



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
NUTRITION EDUCATION ADMINISTRATOR

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Nutrition Education Administrator classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS to fill existing vacancies. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately without assistance, and then sign the form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided on this Training and Experience Assessment Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed):

Address:

City/State/Zip Code:

Home/Work Phone Number:

Email Address:

Signature:

Date:

NUTRITION EDUCATION ADMINISTRATOR REVISED: SEPTEMBER 2023

CONDITIONS OF EMPLOYMENT

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*
- Fresno County Los Angeles County Sacramento County
- San Diego County

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- (D) Permanent Full-Time (K) Limited-Term Full-Time
- (V) Permanent Part-Time (W) Limited-Term Part-Time
- (T) Permanent Intermittent (X) Limited-Term Intermittent

MAILING INSTRUCTIONS

Applications may be delivered in person, by email, or by mail. Send your completed examination along with a completed State Application Form, STD. 678 to the address or email listed below. You can print the [State Application Form](#) from the California Department of Human Resources (CalHR) website at <https://jobs.ca.gov/>.

FILE BY MAIL

California Department of Social Services
Attention: Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

BY EMAIL

examinations@dss.ca.gov

FILE IN PERSON

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

INSTRUCTIONS

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 – KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 – EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 4 years of experience in regularly performing this action.

Moderate Experience

I have more than **3** years, but less than 4 years of experience in this action.

Basic Experience

I have more than 2 years, but less than 3 years of experience in this action.

Limited Experience

I have more than 1 year, but less than 2 years of experience in performing this action.

No Experience

I have never performed this action.

1. Provides direction to employees in nutrition-related consultant services to food, nutrition, health, and/or social services programs.

Knowledge related to performing this action.

Experience related to performing this action.

2. Establish directives on nutrition education or related policy.

Knowledge related to performing this action.

Experience related to performing this action.

3. Establish directives on nutrition-related training and technical assistance.

Knowledge related to performing this action.

Experience related to performing this action.

4. Oversee staff in the development of nutrition-related policies, curricula, and related documents.

Knowledge related to performing this action.

Experience related to performing this action.

5. Implement quality food, nutrition and/or health programs based on national trends and research.

Knowledge related to performing this action.

Experience related to performing this action.

6. Establish directives for the overall evaluation of workforce development to gauge effectiveness of training for community organizations.

Knowledge related to performing this action.

Experience related to performing this action.

7. Collaborate with local, State and Federal agencies on health-related policy.

Knowledge related to performing this action.

Experience related to performing this action.

8. Provide guidance on how to integrate nutrition education into early childhood development programs for agencies.

Knowledge related to performing this action.

Experience related to performing this action.

9. Use innovative workforce development training tools, trends, and research.

Knowledge related to performing this action.

Experience related to performing this action.

10. Establish connections with community organizations and partners.

Knowledge related to performing this action.

Experience related to performing this action.

11. Direct multiple work program units in administering nutrition education programs.

Knowledge related to performing this action.

Experience related to performing this action.

12. Lead successful teams.

Knowledge related to performing this action.

Experience related to performing this action.

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for the scale provided. Responses may not be changed or added once submitted to the Department of Social Services Examination Unit. Missing responses will result in a lower score.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid.

SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job and have used it to instruct others on the specific task.

Moderate Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA.

1. Principles, practices, trends, and techniques of good nutrition curriculum development.

Knowledge, Skill, or Ability related to performing this action.

2. Instructional methods for teaching nutrition to children, adults, educational staff, school food service personnel, or parents.

Knowledge, Skill, or Ability related to performing this action.

3. Program planning techniques.

Knowledge, Skill, or Ability related to performing this action.

4. Research, statistics, and educational testing and measurement.

Knowledge, Skill, or Ability related to performing this action.

5. Child nutrition programs and their potential application of nutrition education.

Knowledge, Skill, or Ability related to performing this action.

6. Needs of children from varied social, economics, and ethnic backgrounds.

Knowledge, Skill, or Ability related to performing this action.

7. Provisions of applicable Federal regulations for child nutrition programs.

Knowledge, Skill, or Ability related to performing this action.

8. Principles of employee development and supervision.

Knowledge, Skill, or Ability related to performing this action.

9. Nutrition, health, and/or social services programs.

Knowledge, Skill, or Ability related to performing this action.

10. A supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, maintaining a work environment free of discrimination and harassment.

Knowledge, Skill, or Ability related to performing this action.

11. A supervisor's role in the labor relations program and the processes available.

Knowledge, Skill, or Ability related to performing this action.

12. Develop rapport with clients through a process of advice, consultation, and cooperation.

Knowledge, Skill, or Ability related to performing this action.

13. Exercise creativity in the formulation and development of food and/or nutrition education programs.

Knowledge, Skill, or Ability related to performing this action.

14. Apply nutrition-related educational policies.

Knowledge, Skill, or Ability related to performing this action.

15. Communicate effectively.

Knowledge, Skill, or Ability related to performing this action.

16. Analyze situations accurately and take appropriate action.

Knowledge, Skill, or Ability related to performing this action.

17. Establish effective interpersonal relationships.

Knowledge, Skill, or Ability related to performing this action.

18. Exercise tact, resourcefulness, and prudent judgment.

Knowledge, Skill, or Ability related to performing this action.

19. Conduct successful classes and workshops.

Knowledge, Skill, or Ability related to performing this action.

20. Perform complex research and analytical studies.

Knowledge, Skill, or Ability related to performing this action.

21. Assume leadership and exercise creativity in the administration and evaluation of nutrition education programs.

Knowledge, Skill, or Ability related to performing this action.

22. Interpret policy.

Knowledge, Skill, or Ability related to performing this action.

23. Develop well-informed policy recommendations.

Knowledge, Skill, or Ability related to performing this action.

24. Assume innovative leadership in formulating, promoting, and directing a statewide program.

Knowledge, Skill, or Ability related to performing this action.

25. Maintain liaison with officials of educational, governmental, and private organizations and groups.

Knowledge, Skill, or Ability related to performing this action.

26. Effectively and efficiently manage staff and programs within the resources provided.

Knowledge, Skill, or Ability related to performing this action.

27. Review and edit written documents.

Knowledge, Skill, or Ability related to performing this action.

28. Establish and maintain project and departmental priorities.

Knowledge, Skill, or Ability related to performing this action.

29. Work effectively with administrative personnel in the Department and other governmental agencies.

Knowledge, Skill, or Ability related to performing this action.

30. Supervise subordinate staff.

Knowledge, Skill, or Ability related to performing this action.

31. Effectively promote equal opportunity in employment and maintain a work environment free of discrimination and harassment.

Knowledge, Skill, or Ability related to performing this action.

32. Lead teams to complete projects and mobilize resources.

Knowledge, Skill, or Ability related to performing this action.

33. Speak in large public forums.

Knowledge, Skill, or Ability related to performing this action.

34. Use both analytical and creative writing skills.

Knowledge, Skill, or Ability related to performing this action.

35. Provide leadership, guidance, and direction.

Knowledge, Skill, or Ability related to performing this action.

36. Navigate Microsoft Office programs.

Knowledge, Skill, or Ability related to performing this action.

**THIS CONCLUDES THE ASSESSMENT FOR THE
NUTRITION EDUCATION ADMINISTRATOR
EXAMINATION**

Please refer to Page 2 for filing/mailling instructions.