POSITION OPENING

POSITION: Program Analyst/Registered Dietitian I, II or III
Must be RD eligible by May 2019
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 650

LOCATION: Center for Healthy Communities (CHC)

COMPENSATION: Pay will be commensurate with experience and education
- Program Analyst/RD I $18.00 - $27.00/hour
- Program Analyst/RD II $21.60 - $30.38/hour
- Program Analyst/RD III $25.92 - $35.71/hour

ESSENTIAL JOB FUNCTIONS:
Under the direction of administrative and programmatic staff, this Program Analyst/RD will be responsible for day-to-day fiscal and program, report management activities and communication with various partners. Other primary duties include grant proposal development, report deadline management, staff training on programmatic and reporting requirements, scope of work and budget monitoring. In addition, this position would provide support for our RD service work involving general nutrition counseling and trainings to E-Center staff. Previous experience must demonstrate the ability to perform the functions described above as well as skills to communicate verbally and in writing with clarity and proficiency; mentor student staff; be flexible in response to ideas and points of view; and set priorities and deadlines to ensure projects are completed and issues are responded to in a timely manner. The candidate must possess strong interpersonal, planning and organizational skills and have the ability to establish and maintain cooperative relationships with partners.

50% of this position will be engaging in Program Analyst responsibilities and 50% will be engaging in RD responsibilities.

The Program Analyst Responsibilities include the following:
- Providing fiscal, grant, and contract management support by tracking financial, administrative and personnel activities to ensure all stipulations regarding the use of funds are met;
- Working/communicating with Center, University, RF, RESP, and funder staff on audit preparation activities and programmatic and fiscal activity tracking to ensure regulatory compliance;
- Tracking state/cost share and federal share expenditures;
- Preparing quarterly tracking reports, projecting expenditures and completing budget adjustments requests;
- Submitting timely and accurate reports to funders;
- Overseeing the development of contracts including the scope of work, project descriptions, budgets and budget justifications;
- Developing new or modified guidelines and procedures for administering program services or fiscal tracking;
- Researching, interpreting and applying appropriate funding agency regulations and requirements in both the design and implementation of program activities as well as the review of expenditures to support such activities;
- Participating in and assisting with staff training on programmatic and fiscal requirements;
- Contributing to the development of long-term goals and strategic objectives for the organization;
- Participating/attending center committee and professional group meetings;
- Mentoring student interns and staff on various administrative tasks as a means to strengthen the academic mission of the university;
- Supervision of non-benefited employees.

The RD responsibilities include the following:
General Nutrition Counseling through Medical Office Partnership(s) with CHC:
- Provide Medical Nutrition Therapy (MNT) and Consultation/motivational interviewing (MI) counseling with parents and individuals in an appointment or class setting as requested;
- Conduct nutrition assessments for physician driven referrals;
- Develop and implement nutrition plans based on patient’s needs;
- Communicate with physician regarding patient plans and treatment goals.

Nutrition counseling and training coordination will be provided to E-Center through a partnership with CHC and includes the following activities:
Nutrition Counseling includes:
- Provide counseling with parents (up to 10 appointments or consultations per year) regarding nutrition-related disease states/issues as requested by Health and Nutrition Coordinator/Manager. This may include identifying barriers for behavior change, key strategies for practical behavior change, provide eligibility screening and

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/cup.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
referrals for eligible social services, identify daily goals, and plans to follow-up with the physician and/or Health and Nutrition Coordinator/Manager;

- Participate on Health Services Advisory Committee as invited and upon availability.

**Training Coordinator:**

- 20 trainings will be conducted in-person throughout the E Center service area and will be 1-2 hours in duration, unless otherwise requested. RD will prepare training objectives, agendas, evaluations and Power Point presentations for each training. Trainings will include a variety of teaching methods including direct instruction, demonstrations, hands-on learning experiences, group discussions and peer teaching. Trainings can cover a variety of topics such as healthy eating in your children, food safety and strategies for picky eaters. Providing trainings to CHC staff, as well as foodservice and public health staff, on topics such as clinical nutrition, food/labor cost effectiveness, food safety/sanitation, and food production as needed/requested.

**EMPLOYMENT STANDARDS:**

**Program Analyst/RD eligible classification** will be determined based on the following qualifications:

- PA I requires at least one year of full-time related work experience assisting with budget management, program or fiscal reporting, and/or basic accounting at CHC or a similar organization and RD (or RD eligibility*)
- PA II requires at least three years of full-time related work experience assisting with budget management, program or fiscal reporting, and/or basic accounting at CHC or similar organization and RD (or RD eligibility*)
- PA III requires at least six years of full-time related work managing budgets and/or submitting program and fiscal reports at CHC or similar organization OR at least three years of full-time related work managing budgets and/or submitting program and fiscal reports at CHC or similar organization AND a Master’s degree or PhD in business, public health, management, or closely related field AND credentialed RD

* RD “eligible” refers to candidates who have completed a credentialed dietetic internship. An RD “eligible” hire must pass the RD examination within 6 months of hire before the RD status can be counted towards your job classification and/or pay.

The successful candidate must also be able to illustrate experience working with low-income communities. In addition, the candidate must possess a valid CA driver’s license, provide proof of automobile liability insurance, and participate in the DMV Employer Pull Notice Program (driving record) during employment. Must also be able to successfully clear a fingerprinting background check (Live Scan) prior to employment.

**BENEFITS:** Benefits include employer paid life insurance ($50,000) and long-term disability; options for health, dental and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave accrual (12 days/year); employer contributions to your 403(b) retirement plan (up to 8% based on years of service).

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references
- RD ID # or proof of RD eligibility

**APPLICATION DEADLINE:** Application deadline is 5:00 p.m. on May 3, 2019. Applications can be submitted:

- **BY MAIL:** CSU, Chico Research Foundation
  25 Main Street, Suite 206
  Chico, CA 95928-5388

- **IN PERSON:** CSU, Chico Research Foundation
  25 Main Street, 2nd Floor suite 206
  Chico, CA

- **BY EMAIL:** rhrjobs@csuchico.edu

- **BY FAX:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 OR **VISIT OUR WEBSITE:** http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.