

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DIETITIAN/NUTRITIONIST MANAGER

JOB DESCRIPTION

Employees in this job direct professional Dietitian/Nutritionists and/or Cooks and nonprofessional food service staff. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgement to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of dietetic and nutritional and food service programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Dietitian/Nutritionist Manager-1

Dietitian/Nutritionist Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title – Dietitian/Nutritionist Manager-2

Dietitian/Nutritionist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line professional manager of a professional position in standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Dietitian/Nutritionist Manager-3

Dietitian/Nutritionist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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

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position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepare reports, and composes correspondence relative to the work.

Plans, directs, and implements nutrition care, nutrition education, diet therapy, and food service programs to serve residents of state facilities.

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.

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

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

Develops policies, procedures, and standards for institution food service programs.

Directs and participates in procurement and inspection of food supplies, and in inspection of food preparation and service, for conformance with instructions and standards.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13 and 14 levels.

Knowledge of principles of human nutrition.

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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.

Knowledge of training and supervisory techniques.

Knowledge of equal employment opportunities practices.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

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

Ability to instruct others in individualized 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, prepare reports, and compose correspondence.

Ability to effectively communicate with others, both verbally and in writing.

Working Conditions

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

Physical Requirements

None.

Education

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

Experience

Dietitian/Nutritionist Manager 12

Three years of professional experience performing a variety of assignments to improve the diet, nutrition, and health of residents of state facilities and group homes equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist P11.

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Dietitian/Nutritionist Manager 13

Four years of professional experience performing a variety of assignments to improve the diet, nutrition, and health of residents of state facilities and group homes equivalent to a Dietitian/Nutritionist, including two years equivalent to a Dietitian/Nutritionist P11 or one year equivalent to a Dietitian/Nutritionist 12 or a Dietitian/Nutritionist Manager 12.

Dietitian/Nutritionist Manager 14

Five years of professional experience performing a variety of assignments to improve the diet, nutrition, and health of residents of state facilities and group homes equivalent to a Dietitian/Nutritionist, including three years equivalent to a Dietitian/Nutritionist P11, two years equivalent to a Dietitian/Nutritionist 12 or a Dietitian/Nutritionist Manager 12, or one year equivalent to a Dietitian/Nutritionist Manager 13.

Special Requirements, Licenses, and Certifications

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

DIETNTMGR

Job Code Description

Dietitian/Nutritionist Manager

Position Title

Dietitian/Nutritionist Manager-1

Dietitian/Nutritionist Manager-2

Dietitian/Nutritionist Manager-3

Position Code

DIETMGR1

DIETMGR2

DIETMGR3

Pay Schedule

NERE-017

NERE-018

NERE-019

ECP Group 3
Revised 5/1/07
TeamLeaders