



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### LINE MANAGER II – NUTRITION DIETITIAN

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Line Manager II – Nutrition Dietitian	X20450	70	75

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose of Position**

Responsible for planning, organizing, developing, directing and evaluating all activities in the department of dietetics to meet the nutritional requirements of hospital patients.

#### **Nature of Work**

Dietitians and Nutritionists plan food and nutrition programs, supervise meal preparation, and oversee the serving of meals. They prevent and treat illnesses by promoting healthy eating habits and recommending dietary modifications. Dietitians manage food service systems for institutions such as hospitals and schools, promote sound eating habits through education, and conduct research. Many dietitians specialize, becoming a clinical dietitian, community dietitian, management dietitian, or consultant.

#### **Distinguishing Characteristics**

*Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Employees in this Role coordinate the development of a district, county or interagency level public health nutrition program or develop statewide nutrition education and nutrition promotion.
- Employees having expertise in their field or occupation plan, organize, develop, direct and evaluate activities to meet the nutritional requirements and goals of the organization.
- Employees provide advanced levels of nutritional care in specialized or complex areas such as nutritional support, diabetes education, geriatric or pediatric nutrition.
- Develops and maintains appropriate policies, procedures and records for a nutrition program; plans menus for normal and therapeutic diets.
- Purchases and/or requisitions, receives and stores high quality food, supplies and equipment in accordance with established procedures and within the limits of the budget.
- Selects, trains and supervises personnel in the preparation and service of food and in the maintenance of safe and sanitary procedures.
- Coordinates nutrition education and interdisciplinary activities with medical staff, members of the paramedical team, other institutional personnel and patients.
- Provides consultation to allied professional staff within the institution.

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- Plans continuing education programs for staff and self.
- Prepares reports of financial management, safety practices and evaluation of physical facilities.
- Coordinates the utilization of patient help in dietary services.
- Performs related duties as required.

### General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Line Manager II – Nutrition Dietitian.

**Scope and complexity of responsibility:** Regulated; Assigned objective is well defined by statute, grant, agency policy, etc. Line Manager II has *limited* latitude to change the scope, impact, or policy of the objective.

**Types of employees managed:** Line Manager II is assigned *limited* staffing resources of *low-level supervisors, technical, clerical and para-professionals*.

**Financial accountability:** Objective managed has a *limited* relative impact on the mission of the total organization.

**Strategic planning/decision challenge:** Standardized procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. Determines financial, employment and related resource needs to carry out assigned objective. Evaluates programmatic processes and develops specific plans for improvement.

### Manager Concept

Line Manager II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

Line Manager II operates within *limited* parameters and guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a minimal part of the department's total operations. The delivery of products and services is *tangent* to a program or group of programs. Incumbents usually have a substantial knowledge of the unit's technical processes, often serving as a resource on the subject.

### Minimum Qualifications

Bachelor's Degree in Food Science, Nutrition, Dietetics, Home Economics, Family and Consumer Science or other Health degree with a minimum of nine (9) semester hours in Food Science or Nutrition or current status and four (4) years of professional level experience operating within limited parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

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**Statutory Requirements:** If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

**Conditions of Employment:** Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** *Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

**Bargaining Unit:** Not Represented

**Developed:** 07/07/2002

**Revised:** 06/22/2012

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*