

**Effective Date: April 9, 2000**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DIETITIAN – CLINICAL  
DIETITIAN - ADMINISTRATIVE  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions that perform professional dietetics work for clients within state agencies or institutions. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

This classification series encompasses both clinical and administrative professional dietetics positions that develop and evaluate dietary programs for providing standard, modified, and therapeutic nutrition to patients, inmates, and residents in state-operated institutions.

**C. Exclusions**

Excluded from this classification series are the following types of positions:

1. Positions meeting the statutory definition of supervisor or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time function as nutrition consultants to institutions and organizations outside of State government, and are more appropriately classified in the Public Health Nutritionist series.
3. Positions that are responsible for a majority of the time for the administration of actual food production, distribution, sanitation, and related activities, and are more appropriately classified in the Food Service Administrator series.

4. Positions that, for a majority of the time, provide technical assistance to professional dietitians in providing dietetics services to staff and patients, residents, or inmates in state institutions or agency wide and are more appropriately classified in the Dietetic Technician series.

5. All other positions more appropriately identified by other classification specifications.

#### D. Entrance Into and Progression Through This Series

Entrance into either title of this series is by competitive examination. This is not a progression series.

## **II. DEFINITIONS**

WI Statute 448.70(2) states: "'Dietetics' means the integration and application of principles of nutritional science, biochemistry, food science, physiology, food systems management, behavioral science and social science in order to achieve or maintain the health of an individual or group of individuals. 'Dietetics' includes assessing the nutritional needs of an individual or group of individuals and determining available resources and constraints in meeting those nutritional needs; establishing priorities, goals and objectives that meet those nutritional needs and are consistent with available resources and constraints; providing nutrition counseling; or developing, implementing and managing nutritional care systems."

### **DIETITIAN - CLINICAL**

Within a State institution, these positions function as staff specialists responsible for general and therapeutic dietetics. Clinical responsibilities include: conducting initial and periodic nutritional assessments of individuals and formulating dietary care plans; providing nutrition education and counseling to staff and clients; participating in the development of meal patterns and individualized menus; and evaluating the nutritional content of food service menus. These positions may assign and review the work of a dietetic technician or other assistants. Therapeutic dietetics work is typically coordinated with physician care and other members of a multi-disciplinary care team.

### **DIETITIAN - ADMINISTRATIVE**

These positions work at the agency level and have responsibility for agency-wide dietetics programs. Work may include: planning department or division-wide meal patterns and menus for both standard and modified diets; evaluating the performance of food service programs against nutritional, sanitation, budgetary, and service standards; developing and providing training to food service staff throughout the agency; providing consultation to food service programs; specifying and evaluating food vendor products; planning food service facilities and specifying capital equipment needs; assisting in the development of food service program budgets; administering federal food programs within the agency; inspecting contracted food service providers; and performing dietetics-related research.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Certification or eligibility for certification as a "certified dietitian" in the State of Wisconsin as provided under WI Statutes 448.70 through 448.94.

## **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective April 9, 2000 and announced in Bulletin CLR/SC-110, and replaces the Dietitian 1, 2, 3 series abolished at the same time. These actions result from the Food Service Occupations Survey initiated on September 11, 1997 by Bulletin CC/SC-71.

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