ASSISTANT DIRECTOR OF DIETETICS

Exam Code: 6RC04

Department: California Correctional Health Care Services and California Department of Corrections and Rehabilitation
Exam Type: Departmental, Open Spot
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Assistant Director of Dietetics – $5,726 - $7,168 per month.

Effective July 1, 2020, in response to the economic crisis caused by the COVID-19 pandemic, the Personal Leave Program 2020 (PLP 2020) was implemented. PLP 2020 requires that each full-time employee receive a 9.23% reduction in pay in exchange for 16 hours PLP 2020 leave credits monthly through June 2022. Salaries do not reflect the recent changes.

View the classification specification for the Assistant Director of Dietetics classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous
Cutoff Date: 1st of every month

Who Should Apply:
Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for six (6) months.

How To Apply:
Applicants are required to submit (1) a State Application (Std. Form 678) and (2) Conditions of Employment (Form 631) for this examination either by mail, in person or via email to the addresses listed below.
Bulletin Date: 9/1/2020

Assistant Director of Dietetics

California Correctional Health Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

In Person
California Correctional Health Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

Via Email
CPHCSSelectionServices@cdcr.ca.gov

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Special Testing Arrangements:
If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Assistant Director of Dietetics

Either I
One year of experience performing the duties of a Registered Dietitian (formerly Clinical Dietitian) in the California state service.

Or II
Experience: Two years of clinical or administrative experience in dietetic practice, and registration with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (formally American Dietetic Association). (Applicants who are eligible to apply...
for registration will be admitted to the examination but must become registered to be eligible for appointment)

And

**Education:** Equivalent to graduation from college with a major in dietetics or institutional management from a coordinated undergraduate dietetic program or a formalized post baccalaureate education program approved by the Academy of Nutrition and Dietetics (formally American Dietetic Association).

**POSITION DESCRIPTION**

**Assistant Director of Dietetics**

An Assistant Director of Dietetics, under direction, assists in the general operation of the food and dietary activities of a correctional facility; has responsibility for an area of clinical or administrative dietetic practice; and does other related work. Typical tasks include:

- **Clinical:** Supervises and coordinates activities of clinical dietitians in provision of nutritional care of patient population; assists in the establishment and implementation of policies and procedures dealing with nutritional screening and assessment; provides for the nutritional education of the patient population and employees; serves as liaison between the medical staff and program management in matters dealing with clinical dietetic practice; and trains and evaluates performance of assigned staff.

- **Administrative:** Assists in the supervision of production and presentation functions of the Dietetic Service; orients and trains personnel; assists in the ordering of food and supplies; evaluates food acceptance and makes recommendations for menu changes; assists in budget planning for food, supplies, equipment, and personnel; and evaluates performance of employees.

Positions exist in the following locations in California:

- California Health Care Facility, Stockton
- Salinas Valley State Prison, Soledad

**EXAMINATION SCOPE**

This examination consists of the following components:

**Education and Experience Rating** – Weighted 100% of the final score.

The examination will consist solely of an Education and Experience Rating. For this reason, it is especially important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum score of 70% must be received.
ELIGIBLE LIST INFORMATION

A departmental, open spot eligible list for the Assistant Director of Dietetics classification will be established for:

California Correctional Health Care Services  
California Department of Corrections and Rehabilitation

The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans’ status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

California Correctional Health Care Services  
California Department of Corrections and Rehabilitation

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:
California Correctional Health Care Services
Attn: Examination Services
8280 Longleaf Drive
Elk Grove, CA 95758
Phone: (916) 691-5894
Email: CPHCSSelectionServices@cdcr.ca.gov
California Relay Service: 7-1-1 (TTY and voice)
TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

**DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**GENERAL INFORMATION**

Examination and/or Employment Application (Std. Form 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the
assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

This bulletin cancels and supersedes all previously issued bulletins.