

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 3129100

Food Programs Evaluation Specialist 1, Grade 18	3129100
Food Programs Evaluation Specialist 2, Grade 23	3129200
Food Programs Evaluation Specialist 3, Grade 27	3129300
Director Child Food Programs, M-4	3578800

Brief Description of Class Series

Food Programs Evaluation Specialists are responsible for providing oversight and technical assistance to schools and other providers of the various programs granting funding to and creating specifications for food programs aimed at children and agencies, such as schools, providing services to children. Food Program Evaluation Specialists seek to ensure program integrity and program compliance with federal and state laws, rules, regulations, standards, and best practices. These positions only are found in the New York State Education Department (NYSED).

Distinguishing Characteristics

Food Programs Evaluation Specialist 1: full performance level; implements and monitors school food service programs.

Food Programs Evaluation Specialist 2: first supervisory level; supervises Food Programs Evaluation Specialists 1.

Food Programs Evaluation Specialist 3: managerial level; supervises Food Programs Evaluation Specialists 2 under the general direction of the Director Child Food Programs.

Director Child Food Programs: single position class; directs and manages the school and child food program evaluation program under the general direction of an Assistant Commissioner.

Illustrative Duties

Food Programs Evaluation Specialist 1

Ensures provider compliance with applicable laws, rules, regulations, program requirements, and best practices.

- Evaluates a variety of providers (for example: schools, jails, childcare facilities, and various summer locations) to ensure compliance and proper payment.
- Conducts comprehensive reviews of covered programs.
- Designs procedures for program and compliance review.
- Develops, prepares, and implements program agreements; plans, develops, implements, and evaluates covered programs, to meet program priorities; provides written and verbal responses to provider representatives regarding inquiries related to covered programs.
- Develops and disseminates written guidance for providers.
- Recommends withholding funds, imposing special conditions (corrective action plans), and/or terminating programs.
- Reviews and monitors providers' implementation of corrective action plans, by composing correspondence and conducting unannounced site visits.
- Performs analyses of the nutritional content of planned menus; evaluates that content against requirements.
- Evaluates and assesses compliance to cost principles, audits requirements, civil rights requirements, and various other requirements and principles.
- Monitors federal and State program payments for accuracy and timeliness; recommends appropriate actions related to claims; corresponds with various other operations to report irregularities.
- Administers electronic or manual recordkeeping and reporting instruments to maintain efficient and effective programs.

Assures timely approval of program applications and annual reviews.

- Reviews and approves new applications when they are received.
- Maintains integrity of Child Nutrition Management System data entering contractor/sponsor approval information.

- Corresponds with contractors/sponsors regarding provider approval issues.
- Maintains database and monitors for provider duplicates.

Generates enrollment, payment and other program reports.

Provides technical assistance, guidance and training to ensure nutritional standards are met.

- Responds to and document requests for technical assistance with telephone consultation and written correspondence.
- Facilitates on-site training sessions for new participants; schedules training for new contractors/sponsors.

May perform special assignments related to this title.

May supervise staff as appropriate (especially temporary staff).

Food Programs Evaluation Specialist 2

Performs all of the duties and responsibilities of Food Programs Evaluation Specialist 1.

Supervises Food Programs Evaluation Specialists 1 in the administration of the federal Child Nutrition Program, and other assigned activities.

- Reviews, edits, and approves all reports, correspondence, compliance materials, and other written products; ensures all products are correct in form and content.
- Reviews draft child nutrition materials to ensure they are clear, concise, and comprehensive, and provides suggestions for improvements.
- Provides direction to staff developing forms, written procedures, and memos for the website.

Oversees the annual provider review process, training, and appeal responses.

- Supervises and conducts monitoring reviews of sponsors to ensure compliance with federal and State laws and regulations.
- Analyzes all program reviews to ensure compliance with regulatory timelines; calculates reclaim amounts and ensures corrective actions are carried out.
- Provides technical assistance to sponsors and agencies by telephone, e-mail, correspondence, or on-site visits.

- Prepares School Meals Initiative data reports to evaluate progress and/or status of State School Food Authorities.
- Provides direction in planning workshops, meetings, and conferences

Food Programs Evaluation Specialist 3

Performs all of the duties and responsibilities of lower-level Food Programs Evaluation Specialists.

Assesses provider compliance with program requirements.

Supervises regulatory monitoring and reporting requirements for assigned programs.

Develops, recommends, and executes new policies, procedures, and internal controls.

Approves new providers and participating schools.

Updates various compliance materials.

Investigates program irregularities.

Identifies training needs for staff, contractors, and providers; oversees planning, scheduling, and delivery of training; develops and conducts presentations and trainings.

Presents and publicizes the objectives of the program to the community and to subordinate staff.

Provides direction to the Director when it comes to media communication.

Prepares files and reports for audits, reviews, and management evaluations.

Manages and supervises larger scale programs within the purview of the operation.

Acts as an agent of the Director, managing the activities of the subordinate staff, and defining and overseeing the development of appropriate processes and procedures and protocols, to achieve all the various responsibilities and goals of the operation.

Manages the development and dissemination of resource material and information on child nutrition to providers.

Serves various liaison functions, or assists the director in that capacity.

Identifies programmatic and operational changes to improve efficiency and compliance.

Provides recommendations and technical assistance on program policy, federal regulations, and program operations concerning child nutrition.

Recommends proposed actions such as fiscal holds, fines, terminations, and placement on the National Disqualification List.

Analyzes and assess data; develops reports applicable to child nutrition programs.

Manages the development and execution of grants and contracts.

Defines and oversees the development of State processes and protocols to effectively achieve all federal and State goals and objectives related to administering federal nutrition programs.

Manages the development and dissemination of resource material and information on child nutrition to School Food Authorities/Sponsors.

Works with the Director to develop and enhance relationships with school food authorities, summer sponsors, legislature, professional associations, federal and State agencies, and advocates to promote the federal nutrition programs.

Performs the full range of administrative supervisory responsibilities.

Director Child Food Programs

Oversees and directs all programmatic and administrative activities of the office.

Oversees the development, maintenance, and revision of the various programs within this area, to ensure maximum efficiency, availability, and compliance.

Develops and revises the expense plan of the office, and the State Administrative Expense Plan to expend SAE federal funds.

Oversees the development of policy, regulations, and legislation affecting child nutrition.

Provides recommendations and technical assistance on program policy, federal regulations, and program operations to leadership staff at NYSED.

Serves as NYSED liaison with providers, sponsors, the State Legislature, professional associations, other governmental entities, and advocates, related to the areas of purview.

Ensures that New York State and providers are in compliance with applicable federal and state laws, rules, regulations, and practices.

Provides leadership, management, and accountability to staff to ensure the operations activities align with and support NYSEDs strategic plans.

Plans and oversees the development and execution of grants, contracts and other initiatives relevant to the Child Nutrition Programs.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Food Programs Evaluation Specialist 1

Open Competitive: Six years of experience* in nutritional science, nutrition education, dietetics, food service management, institutional food service management, or hotel and restaurant management.

OR four years of the experience* described above and completion of a two-year traineeship.

*Substitution: Associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute five years of specialized experience; J.D. may substitute for six years of specialized experience.

Food Programs Evaluation Specialist 2

Promotion: one year of service as a Food Program Evaluations Specialist 1.

Food Programs Evaluation Specialist 3

Promotion: one year of service as Food Program Evaluations Specialist 2.

Director Child Food Programs

Promotion: one year of service as Food Program Evaluations Specialist 3.

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: 9/2026

KDH