



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DIETETIC MANAGER

Job Number: 21004781

Job Code: 13460V240601

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/01/2024

Job Revised:

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises clinical and administrative staff in the administration of a statewide nutritional services and/or nutritional education program(s). Assesses nutritional services and/or program for compliance with state and federal laws and regulations. Oversees the development of program standards, policies, and procedures; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in food science, nutrition or a related field which includes 12 semester hours of graduate credit in human nutrition.

EXPERIENCE, TRAINING, OR SKILLS:

Must have six years of experience in dietetics, two of which must include management and oversight of employees and nutritional programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Registration as a dietitian by the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association, will substitute for the required education. <http://www.cdrnet.org/>

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a dietitian by the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists <https://bdn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job

classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages, plans, and coordinates a statewide nutritional service and/or education program such as the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Provides direct supervision to clinical and administrative staff. Monitors and assesses the quality and appropriateness of nutritional services by conducting audits and reviewing statistical reports, implementing corrective action, and tracking results. Provides fiscal oversight for fund expenditures and monitoring. Oversees the preparation of the annual, federally required nutrition education and evaluating plan. Ensures program complies with federal and state policy and procedures; ensures clinic operations are monitored on a routine basis and implements corrective action when required. Provides technical support for professional and supervisory staff and professional students and interns. Participates as a member of the agency management team to develop, implement, and evaluate agency policies, procedures, and operations, and chairs appropriate meetings. Responds to public health emergencies as required by the department of division administration. Participates in staffing decisions including recruitment, hiring, promotion, training, performance appraisal, workload scheduling, and the retention of assigned personnel.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a professional office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.