

**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:** 53  
**Fiscal Year:** 2016/2017  
**Posted Date:** 06/02/2017  
**Reposted Date:** 07/05/2017

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

Item #	Job Code	Title
1	2624	Dietitian
2	2626	Chief Dietitian

**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](mailto: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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**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 Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: DIETITIAN  
Job Code: 2624

### DEFINITION

~~Under general supervision, develops and plans special diets for patients; assists in determining quality and quantity of food required and in formulation of menus; confers with physicians and nursing staff regarding nutritional diets; calculates amounts of various food items; directs preparation of special diets and nourishments; prepares related reports on dietary activities and statistics; and performs related duties as required.~~

~~Requires responsibility for: carrying out existing methods and procedures pertaining to special diets; achieving economies and/or preventing losses through enforcement of proper use and handling of materials, supplies and equipment; making contacts with patients, physicians, nursing staff, chief dietitian and others for the purpose of discussing specialized dietary matters; preparing routine records and reports pertaining to patients' special diets and related statistics, Nature of work involves sustained physical effort and continuous light work with some exposure to accident and health hazards and disagreeable elements.~~

### DISTINGUISHING FEATURES

**2624 Dietitian is distinguished from 2622 Dietetic Technician in that the latter provides paraprofessional clinical assistance to the prior. It is further distinguished from 2626 Chief Dietitian in that the latter manages the overall quality and quantity of menu formulation and food requirements, and is responsible for implementing policies and procedures.**

### SUPERVISION EXERCISED

~~Dietetic Technician and related support staff~~

### EXAMPLES OF 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. Confers with attending physicians, nurses and the chief dietitian on individual therapeutic diet orders for patients; contacts patients regarding diet changes, new diet orders and special requests or questions; reviews patients, charts for case history, laboratory findings and other pertinent matters.
2. **Oversees** ~~Supervises~~ food service to bed patients requiring special diets; supervises food handling, sanitation and cleaning procedures in ward kitchens; instructs auxiliary employees in rudimentary principles of nutrition and sanitation; interprets rules and regulations and hospital policies and procedures.
3. Writes therapeutic diets in advance; writes daily food orders and tally sheets for cooks who

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: DIETITIAN  
Job Code: 2624**

prepare foods for special diets; confers with chef as to availability of certain items, required changes and other related matters.

4. **Oversees** Supervises special diet dining room; assures that correct amounts of special diet foods are provided; gives instructions as to serving procedures.
5. Keeps records and compiles reports concerning special diet services and statistics such as: number of meals served, special menus, analyses of diets, food costs, supplies issued, inventory of supplies on hand and other related and miscellaneous matters.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the preparation of special diets for patients, including the principles, terminology and practices of nutrition and food habits; the standard and special food requirements for the promotion of health and control of diseases the comparative costs of various foods in relation to their nutritional value.

Ability and Skill to: apply methods and techniques used in modern therapeutic dietary practices and in the care of related equipment and facilities.

**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.*

Education:

Experience:

~~Requires one year of practical experience as a dietitian in a hospital or other large public 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).

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

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CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: DIETITIAN  
Job Code: 2624

To: 2626 Chief Dietitian

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 07/18/00; 11/4/15; 07/XX/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Dietitian  
Job Code: 2626**

**DEFINITION**

Under general direction, ~~supervises~~oversees the, develops~~ment~~ and plansing of 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.

**EXAMPLES OF 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~~ oversees 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.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Dietitian  
Job Code: 2626**

Knowledge of: Dietetics and nutrition.

Ability and Skill 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.*

Education:

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

Experience:

~~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).

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 2624 Dietitian

**ORIGINATION DATE:** 01/12/1961

**AMENDED DATE:** 10/22/14; 07/XX/17

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN