

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3104100

Nutrition Program Manager 1, Grade 27	3104100
Nutrition Program manager 2, Grade 29	3104200
Nutrition Program Manager 3, M-4	3104300

Brief Description Of Class Series

Positions in this title series administer and oversee bureaus and larger units within the Division of Nutrition, which manages programs designed to improve the nutritional status of the residents of New York State. Incumbents of these positions are responsible for managing and administering components of a public health nutrition program.

These positions are classified at the Department of Health (DOH).

Distinguishing Characteristics

Nutrition Program Manager 1: first managerial level; oversee the daily management of a smaller or less complex nutrition program.

Nutrition Program Manager 2: second managerial level; oversee the daily management of a large or more complex program, multiple programs or units, or serve as an Assistant Director in a larger or more complex program.

Nutrition Program Manager 3: director level; direct a bureau or a large nutritional program, and serve as the DOH representative for implementing community based nutrition programs.

Related Classes

Community Health Program Managers provide administrative and programmatic direction to a major public health/preventive health program or to multiple regional public health programs. The Community Health Program Manager directs staff in a variety of activities such as public health outreach, control of disease outbreaks, disease surveillance, coordination of public health programs and services with other State agencies and local health units, and provision of technical assistance and oversight to public health service providers.

AIDS Program Managers ensure prompt and appropriate delivery of HIV health care and AIDS prevention education programs to HIV infected, at risk, and the general

population of New York State by directing professional program staff in the development of prevention and health care programs, coordination of services, education of health care professionals and the general populations throughout New York State.

Environmental Health Program Managers are responsible for the development, implementation, oversight, and management of one or more major Statewide environmental health program(s), or for a comprehensive environmental health program for a region. They provide administrative and technical direction to staff in a variety of environmental health activities such as ensuring a safe public water supply, investigating the public health impact of toxic substances in the environment, occupational health, and oversight of environmental health protection regulatory programs.

Illustrative Duties

Nutrition Program Manager 1

Provide coordination, management, oversight, and direction of unit activities, including supervising staff and monitoring resources.

Supervise subordinate staff.

- Provide supervision, guidance, and oversight to subordinate staff, and intervene and resolve problems as necessary.
- Determine and oversee staff assignments.
- Approve leave and track time and attendance.
- Review, monitor, and evaluate staff performance.
- Complete performance evaluations.
- Identify training needs and arrange for provision of training.
- Manage and direct program activities by setting priorities and deadlines.

Develop personnel actions related to recruitment, interviewing, hiring, staff development, and performance evaluations.

Develop and implement internal administrative policies and procedures.

- Monitor use of funds.
- Manage nutrition program contracts.
- Prepare/review annual contractor budget requests
- Maintain contractor relations.

Assist in the development and implementation of program policies, procedures and guidelines for nutrition program administration.

- Ensure that nutrition program regulations and federal and State requirements and mandates are met for all aspects of the program.
- Establish nutrition program procedures and activities necessary to target serving eligible participants.
- Evaluate nutrition program data including service levels, program accountability, potential eligibles, target population, and public health trends.
- Prepare and review reports of program activities.
- Evaluate program accountability, food distribution systems, reimbursement systems, and contract deliverables.

Oversee program review and management evaluation processes.

- Develop and approve annual review schedules.
- Approve final review reports and corrective action submissions.
- Analyze and evaluate findings for trends and repetition.
- Recommend training topics resulting from review findings.

Nutrition Program Manager 2

Represent the Department of Health and assorted programs in discussions/negotiations or clarification of program implementation with governmental agencies that provide federal funding, including the United States Department of Agriculture (USDA) and the Centers for Disease Control (CDC), and private foundations.

When serving as a Nutrition Program Manager 2 and/or as an Assistant Director to a higher level Nutrition Program Manager, may perform all of the same duties as a Nutrition Program Manager 1.

Implement and ensure nutrition program adherence to federal regulations and State requirements.

- Provide clarification of State and federal regulations and requirements to Division Direction, Fiscal Management, Office of the State Comptroller, and local program agencies.
- Represent the Department of Health and assorted programs in discussions/negotiations or clarification of program implementation with federal funds and private foundations.

Provide contract oversight to nutrition program grants.

- Oversee administration of grant funds to local agencies.
- Draft grant proposals to the federal and State government and local industry.
- Oversee the development of requests for proposals to award grant funds.
- Oversee grant implementation and evaluation of local contractors.

Oversee nutrition program participation.

- Measure program growth and reductions by geographic area to ensure optimum participation levels.
- Direct outreach activities to ensure target populations are served.
- Direct evaluation activities designed to recognize program deficiencies in service levels or categories.

