NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 18
Fiscal Year: 2014/2015
Posted Date: 10/14/2014
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2626</td>
<td>Chief Dietician</td>
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</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    - All Departmental Personnel Officers
    - DHR – Class and Comp Unit
    - DHR – Client Services Unit
    - DHR – Employee Relations Unit
    - DHR – Recruitment and Assessment Unit
    - DHR – Client Services Support Services
    - Micki Callahan, DHR
    - Jennifer Johnston, CSC
    - Sandra Eng, CSC
    - Linda Cosico, DHR
    - Maria Newport, SFERS
    - Risa Sandler, Controller/Budget Division
    - Devin Macaulay, Controller/ Budget Division
    - Theresa Kao, Controller/ Budget Division
    - E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Chief Dietitian  
Job Code: 2626

INTRODUCTION
Under direction, supervises, develops and plans special diets for patients; supervises the determination of quality and quantity of food required and the formulation of menus; confers with physicians and nursing staff regarding nutritional diets; directs the preparation of special diet requirements and statistics; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing established special dietary policies, methods and procedures; achieving considerable economies and/or preventing considerable losses through efficient supervision and enforcement of the proper handling of food products, materials, supplies and equipment; making regular contacts with attending physicians and nursing staff as well as dietitians and auxiliary personnel and occasionally, with representatives of outside agencies in connection with special diet and nutritional matters; gathering, checking and reviewing detailed medical, dietary and nutritional records. Nature of duties involves normal physical effort and light work, with occasional exposure to accident and health hazards and disagreeable elements.

DISTINGUISHING FEATURES

Class 2626 Chief Dietitian is distinguished from the next lower level of class 2624 Dietitian by its assignment of greater and/or more complex responsibility; overall management and supervision of the quality and quantity of food required and the formulation of menus; and the implementation of policies and procedures.

SUPERVISION EXERCISED

Class 2626 Chief Dietitian typically supervises lower level dietitians and technicians.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Exercises general supervision over the dietary kitchen, laboratory, ward kitchen and auxiliary personnel in assembling and serving food and in maintaining working areas in clean and sanitary condition; supervises dietary ward kitchens and food services.

2. Plans and develops weekly menus for patients and others; requisitions daily requirements for food products for all units, wards and for special diet laboratory.

3. Studies and plans work schedules for all professional and auxiliary dietary personnel; consults with administrator concerning dietary department policies in the interests of promoting better food practices and nutrition for improved patient care and health; consults with other dietitians and makes decisions concerning specific problems.
Title: Chief Dietitian  
Job Code: 2626

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Requires thorough academic and working knowledge of dietetics and nutrition.
Requires initiative and ability to: organize work and develop nutritional programs; evaluate nutritional services

MINIMUM QUALIFICATIONS
These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Requires completion of a four year college or university, with a baccalaureate degree, with major course work in dietetics and nutrition; AND

Requires five three (3) years of administrative and dietetic experience in a large hospital or similar institution, or an equivalent combination of training and experience, within the last five (5) years.

LICENSE AND CERTIFICATION
Requires possession of a current valid registration as a Registered Dietitian, with the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics.
License Requires membership in the American Dietetic Association.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:

AMENDED DATE: 10/xx/2014
Title: Chief Dietitian
Job Code: 2626

REASON FOR AMENDMENT

To accurately reflect the current minimum qualifications and current tasks.

BUSINESS UNIT(S):
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