NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 22, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 18 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective October 22, 2014.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

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
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:

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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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.


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    E-File
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, and auxiliary personnel in assembling
and serving food and in maintaining working areas in clean and sanitary condition; supervises
dietary kitchens and food services.

2. Plans and develops weekly menus for patients and others; requisitions daily requirements for
food products for all units.

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 three (3) years of administrative and dietetic experience in a large hospital or similar institution, 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.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:  
AMENDED DATE: 10/22/2014
REASON FOR AMENDMENT: To accurately reflect the current minimum qualifications and current tasks.
BUSINESS UNIT(S): COMMN