Oversee program implementation.

- Develop policies and procedures and communicate them to local agencies and systems.
- Develop and monitor plans for training and evaluation of nutrition program components and systems for documentation of training and evaluation.
- Develop and monitor systems for payment to local agencies or participants.
- Develop and monitor systems for documentation and reporting to meet federal and State requirements.

Nutrition Program Manager 3

May perform all of the same duties as a Nutrition Program Manager 1 and/or a Nutrition Program Manager 2.

Approve Bureau policies, procedures, and guidelines for Statewide administration of a public health nutrition program.

- Ensure implementation of and adherence to federal and State rules and regulations.
- Provide interpretation and clarification of regulations and requirements to other DOH programs, such as the Center for Community Health, Division of Administration, and the Division of Legal Affairs; and to other State agencies, such as the Office of the State Comptroller, Division of the Budget, Governor's Office, Public Affairs Group, and any other requesting entities.

Provide coordination, management, oversight and direction of program activities including supervision of second level supervisory staff and monitoring resources.

- Develop annual plans for nutrition programs.
- Oversee expenditure plans for and monitor use of all federal and State program funds.
- Oversee the development, implementation and ongoing maintenance of automated data systems.
- Oversee the development of accountability, quality control and quality assurance systems for food distribution and payment systems to ensure appropriate use of funds and intended populations are reached.

Identify program needs.

- Develop and implement program initiatives and improvements.
- Determine Bureau priorities and recommend approval for the procurements necessary to develop or maintain program services.
- Determine Bureau priorities for targeting low income participants and initiatives directed to improve the food intake of low income New Yorkers.

Represent the State on national and regional professional organizations, task forces, work groups and other organized activities related to the nutrition program.

- Develop and maintain ongoing working relationships with federal funding agencies at the regional and national level, State agencies providing related services, local governments, and other State or federal programs as necessary.
- Maintain final bureau approval of all agreements and amendments to those agreements for participation in bureau nutrition programs, ensuring adherence to Federal and State requirements.

Minimum Qualifications

Nutrition Program Manager 1

Open Competitive: a Bachelor's Degree and a minimum of five years of professional administrative work experience in one or a combination of the following settings: in a governmental agency's public health nutrition program and/or in a governmental agency sponsored or funded public health nutrition program. This experience must have involved responsibility for program management* and supervision of professional staff. One year of the required five years of experience must have involved second-level supervision.** A Master's Degree in public health, public administration, health education, community health, nutrition, or nutrition education may be substituted for one year of the general (not second level supervisory) experience.

Nutrition Program Manager 2

Open Competitive: a Bachelor's Degree and a minimum of six years of professional administrative work experience in one or a combination of the following settings: in a governmental agency's public health nutrition program and/or in a governmental agency sponsored or funded public health nutrition program. This experience must have involved responsibility for program management* and supervision of professional staff. Two years of the required six years of experience must have involved second-level supervision.** A Master's Degree in public health, public administration, health education, community health, nutrition, or nutrition education may be substituted for one year of the general (not second level supervisory) experience.

Nutrition Program Manager 3

Open Competitive: a Bachelor's Degree and a minimum of seven years of professional administrative work experience in one or a combination of the following settings: in a governmental agency's public health nutrition program and/or in a governmental agency sponsored or funded public health nutrition program. This experience must have involved responsibility for program management* and supervision of professional staff. Three years of the required seven years of experience must have involved second-level supervision.** A Master's Degree in public health, public administration, health education, community health, nutrition, or nutrition education may be substituted for one year of the general (not second level supervisory) experience.

*Program management responsibilities must have involved oversight of the design and/or implementation of a Statewide or multiple site public health nutrition program, or State/federal food and nutrition program focusing on the delivery of nutrition services to the general public or targeted population groups.

This experience must include at least five of the following responsibilities:

- preparation of a Request for Proposal/Request for Application and managing a procurement process;
- development of policy and/or procedures to implement policy;
- contract management;
- budgeting, fiscal management, managing the use of program funds and revenue;
- staffing/staff development;
- governmental communications/relations;
- management of information systems;
- program planning and implementation; and/or
- program evaluation and monitoring.

Experience limited to administrative support of public health programs such as personnel, budgeting, or health care finance is not qualifying, nor is the management or provision of direct medical or dietetic services in an institutional or facility setting (such as prisons, developmental centers, or community residences).

**Second level supervision must have included supervision of professional staff, who in turn supervises lower-level professional staff.

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 which were 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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