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

Tentative Classification Standard

Occ. Code 3111700

Director Mental Health Nutritional Services, M-2

Brief Description of Class

The Director Mental Health Nutritional Services directs statewide nutrition services for individuals with mental illness in facilities and programs operated by the Office of Mental Health (OMH). The incumbent serves as the statewide discipline coordinator for nutrition services; oversees the Cook Chill Production Center; develops and implements nutrition service policies and procedures; and supervises and provides direction to facility Nutrition Services Administrators throughout the State.

This position is classified in the Office of Mental Health (OMH).

Distinguishing Characteristics

Director Mental Health Nutritional Services: director level; one position class; directs statewide nutrition services for individuals with mental illness; oversees the Cook Chill Production Center; develops and implements nutrition service policies and procedures; establishes and maintans standards for nutrition services and food service management; and supervises Nutiriton Services Administrators throughout the State.

Relates Classes

Nutrition Services Administrators oversee, manage, and administer food and nutrition programs for individuals in State facilities and community residential settings.

Food Production Managers oversee, manage, and administer the operations of the Cook Chill Production Center at OMH.

Illustrative Tasks

Director Mental Health Nutritional Services

Directs and coordinates statewide nutrition services and oversees the Cook Chill Production Center.

- Develops, implements, and evaluates nutrition service policies and procedures in accordance with laws, rules, and regulations, and evidenced-based practices.

- Plans, establishes, evaluates, and maintains standards for clinical nutrition services and food service management.

- Oversees, supervises, and collaborates with Nutrition Services Administrators to coordinate and direct the statewide implementation of policies and procedures.

- Provides technical assistance, guidance, and direction to facility staff on various aspects of nutrition services and disseminates information and training materials on new laws, rules, regulations, and guidelines.

- Analyzes the potential impact of proposed legislation on nutrition services and evaluates nutrition service data, identifies gaps in service delivery, and develops nutrition programs to meet facility population needs.

- Assists in food service design and/or menu planning activities; evaluates equipment and layout selections; and ensures compliance with applicable requirements.

- Participates in agency initiatives, projects, and interdisciplinary committees pertaining to nutrition services.

- Visits facilities to observe clinical nutrition and food service practices and determines the quality and effectiveness of service delivery.

- Oversees statewide nutrition maintenance, training, and food safety contracts.

- Works with Cook Chill Production Center management to ensure compliance with regulatory requirements and quality control processes, and oversees the establishment of performance goals to measure customer satisfaction and efficiency of operation; and assists in capitalizing on product procurement.

- Establishes non-personal services spending plans for food, validates levels of staffing, and directs the capital program funds for food service operations.

- Acts as the emergency response coordinator for nutrition related activities, including planning for emergency feeding sites and populations.

Minimum Qualifications

Director Mental Health Nutritional Services

Open Competitive: a bachelor's degree or higher in nutrition, food service management, or closely related field; current registration with the Commission on Dietetic Registration as a Registered Dietitian; and five years of post-registration experience planning, coordinating, and/or supervising a food or nutrition program in a governmental agency, school district, college/university or facility nutrition program which includes one or more of the following activities: food distribution, food production, clinical dietetics, outpatient nutrition services, or quality management services related to food production. Two years of this experience must have been at a supervisory level.

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 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 requirements for appointment or examination.

Date: 3/2021

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