

DEPARTMENT OF EDUCATION
STATE OF HAWAII
EXCLUDED MANAGERIAL

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Specifications for the:

CHILD NUTRITION PROGRAMS ADMINISTRATOR
(CHILD NUTRITION PROG ADMR)

Duties Summary:

Administers and manages several major federal Child Nutrition and Food Distribution Programs in the State of Hawaii; oversees program administration, operations and services to ensure program effectiveness and compliance; serves as a program resource and provides training, technical assistance and guidance to school food authorities and program sponsors; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, administering, implementing, monitoring and evaluating all aspects of the United States Department of Agriculture (USDA) Child Nutrition and Food Distribution Programs. The work is directed through the interpretation of federal and State rules and regulations and a variety of nutritional, operational, and financial policies and procedures established by the USDA and the Department of Education (DOE). Responsibilities include planning, developing, implementing, and evaluating program goals and objectives, policies and procedures, and standards and specifications; ensuring program and regulatory compliance through periodic monitoring, verification reports, and other coordinated review efforts; developing and preparing the budget, expenditure plans, and financial reports and projections; overseeing the request, allocation, and distribution of federal food commodities; developing and providing training, technical assistance, and outreach services to school food authorities and program sponsors (e.g. School Food Services Branch, public charter schools, private/parochial schools, and residential child care institutions); and serving as a program resource and liaison to the USDA. In addition, the position in this class is responsible for planning, coordinating, directing and supervising the work of subordinate professionals and program staff.

This sole position is located in the Hawaii Child Nutrition Programs office which serves as the State Agency and primary contact with the USDA for all issues concerning the administration and operation of all Child Nutrition and Food Distribution Programs in the State of Hawaii. The position works under the general administrative direction of the Assistant Superintendent and is responsible and accountable for administering and overseeing the National School Lunch Program, School Breakfast Program, Fresh Fruit and Vegetable Program, Afterschool Snack Program, Special Milk

Program, Child and Adult Care Food Program, Summer Food Service Program, and other USDA food and nutrition programs. In addition, the position is responsible for coordinating with the USDA to provide food for disaster relief in the State of Hawaii.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, organizes, and directs the operations of statewide USDA Child Nutrition and Food Distribution Programs.
2. Formulates plans, strategies, and implementation actions to attain USDA program objectives.
3. Provides statewide program administration, guidance, leadership and outreach.
4. Develops policies and directives to carry out program operations. Ensures policies and directives are consistent with applicable state and federal law, regulations, and policies.
5. Develops and disseminates state program rules, regulations, policies and procedures, concepts of laws to the school food authorities and program sponsors.
6. Oversees the establishment and maintenance of accounting and fiscal recordkeeping systems and reports; ensures that effective and efficient software programs are in place to assist with managing programs, processing reimbursement claims, federal reporting, and the distribution of USDA commodity foods.
7. Evaluates the administration, operation and effectiveness of programs and determines the need for improvement.
8. Analyzes and interprets federal and state laws, USDA regulations, instructions and guidance as they apply to the Child Nutrition and Food Distribution Programs.
9. Provides expert analysis of budgetary, fiscal, and administrative matters; and provides advice and/or resolves problems, disputes and disagreements relating to child nutrition program areas.

10. Reviews, approves/disapproves all agreements between the state agency and recipient school districts and other organizations.
11. Reviews, approves/disapproves the reports prepared for school districts, private schools and residential child care institutions under the coordinated review efforts as well as administrative reviews of the other non-school programs.
12. Ensures that all Child Nutrition and Food Distribution Programs comply with USDA program requirements and regulations through periodic monitoring of programs, verification reports, and other coordinated review efforts; and provides assistance to school and non-school sponsors who are non-compliant.
13. Serves as the USDA liaison with various state agencies, food service industry, and other private non-profit health related organizations and the community.
14. Performs public relations for the statewide Child Nutrition Programs and open communications with program sponsors, DOE, other state agencies and the community at large; and participates and/or serves on committees with other agencies, groups, etc. on matters affecting Child Nutrition and Food Distribution Programs and the feeding of children and the elderly.
15. Responds to inquiries from federal and state officials, state legislators, and others; and prepares correspondence and reports for the USDA.
16. Supervises and evaluates the work performed by subordinate staff; provides continuing education/training to staff and ensures that annual requirements are maintained.
17. Attends and participates in meetings, conferences and workshops; receives annual continuing education/training; and keeps abreast of new requirements and current trends to achieve the annual minimum required training hours for this position as outlined by USDA.

