



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

NUTRITION CONSULTANT
Exam. No. 8039

WHEN TO APPLY: From: May 7, 2008
To: May 27, 2008

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: Under general direction, Nutrition Consultants monitor, assess, and audit community-based meal programs for the elderly; evaluate and approve menus for meal programs for the elderly; provide technical assistance in nutrition and all aspects of food service management; provide nutrition counseling and nutrition education; maintain liaison between meal programs and the Department for the Aging; monitor, assess, and provide in-home technical services in nutrition, nutrition counseling, and nutrition education to nutritionally at-risk seniors through referrals from not-for-profit social service agencies. All Nutrition Consultants perform related work.

Some of the physical activities performed by Nutrition Consultants involve extensive fieldwork throughout New York City utilizing public transportation to visit community-based institutions, senior citizen centers, and/or the homes of at-risk seniors, etc.

Special Working Conditions: Nutrition Consultants may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$48,179 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

- (1) A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) with a major in foods and nutrition, food service management, food science, or home economics and four years of full-time satisfactory experience in an institutional, residential, hospital, or community-based program: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education. At least two of the four years of experience must have been acquired within the last five years.

In addition, at least two years of experience must have been in monitoring and assessing or managing all phases of a meal program in an institutional, residential, hospital, or community-based program; or

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- (2) A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) with a major in foods and nutrition, food service management, food science, or home economics and three years of full-time satisfactory experience in an institutional, residential, hospital, or community-based program: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education. At least two of the three years of experience must have been acquired within the last five years.

In addition, at least two years of experience must have been in monitoring and assessing or managing all phases of a meal program in an institutional, residential, hospital, or community-based program.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the boxes provided. Fill out Sections **A.1 (if applicable), A.4, A.5 and A.6 (if applicable), B, and C (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. In addition, if you were educated in the United States you must submit a copy of your college transcript(s), or your Education and Experience Test Paper may not be rated.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for the evaluation as follows:
 - (A) If you possess a baccalaureate or master's degree with one of the appropriate majors to meet the minimum education requirement, ask for a "**document-by-document**" (**general**) evaluation.
 - (B) If you also wish to claim additional credit for **graduate** credits you possess in general nutrition, dietetics, food service management, and/or clinical nutrition (see item II in the Additional Credit section on page 3), ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation).

You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (I) For up to 3 years of full-time satisfactory experience gained within the last 5 years in a senior citizens center, nursing home, geriatric ward of a hospital, or in the homes of senior citizen clients, providing services in:
 - 1) nutrition counseling, nutrition education, diabetic services, or clinical diet therapy;
or
 - 2) monitoring and assessing or managing a meal service program, you will receive an additional:
 - (A) 10 points for at least 1 year but less than 2 years of experience; or
 - (B) 20 points for at least 2 years but less than 3 years of experience; or
 - (C) 30 points for at least 3 years of experience.
- (II) For graduate credits completed at an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) in general nutrition, dietetics, food service management, or clinical nutrition, you will receive an additional:
 - (A) 1 point for between 3 and 10 graduate credits; or
 - (B) 2 points for between 11 and 20 graduate credits; or
 - (C) 3 points for between 21 and 30 graduate credits.
- (III) For current certification by the American Dietetic Association as a Registered Dietitian or by New York State as a Dietitian-Nutritionist, you will receive an additional 5 points.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Education and/or experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 50415; Nutrition Consultant Occupational Group.

For information about other exams, or your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas