



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/13/2021

Agency: Oregon Department of Education

Division: Child Nutrition

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive service
☐ Mgmt Svc - Supervisory
☐ Mgmt Svc - Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Child Nutrition Specialist
b. Classification No: C5950
c. Effective Date:
d. Position No:
e. Working Title: Child Nutrition Specialist
f. Agency No: 58100
g. Section Title: Child Nutrition Programs
h. Budget Authorization No: 630680
i. Employee Name:
j. Representation Code: OAS
k. Work Location (City-County): Salem, Marion County
l. Supervisor Name (optional): Meghan Tschida

| | | | | |
|--------------|--|---|--|--|
| m. Position: | <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Seasonal <input type="checkbox"/> Part Time | <input type="checkbox"/> Limited duration <input type="checkbox"/> Intermittent | <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share |
| n. FLSA: | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | If Exempt: | <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative | o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Child Nutrition Programs (CNP) section is part of the Oregon Department of Education's (ODE) Office of Student Services. The section employs about 35 people across three teams: the Administrative team, the School Nutrition Programs team, and the Community Nutrition Programs team. CNP provides state-level administration for United States Department of Agriculture Food and Nutrition Service (USDA FNS) Child Nutrition Programs, including National School Lunch and School Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program and USDA Foods. State-funded programs include Farm to School and School Gardens, expansion grants, and state meal subsidies for federal Child Nutrition Programs.

Through these programs Oregon children, students and adults have direct access to nutritious meals and snacks throughout the year. CNP administers about \$400 million in state and federal meal reimbursement and grants each biennium. Child Nutrition Programs are operated by about 500 schools; school districts; public, child care centers; afterschool programs; Head Start programs; juvenile detention centers; emergency shelters; adult day care, family day care home providers, summer programs, and other public, tribal, and private non-profit, and for-profit entities across Oregon (program sponsors or sponsors).

CNP provides program sponsors with meal reimbursements, program guidance, oversight, and training and technical assistance. It also collaborates with other USDA FNS programs and numerous stakeholders and professional associations.

The ODE's mission is to foster equity and excellence for every learner through collaborations with educators, partners, and communities. The CNP section contributes to that mission by working with schools, school districts, childcare providers, and other public and private entities to ensure participants and potential participants have access to and receive nutritious meals so they are ready and able to learn and grow.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Evaluate viability, capability and accountability of applicants and sponsors. Provide training, consultative technical assistance, monitoring and communication to support the effective administration of Oregon Child Nutrition Programs (CNP) in public, non-profit, for-profit and tribal settings. Recruit sponsors and participants to address food insecurity in Oregon and support healthy nutrition and eating behaviors.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) functions.

| % of time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| 15% | NC | E | Program Coordination and Grants Management <ul style="list-style-type: none"> • Assist management to develop grant applications, establish goals and priorities, and develop annual plan of work for Child Nutrition Programs based on needs assessments and federal requirements • Interpret program related federal regulations and guidelines, state statutes, rules and agency policies and procedures. • Prepare and coordinate contracts related to program operations. • Review and effectively approve or deny new and renewing sponsor applications, budgets, management plans, reimbursement claims based on federal regulations and guidelines, state statutes, rules and agency policies and procedures. • Review and recommend revision of program and grant related pending legislation, Oregon Administrative Rules, federal regulations and agency policies and procedures. • Work cooperatively with legal experts to interpret and apply statutory requirements for policies, materials, forms, requests for proposal, agreements and contracts. |

| | | | |
|-----|----|---|---|
| 50% | NC | E | Program Monitoring and Compliance Reviews <ul style="list-style-type: none"> • Conduct on-site pre approval visits of sponsoring organizations to ensure compliance with program policies and procedures and governing statutes. • Monitor applicant and current programs for compliance with federal regulations and guidelines, state statutes and rules and agency policies and procedures. • Prepare review-related correspondence. • Review fiscal, operational, nutrition education and civil rights program components. Conduct entrance and exit interviews, compile data and prepare reports of findings and corrective actions. Monitor and approve corrective action plans. • Work with legal experts to process appeals and formal complaints. |
| 20% | NC | E | Consultation, Training and Technical Assistance <ul style="list-style-type: none"> • Assess, plan and evaluate training needs of Child Nutrition Programs. • Consult with and provide technical assistance to administrators, sponsors, food service personnel, private for-profit and non-profit enterprise, educators, parents, special interest groups, professional organizations, consultants, public agencies and other government personnel. • Contribute to developing an annual training plan for all CNP programs. • Coordinate training, develop materials, access training resources and conduct workshops, seminars and classes to meet program and grant requirements. • Identify and disseminate program models, pilot programs, best practices and strategies. • Individually or collaboratively develop presentations for conferences, workshops and seminars in program related subject areas. • Provide consultation, training and technical assistance that includes all mandated and elective components of Child Nutrition Programs and grants, food service management, record keeping and reporting, fiscal accountability, compliance issues, nutrition integrity and menu planning, food safety and sanitation, nutrition education, ethnic foods, Civil Rights, ADA accommodations and special dietary needs. • Provide training in technology to maximize program efficiencies, effectiveness and accountability. • Serve as a point of contact for all Child Nutrition Programs in Oregon. |
| 10% | NC | E | Program Development <ul style="list-style-type: none"> • Develop and implement strategies to enhance and increase program access and equity. • Encourage sponsors, administrators and school governing boards to develop policies that integrate a nutrition education component into other program elements. • Promote partnerships and collaborative efforts to increase and improve program participation, program management and social support for healthy eating habits and nutrition education. • Promote expansion and implementation of programs through outreach efforts including media contact, public service announcements, brochures and videos. |
| 5% | NC | E | Miscellaneous <ul style="list-style-type: none"> • Attend and participate in the Child Nutrition Programs staff, team and workgroup meetings. |

- Attend USDA and other training relevant to the administration of Child Nutrition Programs.
- Participate in Federal Management Evaluations for Child Nutrition Program.
- Participate in professional organizations and review literature and other sources to maintain current knowledge in the field.
- Participate on internal and external work groups, advisory councils, task forces and advocacy groups as assigned to provide program and grant related information.
- Provide program related orientation, observation and awareness opportunities for Child Nutrition Program employees and other interested individuals.
- Receive and resolve program participant complaints, refer civil rights complaints to appropriate authority.
- Special projects as assigned.

