



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

DIETITIAN (NYC H+H)
Exam No. 2109
(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: June 8, 2022

APPLICATION FEE: \$68.00

To: June 28, 2022

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Dietitians (NYC H+H), under supervision, assist in the operation of a food and/or nutrition service of an institution or hospital; make nutritional assessments; interview clients and/or their families to obtain history of food habits and preferences; explain diet to clients and/or families and monitor reaction to diet; interpret laboratory, physical, and social data in medical records; monitor clients for and evaluate food/drug interactions; consult physicians about appropriate menu modifications; assist with preparation of nutritional analysis of general and therapeutic cycle menus; prepare client nutritional care plans; participate in testing new recipes and report results for possible inclusion in department recipe manual; supervise the receipt, storage, and distribution of food and other supplies; participate in nutritional training of field placement students; participate in rounds with patient healthcare team; maintain liaison with community organizations relating to nutrition education and/or information; may participate in nutritional community health fairs; maintain records and write reports. All Dietitians (NYC H+H) perform related work.

Special Working Conditions:

Dietitians (NYC H+H) may be required to work shifts including nights, Saturdays, Sundays, and holidays. Additionally, Dietitians (NYC H+H) may be required to work at or visit different locations within a facility and/or network including clinics or offsite locations.

(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 \$48,787 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the NYC H+H.

HOW TO QUALIFY:

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

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university with a major in dietetics or foods and nutrition in a program approved by the Academy of Nutrition and Dietetics (AND); or
2. Registration or eligibility for registration by the Commission on Dietetic Registration (CDR) as a Registered Dietitian (RD), Registered Dietitian Nutritionist (RDN), or New York State Certification as a Dietitian-Nutritionist.

Note: The American Dietetic Association (ADA) changed its name on January 1, 2012 to the Academy of Nutrition and Dietetics (AND). Programs approved by the American Dietetic Association (ADA) and completed before 2012 are considered approved by the Academy of Nutrition and Dietetics (AND).

Candidates who qualify under "2" above must submit proof of registration or of eligibility for registration by the Commission on Dietetic Registration as a Registered Dietitian, Registered Dietitian Nutritionist, or New York State Certification as a Dietitian-Nutritionist at the time of appointment.

The education requirement must be met by June 30, 2022. The registration or eligibility for registration requirement must be met by the last day of the Application Period (June 28, 2022).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (June 28, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 28, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2022 or registration which you obtain after the last day of the Application Period (June 28, 2022).

Assignment Of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

Medical Requirement:

In accordance with applicable Federal, state and local laws and regulations, NYC H+H has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met.

Drug Screening Requirement:

You must pass a drug screening in order to be appointed.

Residency Requirement:

City residency is not required for this position.

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 NYC H+H.

Vaccination Requirement:

As of September 27, 2021, all new hires must be vaccinated against the COVID-19 virus. If you are offered employment with NYC Health + Hospitals, you must be fully vaccinated by your date of hire.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, June 18, 2022 and Monday, June 20, 2022.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (June 28, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 28, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for the evaluation as follows:
 - A. If you wish to claim a degree only for meeting the education requirement described in the How to Qualify section, ask for a "**document-by-document**" (general) evaluation of your foreign education.
 - B. If you wish to claim graduate coursework described in The Test section, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education.

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 day of the Application Period (June 28, 2022).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education or registration requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory, full-time experience as a clinical, therapeutic, or teaching dietitian in a hospital, health-related or skilled nursing facility:

You will receive up to:

At least 12 months, but less than 15 months	6 points
At least 15 months but less than 18 months	9 points
At least 18 months but less than 21 months	12 points
At least 21 months but less than 24 months	15 points
At least 24 months but less than 27 months	18 points
At least 27 months, but less than 30 months	21 points
At least 30 months, but less than 33 months	24 points
At least 33 months, but less than 36 months	27 points
36 months or more	30 points

If you have satisfactory, full-time experience as a dietitian in a non-health related setting:

