

Nutrition Classifications in the Nutrition Services Division

The California Department of Education (CDE) Nutrition Services Division (NSD) is looking for dynamic, energetic, committed nutrition professionals to join its team. Job openings are listed for positions located in Sacramento and throughout California.

These dedicated nutrition professionals are part of a supportive team who work together to promote healthy eating and physical activity for the well-being of California's children, elderly and disabled adults, and families and provide training, tools, resources, and policy guidance about federal and state regulations to child nutrition professionals to prepare them for success with program operations and compliance.

Please note: There are two parts to the hiring process. First you must take and pass the Qualifications Assessment Examination. The score that you receive from the Examination makes you list eligible to apply for a job announcement. The second part is to submit your Examination results with your application in response to a job announcement. Although the Child Nutrition Series and Nutrition Education Series Examinations are continuous, they are only scored four times per year. The dates are listed on the exam bulletins posted on the CalHR and CDE Web sites.

Child Nutrition Series Classifications

- **Child Nutrition Assistant (Salary: \$4,238–\$5,545 per month)** This entry-level position are part of dedicated regional teams that are located throughout California and serve as a training ground to prepare incumbents to become Child Nutrition Consultants.
- **Child Nutrition Consultant (Salary: \$4,811–\$6,316 per month)**-These journey-level positions are part of dedicated regional teams that are located throughout California and focus on providing technical assistance and conducting compliance monitoring reviews of the Child Nutrition Programs.
- **Child Nutrition Supervisor I (Salary: \$5,526–\$6,916 per month)**-These supervisory positions are a part of dedicated teams located throughout California and supervise Child Nutrition Consultants, Child Nutrition Assistants, and clerical staff.
- **Child Nutrition Supervisor II (Salary: \$5,692–\$7,610 per month)**-These supervisory positions are located in Sacramento and are part of a supportive management team. The Child Nutrition Supervisor IIs supervise Child Nutrition Supervisor Is, and analytical and clerical staff.

Nutrition Education Series Classifications

- **Nutrition Education Assistant (Salary: \$4,690–\$5,868, \$7,088 per month)**-These entry- and first journey-level positions, stationed in Sacramento, assist with the development, implementation, coordination, and promotion of nutrition and food service education and training to local educational agencies (LEA) in Child Nutrition Programs under the guidance of a consultant.
- **Nutrition Education Consultant (Salary: \$6,223–\$7,789)**-These full journey-level positions, stationed in Sacramento, provide consultant services to assist LEAs with the development, implementation, coordination, and promotion of nutrition and food service education and training and provide assistance to define program needs and problems.
- **Nutrition Education Administrator (Salary: \$7,124–\$8,921)**-This administrative position, stationed in Sacramento, oversees and supervises a Staff Service Manager, Nutrition Education Consultants and Assistants, and analytical and clerical staff in two units; establishes statewide nutrition policy; develops training initiatives; oversees coordination, planning, organization, implementation, and integration of new nutrition standards and policies; coordinates nutrition and food service education and training with other state or federal nutrition and health programs.

Learn more about these positions by visiting [California Department of Human Resources \(CalHR\) Job Descriptions](#) site at. Vacant NSD vacancies are also posted at [CDE Job Opportunities](#). To access exams, visit [CDE Exam Announcements](#) Web page. Under the heading "Exams with Continuous Filing Dates," choose the title of the exam you wish to take. For Nutrition Classifications Series Examinations, complete, print, and submit the Qualifications Assessment Examination Questionnaire as out lined in the announcement.

Contact for additional information regarding NSD positions:

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NUTRITION JOBS @ CDE

Nutrition Services Division

The California Department of Education (CDE) Nutrition Services Division (NSD) administers the following child nutrition programs:

- National School Lunch Program
- School Breakfast Program
- Child and Adult Care Food Program
- Summer Food Service Program
- Fresh Fruit and Vegetable Program
- Special Milk Program

The role of NSD staff includes:

- Enroll sponsors
- Distribute U.S. Department of Agriculture foods
- Monitor programs for compliance
- Interpret policy
- Provide guidance
- Provide training and technical assistance
- Develop educational and training resources

The programs administered by the NSD ensure that children have **year-round access to healthy food.**



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DID YOU KNOW????

The CDE is the **largest employer** of nutrition staff in the state of California.

Web | www.cde.ca.gov Twitter | [@CDENutrition](https://twitter.com/CDENutrition) YouTube | www.youtube.com/user/cdenutrition

This institution is an equal opportunity provider.

Positions at NSD

Career Ladder for Nutrition Staff

The **Child Nutrition Assistant (CNA)** position is the entry level position for person's holding a bachelor's degree in nutrition. CNAs are generally responsible for monitoring program operations and assisting in federally required compliance reviews or assisting with program policy for child nutrition programs throughout California. In addition, they provide technical assistance and act as a general resource for food service directors. CNAs may work at the headquarters office in Sacramento or in one of the regional offices such as San Jose, Chico, Pomona, or San Diego.

A CNA can potentially promote to a **Child Nutrition Consultant** after working two years as a CNA. With further education (either a Master's degree or becoming a Registered Dietitian) a person can promote to a **Nutrition Education Assistant (NEA)** and later a **Nutrition Education Consultant (NEC)**. NEAs and NECs provide nutrition and food service policy, training, and educational resources to schools. They also develop, implement, evaluate and oversee statewide health and nutrition initiatives. To learn more about the job specifications for nutrition positions at NSD visit the California State Job Description Web page at

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

*Type the word "nutrition" in the class title box to find nutrition-related classifications.

Other Pathways to Working in a Child Nutrition Program

The **Staff Services Analyst (SSA)** position is another state service entry-level position for person's holding a bachelor's degree. This classification has a broader range of duties and there are typically more job opportunities. Whether you work as a CNA or an SSA, the salary level is very similar and includes the same benefits, pension, vacation, and sick leave.

Steps to getting a job with the NSD

Step One: Take an Exam

The first step to obtaining a state job is taking an exam for a specific job classification such as a Child Nutrition Assistant (CNA). You need to pass the exam and then you will be put on the list for a specific job classification. Once you are on the list, you can apply for open jobs for that job classification. You can access the CNA Exam at <http://www.cde.ca.gov/re/di/jb/childnutassist.asp>
You can access the NEA Exam at <http://www.cde.ca.gov/re/di/jb/neaexam.asp>

Step Two: Apply to Open Positions

The second step to obtaining a state job is searching career opportunities by visiting the CDE Job Announcements Web page at <http://www.cde.ca.gov/re/di/jb/ssojob.asp> and clicking on Current CDE Job Openings.