

Effective Date: March 2, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DIETETIC SERVICES DIRECTOR

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 professional supervisory and management positions. Positions allocated to this classification provide supervision and management of department-wide dietetic services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing programs emphasis in the future, rather, it is designed to serve as a framework for classification decision making in this occupational area.

B. Inclusions

The positions in this classification direct, implement and manage a complex dietetic services program within the Department of Veterans Affairs or the Department of Corrections. Positions function as a section chief or bureau director with responsibility for oversight of the department-wide dietetic services program. Positions in this classification meet the definitions contained in Wis. Stats. 111.81 (13) and (19) of "management" and "supervisor". These positions are authorized, on behalf of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline employees, or to adjust their grievances, or to authoritatively recommend such action.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in oversight of a department-wide dietetic services program, but are not responsible for supervision of subordinate staff and are more appropriately classified as Dietitian 3.
3. Positions which, for a majority of the time, direct the planning, production and distribution of food for a specific adult or juvenile correctional institution, mental health institute, center for the developmentally disabled or other institution-based food service program which is not department-wide in scope and are more appropriately classified as Food Service Administrator.
4. Positions which do not require certification or eligibility for certification as a Dietitian by the Dietitians Affiliated Credentialing Board.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entering Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

DIETETIC SERVICES DIRECTOR

Positions in this classification provide department- wide supervision of dietetic services within: (1) the Department of Veterans Affairs as the Director, Bureau of Dietary Services, Division of Veterans Home, with responsibility for directing, implementing and managing a complex interdisciplinary nutritional care system in a long term care facility consisting of four separately licensed nursing homes; or (2) the Department of Corrections as the Chief of the General Services Section, providing department-wide food management program services, technical assistance and consultation. Dietetics is defined, for the purposes of this classification specification and in Wis. Stats. 448.70 (2) as "...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 [and] ...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 system."

REPRESENTATIVE POSITIONS:

DEPARTMENT OF VETERANS AFFAIRS, DIVISION OF VETERANS HOME: Provides optimal resident nutrition for members of the Wisconsin Veterans Home through professional dietetics staff, insuring services are provided in accordance with various federal, state, and Department of Veterans Administration rules and regulations governing long term care facilities. Directs dietetic services for members through establishment and management of bureau goals and objectives. Supervises, directs and evaluates professional Dietitians through a subordinate Dietitian Supervisor. Develops and monitors the Bureau's biennial budget; researches and develops long range goals relating to modern meal delivery and service techniques. Participates in planning of new resident facilities for future expansion. Provides optimal resident and public relations. Implements affirmative action/civil rights compliance. Duties are performed under general direction of the Administrator, Division of Veterans Home, Department of Veterans Affairs.

DEPARTMENT OF CORRECTIONS, DIVISION OF MANAGEMENT SERVICES: Reports to the Director, Bureau of Administrative Services and functions as Chief of General Services Section. Manages the section and provides department-wide food management services, technical assistance and consultation. Establishes and implements food management program policies and procedures. Ensures compliance with established department policies, procedures and industry standards. Directs and monitors the modified diet program and the food procurement program for the department. Develops and implements technical training to food management staff. Provides consultation and technical assistance in food service facility planning, layout, equipment design and equipment replacement. Manages the department-wide areas of reception, mail, word processing and auto pool reservations; completes special assignments; and supervises Dietitians and clerical staff.

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 Dietitian by the Dietitians Affiliated Credentialing Board in Wisconsin is required.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 2, 1997 and announced in Bulletin CC/SC-63 as a result of modification of the Dietitian Supervisor classification.

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