Knowledge and Abilities Required:

Knowledge of: State and federal laws and DOE policies and procedures in the area of education, nutrition and child nutrition programs, food service management and food safety; federal regulations, policies and procedures regarding USDA Child Nutrition and Food Distribution Programs; program goals, objectives and applicable policies, procedures, laws, rules and regulations; principles and practices of administration, including program planning and evaluation techniques, budget preparation and execution; principles and practices of institutional food service operations, management,

business, and nutrition education; food distribution systems; data collection, reporting and analysis; principles and practices of supervision; effective work organization and staff utilization; and report writing.

Ability to: Plan, organize, and direct the function and activities of a comprehensive federal Child Nutrition and Food Distribution Program; evaluate the effectiveness of programs and provide sound analysis, solutions, and direction to achieve program goals and objectives; ensure compliance with all applicable laws, rules, regulations and requirements; interpret statutory and program provisions to school and program administrators, business officials, teachers, and the general public; perform the planning and development of resources, including budget and staffing; prepare clear and concise reports; establish and maintain effective working relationships with institution officials and others within the department and other agencies; communicate effectively both orally and in writing, with individuals as well as groups; and supervise and evaluate the work of others.

Minimum Qualification Requirements:

Education Requirements:

Graduation from an accredited four (4)-year college or university with a bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible professional experience of the kind, quality, and quantity as described below or any equivalent combination of training and experience.

Food Services Management Experience: Four (4) years of responsible professional work experience in food service management which demonstrated knowledge of menu planning, purchasing of food and supplies, fiscal management, basic nutrition, safety and sanitation practices, effective work organization, staff utilization, and report writing.

Specialized Experience: Two (2) years of responsible professional work experience within an agency that operates one or more USDA food and nutrition programs. Of the required two (2) years of work experience, at least one (1) year must have involved the analysis, evaluation, development and improvement of food service, or fiscal management policies, practices, methods, systems and procedures; and one (1) year must have been in conducting federal compliance reviews.

Supervisory Experience: Two (2) years of supervisory work experience which included: 1) planning, organizing, scheduling and directing the work of others; 2)

assigning and reviewing their work; 3) advising them on difficult problem areas; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: One (1) year of professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Non-Qualifying Experience:

1. Experience in the management of a fast-food operation serving a limited and unchanging daily menu, such as chicken, hamburgers, fish or pizza, or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying. Such experience affords little opportunity to deviate from a limited menu and preparation techniques and does not provide the applicant with management knowledge and skills required in a large scale food services operation serving a varied menu.
2. Experience in a limited area of food services management, such as having primary responsibility for purchasing and supplying as a food and beverage manager.
3. Experience in a food services operation which, although representing considerable responsibility, does not provide experience in and knowledge of all areas of food services management.

Substitutions Allowed:

The possession of one (1) or more of the following may be substituted for one (1) year of food services management experience.

1. A master's degree from an accredited college or university in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, which provided the applicant with the knowledge as described in the above food services management experience.
2. Active Registered Dietician (RD) or Registered Dietitian Nutritionist (RDN) credentials.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

License Requirement:

Possession of a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

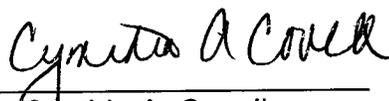
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

These are the first specifications for the class, Child Nutrition Programs Administrator.

DATE APPROVED: 2/23/2018

SIGNED DATE: 2/23/2018



Cynthia A. Covell
Assistant Superintendent
Office of Human Resources