At least 12 months, but less than 15 months	3 points
At least 15 months but less than 18 months	4.5 points
At least 18 months but less than 21 months	6 points
At least 21 months but less than 24 months	7.5 points
At least 24 months but less than 27 months	9 points
At least 27 months but less than 30 months	10.5 points
At least 30 months but less than 33 months	12 points
At least 33 months but less than 36 months	13.5 points
36 months or more	15 points

You will receive up to:**Education:**

For each graduate course completed at an accredited college or university in dietetics or foods and nutrition in a program approved by the Academy of Nutrition and Dietetics (up to a maximum of **five courses**)

1 point

For successful completion of a dietetic internship (1200 hours) approved by the Academy of Nutrition and Dietetics

2 points

You will receive:

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You will receive a maximum of one year of experience credit for each year you worked.

Education must be obtained by June 30, 2022. Experience must be obtained by the last day of the Application Period (June 28, 2022).

You have until midnight Eastern time on the last day of the Application Period (June 28, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 28, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination if applicable, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER::

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on a NYC H +H eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hebrew (**HEB**), Hindi (**HIN**), Hungarian (**HUN**), Italian (**ITA**), Korean (**KOR**), Khmer (**KHM**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tagalog (**TAG**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

Selective Certification:

If you meet the requirements for Selective Certification, as described in the following sections, you may be considered for appointment to positions with these requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for these positions. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in Selective Certification and Final Submit it in the Online Application System (OASys). **Your qualifications for Selective Certification will be checked by the appointing facility at the time of appointment.**

Selective Certification For Special Experience and/or Certifications:

1. **Selective Certification for Registered Dietitian (DRD):** Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration.
2. **Selective Certification for Dietitian - Specialist in Pediatric Nutrition (DPN):** Board Certified as a Specialist in Pediatric Nutrition by the Commission on Dietetic Registration.
3. **Selective Certification for Dietitian - Specialist in Renal Nutrition (DRN):** Board Certified as a Specialist in Renal Nutrition by the Commission on Dietetic Registration.
4. **Selective Certification for Nutrition Oncology Specialist (NOS):** Board Certified as a Specialist in Oncology Nutrition by the Commission on Dietetic Registration.
5. **Selective Certification for Nutrition Gerontological Specialist (NGS):** Board Certified as a Specialist in Gerontological Nutrition by the Commission on Dietetic Registration.
6. **Selective Certification for Nutrition Support (DNS):** Board Certified as a Nutrition Support Clinician by the National Board of Nutrition Support Certification.
7. **Selective Certification for Diabetes Education (DDE):** Certified Diabetes Educator by the National Certification Board for Diabetes Educators.
8. **Selective Certification for Adolescent Weight Management (DDO):** Certificate of Training in Childhood and Adolescent Weight Management by the Commission on Dietetic Registration.
9. **Selective Certification for Adult Weight Management (DDU):** Certificate of Training in Adult Weight Management by the Commission on Dietetic Registration.
10. **Selective Certification for New York State Certification as a "Dietitian-Nutritionist" (NDR):** New York State certification as a "Dietitian-Nutritionist" issued by the NYS Education Department.

Selective Certification For Special Experience:

Selective Certification for Registered Dietitian With HIV/AIDS Population Experience (DRA): If you are a Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration and have two (2) years of full-time satisfactory experience working with an HIV/AIDS population.

Selective Certification for New York State Certification as a Dietitian-Nutritionist With Experience in a Post-Acute Care (Long-Term Care) Facility (PCF): If you have a New York State Certification, issued by New York State Education Department (NYSED), as a "Dietitian-Nutritionist" and have one (1) year of experience as a Dietitian in a Post-Acute Care (Long-Term Care) facility.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Reemployment Of Public Service Retirees:

NYC H+H has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC H+H Human Resources Management, Office of Civil Service and Background Administration at (212) 788-3568 to determine whether they would be eligible for appointment from an eligible list established for this examination.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by NYC H+H.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application

System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

NYC Health + Hospitals is an Equal Opportunity Employer.

Title Code No. 503100; NYC Health + Hospitals Plan of Titles.

**For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas**