience

#### Dietitian/Nutritionist 9

No specific type or amount is required.

#### Dietitian/Nutritionist 10

One year of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist 9.

#### Dietitian/Nutritionist P11

Two years of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist 10.

#### Dietitian/Nutritionist 12

Three years of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist P11.

### Special Requirements, Licenses, and Certifications

#### Dietitian/Nutritionist 9

Eligibility to participate in a dietetic internship, traineeship or coordinated program approved by the American Dietetics Association.

#### Dietitian/Nutritionist 10-12

Registration as a Dietitian by the Commission on Dietetic Registration, the credentialing agency for the American Dietetics Association.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

#### Job Code

DIETNTRST

#### Job Code Description

Dietitian/Nutritionist

#### Position Title

Dietitian/Nutritionist-E

Dietitian/Nutritionist-A

Dietitian/Nutritionist-A

#### Position Code

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#### Pay Schedule

W22-019

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