

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 3117100**

**Aging Services Nutrition Consultant 1, Grade 20 3117100**  
**Aging Services Nutrition Consultant 2, Grade 22 3117200**

Brief Description of Class Series

Aging Services Nutrition Consultants provide guidance and technical assistance to staff of State and local government projects in developing comprehensive nutrition programs for the elderly and subsequently, are responsible for monitoring and evaluating the programs.

Positions in these classes are found only in the State Office for the Aging and are assigned to geographic area teams providing services to the elderly.

Distinguishing Characteristics

*Aging Services Nutrition Consultant 1:* as a member of an area team, reports to an Aging Services Nutrition Consultant 2 or Aging Services Area Supervisor and participates in nutrition related training of project staff at both State and local government levels; develops State Office for the Aging guidelines concerning nutrition, meal planning, meal preparation, service, and other nutritional aspects of the comprehensive food delivery system under the Older American Act; and monitors and evaluates the nutritional programs.

*Aging Services Nutrition Consultant 2:* provides technical assistance to all Aging Services Nutrition Consultants 1 in their responsibility for developing, monitoring, and evaluating a comprehensive nutritional program, in training nutrition project staff at both the State and local levels responsible for providing a comprehensive food delivery system under the Older American Act; serves as a member of an area team and reports to an Aging Services Area Supervisor; and directly supervises Aging Services Nutrition Consultant 1.

Illustrative Tasks

*Aging Services Nutrition Consultant 1*

Assists staff of projects and provides nutritional expertise in an assigned area in the development of a comprehensive nutrition program.

- Meets with the project director to discuss needs of the program.
- Provides consultative services to project dietitian and director in the area of program development, menu planning, cost control and personnel training.
- Makes recommendations regarding menu needs, equipment layout and care and meals.
- Assists in the development of adequate staffing pattern.
- Determines the adequacy of the meals at each nutrition site, and adequacy of participant input into the program.
- Rates the ability of program to meet nutritional and health needs of participants.

Assists in the development of and provides nutrition related training in an assigned area.

- Advises staff of local projects on development of employee training, program policies and procedures.
- Arranges and plans for regional training programs to meet needs of program in assigned area.
- Reviews the nutrition education program and provides technical assistance to consulting dietitian.
- Develops input for the development of training material.

Provides technical assistance to local and State agencies and conducts inspections.

- Conducts field evaluation of projects.
- Prepares written reports of field visits.
- Recommends and monitors standards for sanitation, safety and security at all nutrition sites.
- Reviews application and budget modifications submitted to SOFA.
- Develops and reviews food cost controls and purchasing methods inventory systems.
- Suggests methods to prevent food spoilage and waste.

Evaluates the ability of the program to meet nutritional and health needs of the participants.

Conducts annual field assessment of the nutrition program of the area agencies.

#### *Aging Services Nutrition Consultant 2*

Provides technical assistance in developing, monitoring, and evaluating nutrition programs to all Aging Services Nutrition Consultants 1, trains staff of State and local projects responsible for developing comprehensive nutrition programs and assesses and evaluates the programs. Serves as a member of an area team and directly supervises the Aging Services Nutrition Consultants 1 on the team.

- Serves as a technical resource person on a statewide basis.
- Schedules and conducts training seminars in an assigned area.
- Prepares and distributes instructional materials.
- Schedules and conducts field visits to assess specific training of project staff.
- Develops plans for use of volunteers in providing services to participants in nutrition programs.
- Serves as liaison with agencies and organizations contributing support to the nutrition program.

#### Minimum Qualifications

##### *Aging Services Nutrition Consultant 1*

Open Competitive: Currently registered with the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics AND two years of experience\* as a nutritionist or dietitian in an institutional or community services setting.

##### *Aging Services Nutrition Consultant 2*

Promotion: one year of permanent service as an Aging Services Nutrition Consultant 1.

Open Competitive: Currently registered with the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics AND three years of experience\* as a nutritionist or dietitian in an institutional or community services setting, one year of which must have involved working as an R.D. in nutrition programs for the elderly.

\*Substitution: A master's degree in nutrition, clinical dietetics, food service, public health, public administration or health services administration may substitute for one year of general experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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