



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NO.: 770-2370, POSTED JANUARY 17, 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. 770-2477

Posting Date: April 27, 2007

<b>JOB TITLE</b>	<b><u>DIETETICS ADVISOR, SHERIFF</u></b>
<b>EXAM NUMBER</b>	J4799D
<b>FILING DATES</b>	December 27, 2004 until needs are met
<b>SALARY</b>	\$3,705.73 - \$4,599.45 <b>MONTHLY</b> \$3,816.36 - \$4,868.00 (Effective 01/01/08) \$3,929.27 - \$5,152.36 (Effective 01/01/09)
<b>POSITION INFORMATION</b>	Positions allocable to this class plan and provide technical advice and instruction to Sheriff's Department culinary personnel to ensure the establishment and maintenance of legally prescribed dietary standards at all detention facilities.
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Plans and develops standard therapeutic diet menus by modifying the facility's regular menu for required food item restrictions and substitutions, instructs Stewards in the preparation and apportionment of dietetic meals, and oversees the service in the Central jail hospital of patient meals by food service workers and trustees.</p> <p>Prepares and advises Stewards on the use of an exchange list to facilitate the substitution of foods of comparable nutritional value whenever menus must be revised due to the unavailability of food items planned for service.</p> <p>Conducts inspections of the food storage, preparation, and service areas at all Departmental detention and custodial facilities and evaluates conformance to standards established by the State Board of Corrections; reports any deficiencies found to the Administrative Steward for appropriate corrective action.</p> <p>Analyzes proposed menus submitted to the Administrative Steward by each Departmental detention and custodial facility for daily nutritive content and identifies overages and underages in such content; recommends to the Administrative Steward alternative kinds and quantities of food items which need to be added to daily menus to meet State Board of Correction standards.</p> <p>Verifies, during inspection tours of Departmental facilities, that food is being prepared in accordance with written recipes and served in the quantitative portions specified on the approved menu; recommends to Administrative Steward how specific nutritive deficiencies identified can be made up during the balance of the day.</p> <p>Reviews the completeness and accuracy of records maintained at each Departmental detention and custodial facility on the menu and portion size of food</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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION  
REQUIREMENTS**

items served inmates to ensure Departmental conformance to State Board of Corrections requirements.

Advises the Administrative Steward in the development of new and varied menu items to resolve complaints from inmates at individual facilities within the framework of the dietary requirements set by the State Board of Corrections.

One year's paid experience planning and providing nutritional care to patients by interpreting and adapting physician prescribed diets to individual needs and preferences at the level of Dietitian.\*

**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:** \*Experience at the level of Dietitian means experience as a Registered Dietitian by the American Dietetic Association.

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

**\*Accredited Institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited Institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.**

**SPECIAL  
INFORMATION**

**Shift:** Any Shift

**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.

**VACANCY  
INFORMATION**

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.

**EXAMINATION  
CONTENT**

This examination will consist of an evaluation of education, 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.**

**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 Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection 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](http://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.