



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NO.: 770-2371, POSTED JANUARY 19, 2007 WITH AN ORIGINAL FILING DATE OF DECEMBER 27, 2004. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2476

Posting Date: April 27, 2007

JOB TITLE	<u>DIETITIAN</u>
EXAM NUMBER	J4784G
FILING DATES	December 27, 2004 until needs are met
SALARY	\$3,020.91 - \$3,742.45 MONTHLY \$3,110.09 - \$3,957.91 (EFFECTIVE 01/01/08) \$3,202.27 - \$4,187.82 (EFFECTIVE 01/01/09)
POSITION INFORMATION	Positions allocable to this class plan and provide nutritional care to patients by interpreting and adapting physician prescribed diets to individual needs and preferences and counsels patients about their food requirements, eating habits, and the essentials of nutrition.
ESSENTIAL JOB FUNCTIONS	<p>Develops a nutrition care plan for individual patients by reviewing physician's diagnosis, diet orders, laboratory test results and selecting appropriate foods; calculates quantity of each food serving necessary to provide a nutritionally balanced diet compatible with physician's diagnosis, considering such variables as food availability, patient's socio-economic status, food preferences, and ability to chew and swallow food.</p> <p>Interviews patients to obtain detailed diet histories in order to incorporate the patient's normal eating habits into the therapeutic diet plan to the maximum possible extent; records observations and other pertinent information for inclusion in the medical record.</p> <p>Prepares for patient counseling by reviewing medical chart to obtain such information as physician's diagnosis, diet orders, medication prescribed, allergies and any other data which will aid in communication with the patient.</p> <p>Confers with other allied health team members, such as physicians, nurses, and social workers, to obtain pertinent information which will aid in communication with the patient and in formulating a nutrition care plan.</p> <p>Counsels patients regarding their dietary needs and the relationship between their illness and diet, and motivates patients to maintain their diets.</p> <p>Attends hospital rounds and conferences, answering questions on dietary matters raised by members of the inter-disciplinary health team and suggesting diet changes for patients having difficulties such as unexpected weight loss or gain, food allergy reactions, or adverse interaction with drug therapy as a result of a prescribed diet.</p>

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

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Plans, organizes and conducts lectures or leads discussions for groups of patients with similar medical conditions and diet restrictions to motivate these patients to continue on their diets by giving them insight into the importance of diet in the treatment of their medical conditions.

Plans and presents lectures and conducts discussions with community groups and groups of allied health team members on food-related subjects such as normal nutrition and diet therapy as they relate to conditions such as pregnancy, hypertension, and diabetes.

Develops or adapts charts, graphs, written handouts and other visual aids to aid in teaching and counseling activities.

Observes meal service on wards and solicits patients' comments about food acceptability; informs dietary management about patient complaints and personal observations regarding the quality of the food and the meal service.

Trains food service workers in the performance of a variety of tasks related to the serving of meals and assigns and reviews their performance of these tasks.

Plans, develops, and conducts classroom instruction for food service workers on sanitation, safety, and hygiene in connection with food storage, food preparation, patient meal service, and related areas.

Provides on-the-job instruction in the detailed aspects of assignment to dietetic trainees, student dietitians, dietetic technicians, and others.

Registration or eligibility for registration as a registered Dietitian by the American Dietetic Association.*

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information: *Applicants must submit a copy of their registration as a Registered Dietitian **at the time of filing.**

Shift: Any Shift

APPOINTEES MAY BE REQUIRED TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS AND HOLIDAYS.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

The eligible register resulting from this examination will be used to fill vacancies located in the Los Angeles County Sheriff's Department, Correctional Services Division, Food Services.

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

MINIMUM REQUIREMENTS

SPECIAL INFORMATION

VACANCY INFORMATION

EXAMINATION CONTENT

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

Applications must be submitted on business days **ONLY** either in person or by mail between 8:00 a.m. and 4:30 p.m. at the address listed below. Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. **This examination will remain open until the needs of the service are met, and is subject to closure at any time.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Minimum Requirements". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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