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

In all instances, consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Models expected professional behaviors.

Typical office environment with cubical structure or sponsor-provided space during administrative reviews. This position works independently and as a part of a group. Multiple Program deadlines create competing responsibilities and short project timelines requiring highly developed organizational and priority-setting skills. Position requires ability to handle multiple tasks and responsibilities simultaneously while maintaining quality service and output for each project. Must be able to work with a diverse staff and customers having varied work-styles and unique professional goals. Provide information to peers as needed.

Review activities frequently require up to 8 hours of standing, lifting 10 – 25 pounds; 8 hours sitting in a car or at small table space onsite. Review situation are very dynamic, requiring interaction with many people on multiple subjects in a defined time period.

Extensive travel throughout the state is required, which may include weekends or extended working hours. Must have a valid driver's license and a satisfactory driving record or provide an acceptable alternate method of transportation. Must be available for occasional work sessions, trainings, or meetings on weekends and/or evenings.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Federal Regulations 7 CFR 210, 215, 220, 225, 226, 240, 245 and 250; 2 CFR 200.
- USDA FNS Instructions, Guidance manuals and policy memos
- Public Laws P.L. 103-448, P.L 111-296 and P.L. 104-193I
- ORS 326.051 (2)(b), ORS 327.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720
- ODE-CNP developed policies and procedures

b. How are these guidelines used?

These guidelines provide the framework and dictate Federal and state requirements for state agency and sub-grantees in the administration of Child Nutrition Programs. They are used for program approval, and evaluating program compliance for current sponsors, determining when a sponsor has met the standards for receiving federal and state funds for provide meal to participants. They determine the scope of action when problems are found. They determine procedures for due process.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who contacted | How | Purpose | How Often? |
|---|---|--|---------------------|
| ODE staff, public and private school district personnel; residential child care institution personnel; public, tribal, for- profit and private non-profit sponsoring organizations; state, local and federal agencies; professional groups; parents and students legislators; legal counsel; media; community members; parents, and program participants. | Person-to-person telephone, e-mail, fax, mail, reports, group and individual meetings, as trainer, presenter, member of project team(s) | Obtain and verify information, explain program processes, promote program, report findings. Arrange and coordinate resources. Deliver services. Collaborate and provide innovative leadership, training and information to develop, expand and improve Child Nutrition Programs. | Daily, as requested |

SECTION 7. POSITION RELATED DECISION MAKING

Typical decisions:

Reviews: Analyze and interpret performance of sponsors to identify program compliance findings. Determine commendations, required corrective action and technical assistance. Approve sponsor corrective action plans. Provide written report of review results and required corrective actions and communicate this information to the sponsor. Make recommendations to manager on potential serious deficiencies or program suspension.

Training: Decisions regarding sponsor training needs and content. How and when to present the information to promote sponsor success.

Technical Assistance: This occurs during the review process and on a daily basis via phone calls and emails. This position decides when, what, and how to provide technical assistance which most effectively supports sponsor capacity to manage and deliver the program.

Other: Communicate technical and challenging information to sponsors and applicants. Employee is continuously assessing work priorities to provide timely customer service and work completion.

Effect of decisions: Decisions made may result in fiscal actions, corrective actions, and agreement approval, denial, termination, and disqualification. Decisions regarding training, technical assistance, and communication methods affect sponsor success with compliance and implementation of the program. Decisions affect access to funding for meal reimbursement and participant access to program benefits. Work priority decisions influence effective and efficient program delivery.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|----------------------|--|--|---|
| Principal Executive/Manager D (Supervisory) | 0000.135 or 0000.181 | Informal basis with a written formal performance appraisal | Annual | Review as needed to ensure program goals are being met and compliance with federal regulations. (Supervisory) |
| Child Nutrition Specialists (Lead Workers) | | Informal | As needed based on assigned activities | Determine that work complies with federal regulations, program policies, procedures, and deadlines. |

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The minimum requirement for any employee of ODE is to work collaboratively and cooperatively with others, with a commitment to a workplace of dignity and respect, in compliance with equal employment opportunity standards and regulations. We also require, as a minimum standard, that all employees have the ability to accept direction and constructive criticism from supervisors and managers.

Regular and reliable attendance is an expectation of the employee in this position.

- Excellent verbal and written communication skills
- Strong interpersonal communication skills with individuals who have varying levels of knowledge and communication skills
- Intermediate skills in Word
- Strong attention to detail
- Excel skills including applying formulas, linking cells, and creating graphs
- PowerPoint skills including slide animations, slide formatting, and importing images
- Skill in coordinating diverse activities to ensure completion of projects, tasks, and assignments
- Basic knowledge of contract management, business administration, legal terminology, and contract language
- Creating accessible forms and communications
- Project management and time management skills
- Outlook calendaring
- Use of Microsoft Teams, Zoom or other public meeting platform
- Public speaking to a variety of audiences in various venues
- Excellent research and analytical skills
- Demonstrated leadership and team collaboration experience.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial amount (\$00000.00) | Fund type |
|----------------|------------------------------|-----------|
|----------------|------------------------------|-----------|

