



**OPEN – SPOT CONTINUOUS FILING**

**Position Information**

A position currently exists with the California Correctional Health Care Services at:

– California Correctional Health Care Facility in Stockton, California

Please only take this examination if you are interested in working at this location.

An Assistant Director of Dietetics, under direction, assists in the general operation of the food and dietary activities of a correctional facility; has responsibility for an area of clinical or administrative dietetic practice; and does other related work. Typical tasks include:

**Clinical:** Supervises and coordinates activities of clinical dietitians in provision of nutritional care of patient population; assists in the establishment and implementation of policies and procedures dealing with nutritional screening and assessment; provides for the nutritional education of the patient population and employees; serves as liaison between the medical staff and program management in matters dealing with clinical dietetic practice; and trains and evaluates performance of assigned staff.

**Administrative:** Assists in the supervision of production and presentation functions of the Dietetic Service; orients and trains personnel; assists in the ordering of food and supplies; evaluates food acceptance and makes recommendations for menu changes; assists in budget planning for food, supplies, equipment, and personnel; and evaluates performance of employees.

**Salary and Benefit Information**

Currently, as of July 1, 2015: \$5,113 – \$6,400 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**Who Can Apply**

All applicants who meet the education and/or experience requirements as stated below may apply.

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.*



## Assistant Director of Dietetics

*California  
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### Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

#### Either I

One year of experience performing the duties of a Registered Dietitian (formerly Clinical Dietitian) in the California state service.

#### Or II

**Experience:** Two years of clinical or administrative experience in dietetic practice, and registration with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (formally American Dietetic Association). (Applicants who are eligible to apply for registration will be admitted to the examination but must become registered to be eligible for appointment.) **And**

**Education:** Equivalent to graduation from college with a major in dietetics or institutional management from a coordinated undergraduate dietetic program or a formalized post baccalaureate education program approved by the Academy of Nutrition and Dietetics (formally American Dietetic Association).

### Examination Information

This examination consists solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

### How to Apply and Test

Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The Form 631 can be found on the last page of this examination bulletin.

#### By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg D1  
P.O. Box 588500  
Elk Grove, CA 95758

#### In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758



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### **How to Apply and Test (Continued)**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

### **Eligible List Information**

The resulting eligible list will be established to fill vacancies at the California Correctional Health Care Facility in Stockton, California within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order to final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

### **Veteran's Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



## General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at [www.cdva.ca.gov](http://www.cdva.ca.gov). Veteran's Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

**ASSISTANT DIRECTOR OF DIETETICS  
Conditions of Employment (Form 631)**

Name: \_\_\_\_\_

**INSTRUCTIONS**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(A) Any

(K) Limited-Term Full-Time

(U) Limited-Term Part-Time

(D) Permanent Full-Time

(V) Permanent Part-Time

(T) Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**LOCATIONS YOU ARE WILLING TO WORK**

**A POSITION EXISTS ONLY AT CALIFORNIA HEALTH CARE FACILITY  
IN STOCKTON, CALIFORNIA**

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.