

Effective Date: April 9, 2000

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DIETETIC TECHNICIAN – ADMINISTRATIVE

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 technical work assisting professional dietitians in the provision of agency-wide dietetics services. 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 encompasses positions that provide technical assistance to professional dietitians for dietetics programs of agency-wide, multi-institution scope.

C. Exclusions

Excluded from this classification 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. All other positions more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

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At the agency level, these positions perform technical work assisting professional dietitians in providing dietetics services in programs of multi-institution scope. Responsibilities include utilizing nutritional analysis software to analyze institution menus, assisting in the development of meal patterns and menus, assisting with and providing nutrition-related training and educational materials to food service staff and individuals within state institutions, maintaining the master recipe database, and any other duties in support of agency-wide dietetics programs.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000 and announced in Bulletin CLR/SC-110. This action is a result of the Food Service Occupations Survey initiated on September 11, 1997 by Bulletin CC/SC-71.

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