STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Dietitian	**SERIES NO.**: 4242
	MAJOR AGENCIES: Mental Health, Mental Retardation/Developmental Disabilities, Veterans' Home, Youth Services	**EFFECTIVE DATE**: 01/09/2005

SERIES PURPOSE:
The purpose of the dietitian occupation is to monitor & adjust diets of clients to assure that they are provided adequate food & meals to meet their nutritional needs.

At the first level, incumbents collect data to assist the dietitians. At the second level, incumbents plan diets for clients. At the third level, incumbents act as consultant. At the highest level, incumbents manage the entire dietary department.

Note: This series may be used in agency/institution &/or community setting.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Dietetic Technician	42420	09	05/06/1990

CLASS CONCEPT:
The full performance level class works under general supervision & requires considerable knowledge of dietetics/nutrition in order to collect data & information concerning patients' food acceptance & plate waste studies, perform routine quality assurance activities related to monitoring of patient services & prepare production sheets from daily ward census.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Dietitian	42423	11	01/09/2005

CLASS CONCEPT:
The full performance level class works under general supervision & requires considerable knowledge of dietetics/nutrition in order to plan, evaluate & implement diets for clients.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Dietetic Consultant	42424	11	05/06/1990

CLASS CONCEPT:
The advanced level class works under direction & requires thorough knowledge of dietetics/nutrition in order to serve as consultant between central office & all institutions of agency.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Dietary Operations Manager	42425	12	06/22/1990

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of dietetics/nutrition in order to manage entire dietary department & supervise all dietitians &/or food service supervisory/ managerial personnel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Dietetic Technician	42420	11	05/06/1990	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects data & information concerning patients' food acceptance & plate waste studies, performs routine quality assurance activities related to monitoring of patient services (e.g., temperature test trays, visits with patients for food acceptance surveys, performs plate waste studies), prepares production sheets according to daily ward census, receives written physician diet orders & makes changes on menu cards & special diet list, prepares & maintains files & information (e.g., patient cardex file, special diet list, daily census report, daily tray count, quarterly diet census, doctor's tray critique, liquid diet & fat free diet counts), assures nutritional supplements & special feedings are prepared when ordered & coordinates information between nutrition & food service department.

Checks quality & quantity of food & reports problems & discrepancies to food service manager; assists dietitians in communication of patient dietary needs; advises food service supervisors in proper interpretation of menus; distributes diet trays in main dining room; assists in serving diets; implements & coordinates clientele transfers, diet modifications & activities within dietary department.

Participates in planning & implementation of educational in-service training for dietary department staff; operates audio-visual equipment; procures materials in educational programs; assists dietitian in instructing patients in proper eating habits, basic nutrition &/or reduction programs; provides in-service training to ward personnel in proper food handling.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dietetics/nutrition, interviewing; public relations; state & federal dietetics & nutrition standards*; employee training & development*. Skill in operation of audio-visual equipment*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop good rapport with residents; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Graduate of associate degree program approved by American Dietetic Association or Ohio Board of Dietetics per Section 4759.10(B) of Revised Code.

-Or completed program meeting academic standards set by American Dietetic Association for dietitians, received baccalaureate or higher degree from school, college or university approved by regional accreditation agency recognized by council on postsecondary accreditation per Section 4759.10(E) of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Dietitian	42423	11	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, evaluates & implements regular, special & modified diets to ensure compliance with state & federal regulations, treatment plans & accreditation standards.

Completes nutrition assessments of clients (e.g., reviews medical chart, interviews direct care staff, interviews patient regarding likes, dislikes, allergies &/or chewing or digestion problems).

Maintains dietary & nutrition records, reports & progress notes (e.g., patient charting, census sheets, daily/monthly/quarterly reports, treatment plans).

Plans &/or conducts in-service training programs pertaining to nutrition for clients & staff & attends various meetings (e.g., treatment team meetings, internal facility committee).

MAJOR WORKER CHARACTERISTICS:

Knowledge of dietetics/nutrition; state & federal guidelines & accreditation standards*; interviewing; public relations; employee training & development*. Ability to interpret extensive variety of technical material in books, journals & manuals; counsel clients regarding nutrition; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current licensure as dietitian as issued by Ohio Board of Dietetics per Section 4759.06 of Revised Code. If employed at Ohio Veterans' Home, must also have 1 year supervisory experience in dietetic service of health care institution & participate annually in continuing dietetic education.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual renewal of license to practice as dietitian.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Dietetic Consultant	42424	11	05/06/1990	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Serves as consultant to central office & agency institutions on statewide basis on dietetic/nutrition & food service programs (e.g., writes & revises diet manual, ingredient room manual & food service policy & procedure manual, monitors compliance of institutions, develops, implements & monitors quality control mechanisms).

Provides daily menu planning & design costing on statewide basis.

MAJOR WORKER CHARACTERISTICS:
Knowledge of dietetics/nutrition; state & federal guidelines & accreditation standards; public relations; employee training & development. Ability to interpret extensive variety of technical material in books, journals & manuals; write complex reports &/or manuals; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Current licensure as dietitian as issued by Ohio Board of Dietetics per Section 4759.06 of Revised Code; 9 mos. trg. or 9 mos. exp. in state & federal guidelines & accreditation standards regarding dietetics/nutrition for agency of employment; 9 mos. trg. or 9 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in employee training & development.

-Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Annual renewal of license to practice as dietitian.

UNUSUAL WORKING CONDITIONS:
Not applicable.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Dietary Operations Manager	42425	EX	06/22/1990	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages entire dietary department which includes food preparation & service, directs all food service personnel in preparation of meals designed to best fit resident nutritional needs, evaluates & inspects meals for quality & adherence to state & federal regulations, plans & conducts in-service classes in basic dietetic principles, is responsible for inventory control & requisition of all supplies & supervises all food service supervisory/ managerial personnel &/or dietitians.

Consults with hospital administrator or superintendent to establish plans & procedures for program policies regarding dietary program, (e.g., sanitation & storage, maximized efficiency, elimination of production problems, determination of staffing needs), coordinates with other professional disciplines (e.g., medical staff) on all matters pertinent to regular or modified diets, to assess individual nutritional requirements, ensure compliance with regulations, evaluate & implement current research & products & recommend changes in programs, participates in treatment team/medical staff meetings & ward conferences to provide optimum nutritional care & administers policies established by accreditation agencies &/or organization & union contracts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dietetics/nutrition; state & federal guidelines & accreditation standards; supervisory principles/ techniques*; food preparation; budgeting*; management*; inventory control*; employee training & development. Ability to apply principles of nutrition to solve everyday problems; understand & interpret publications & manuals pertinent to practical field of study; establish friendly atmosphere as department head; communicate instructions in oral or written form; gather & collate data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current licensure as dietitian as issued by Ohio Board of Dietetics per Section 4759.06 of Revised Code; 18 mos. trg. or 18 mos. exp. in state & federal guidelines & accreditation standards regarding dietetics/nutrition for agency of employment; 18 mos. trg. or 18 mos. exp. in employee training & development.

-Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual renewal of license to practice as dietitian.

UNUSUAL WORKING CONDITIONS:

Not applicable.