

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NUTRITION PROGRAM CONSULTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions within the Nutrition Program Consultant classification. 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 program emphasis in the future; rather, it is designed 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 professional positions located within the Department of Public Instruction whose primary focus is on administering food and nutrition programs on a statewide basis. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of time (more than 50%), perform consultative work in nutrition in a public health district and are more appropriately classified as Public Health Nutritionist 1, 2, or 3.
3. Positions that, for a majority of the time (more than 50%), perform duties in which the primary emphasis is on the preparation or safety of food.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

NUTRITION PROGRAM CONSULTANT

This is professional work in the administration of various food and nutrition programs available to public and private schools, child and adult care programs, and public and nonprofit agencies. These programs include:

National School Lunch Program;
Child and Adult Care Food Program;
School Breakfast Program;
Special Milk Program;
Wisconsin School Day Milk Program;
Donated Foods Distribution Program;
Elderly Nutrition Improvement Program;
Summer Food Service Program for Children; and
Wisconsin School Breakfast Program.

Positions allocated to this class conduct on-site management evaluations on a statewide basis for compliance with established regulations and department policies and provide technical assistance to sponsors of the various child and adult nutrition programs. The work includes establishing standards and guidelines to assist sponsors to achieve compliance with state and federal regulations and promoting program improvement. Employees in this class provide statewide leadership and program consultation to local district administrators, business managers and program managers in the planning, development, implementation and evaluation of nutrition program operations. This includes providing consultation regarding nutrition program budgets, federal and state aid determinations, identification and allocation of funds, and accounting and administrative practices. The work is performed independently under general supervision with each consultant responsible for the various child and adult nutrition programs listed above.

Examples of work performed:

- Conduct on-site reviews of the food service programs offered in the school agencies and institutions to monitor for child and adult nutrition program compliance and to help resolve managerial and operational problems through negotiated corrective action plans.
- Develop evaluation reports and follow-up communications to agencies sponsoring the various child and adult nutrition programs.
- Develop educational aids and materials on child and adult nutrition and food service topics.
- Collaborate with universities and colleges, professional organizations and other groups to develop course descriptions, teaching outlines and materials and/or identify appropriate resources for personnel that administer adult and child nutrition programs at the local level.

- Develop and conduct sessions and workshops for administrators and food service staff on various adult and child nutrition topics related to program compliance, sanitation and safety, nutrition and learning.
- Investigate complaints in regard to adult and child nutrition program administration, including sanitation and safety.
- Perform nutrient analysis through the use of computer software to ensure menus meet the Dietary Guidelines for Americans.
- Review agreements and policy statements to determine consistency with federal and state regulations.
- Consult with district administrators, private school administrators, school and administrative boards, and other groups and individuals concerning operation of the nutrition programs and recommended improvements.
- Prepare presentations and publish articles regularly that promote a better understanding of the nutrition programs and the link between nutrition and learning.
- Research and prepare comprehensive reports pertaining to: the effective utilization of staff, funds, and other resources; development of effective purchasing and marketing strategies; implementation of new programs; and optimal learning situations with proper nutrition practices and food habits.
- Participate in conferences devoted to promoting nutrition as a means to optimize learning and the development of healthy children and to improving food service operations by serving on conference committees and making presentations.
- Provide professional advice and consultation to local administrators in matters concerning child nutrition program budgets, federal and state aid determinations, identification and allocation of funds, and accounting and administrative practices.
- Assist in the collection, evaluation, and organization of statistical data for use by the U.S. Department of Agriculture, Department of Public Instruction, state legislatures, and other state agencies and individuals.
- Advise members of school/other administrative boards and other interested parties including officials of organizations and/or other departments of government on matters pertaining to the operation of the food service programs and advocating for proper nutrition.

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

The Child Nutrition Program Consultant classification was created effective June 26, 1994, and announced in Bulletin CC/SC-19. This classification was modified and retitled effective September 2,

2007, and announced in Bulletin OSER-0170-MRS/SC as a result of the Education Professional Personnel Management Survey.

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