



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**  
**TRAINING AND EXPERIENCE ASSESSMENT**  
**NUTRITION EDUCATION CONSULTANT**

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This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Nutrition Education Consultant 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.

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**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: \_\_\_\_\_

## 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.

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### 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
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### 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
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## 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

### **FILE IN PERSON**

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

### **BY EMAIL**

examinations@dss.ca.gov

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## **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.

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1. Provide consultant services to food, nutrition, and/or health programs.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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2. Assist agencies in defining program needs.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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3. Provide agencies with training and technical assistance.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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4. Develop nutrition-related policies, curricula, and related documents to provide agencies with appropriate materials.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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5. Provide consultant services to agencies, community groups and related staff.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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6. Prepare needs assessments and/or evaluations to develop and/or gauge effectiveness of training and technical assistance for community organizations.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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8. Integrate nutrition education into early childhood development programs for agencies.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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9. Provide nutrition education consultation services to program agencies.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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10. Establish connections with community organizations and partners.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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11. Coordinate complex nutrition programs to ensure quality tools and resources are accessible for agencies.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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12. Provide community-based organizations with nutrition-related consultation and technical assistance.

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**Knowledge related to performing this action.**

**Experience related to performing this action.**

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13. Manage complex projects related to food and/or nutrition programs.

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**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

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

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

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

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

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3. Program planning techniques.

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

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

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

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

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

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

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

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

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

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8. Nutrition education in California's public and private school systems.

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

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9. Functions of schools, districts, county offices of education, and private agencies related to nutrition education.

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

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10. Basic Department functions, rules, and regulations as relates to nutrition education.

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

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

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

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

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

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13. Apply nutrition-related educational policies.

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

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14. Communicate effectively.

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

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15. Analyze situations accurately and take appropriate action.

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

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16. Plan, organize, and coordinate a variety of activities.

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

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17. Develop and prepare curricula and instructional materials.

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

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18. Ability to establish effective interpersonal relationships.

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

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19. Exercise tact, resourcefulness, and prudent judgment.

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

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20. Conduct successful classes and workshops.

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

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21. Perform complex research and analytical studies.

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

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22. Interpret policy.

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

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23. Develop well-informed policy recommendations.

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

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24. Lead teams to complete projects and mobilize resources.

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

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25. Speak in large public forums.

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

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26. Use both analytical and creative writing skills.

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

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27. Provide leadership, guidance, and direction.

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

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28. Navigate Microsoft Office programs.

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

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

**Please refer to Page 2 for filing/ mailing instructions.**