



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED INFORMATION**

APPLICATION  
EDUCATION AND EXPERIENCE  
TEST  
FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**DIETITIAN (HHC)  
Exam No. 5020  
(For The New York City Health and Hospitals Corporation Only)**

**WHEN TO APPLY: From: May 6, 2015**

**APPLICATION FEE: \$54.00**

**To: May 26, 2015**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Dietitians (HHC), 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 (HHC) perform related work.

**Special Working Conditions:** Dietitians (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays. Additionally, Dietitians (HHC) 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 \$39,868 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 New York City Health and Hospitals Corporation (HHC).

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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 file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, May 23, 2015 and Monday, May 25, 2015.**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.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."

**HOW TO QUALIFY:** 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.

**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) or Registered Dietitian Nutritionist (RDN).

**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 or a Registered Dietitian Nutritionist at the time of appointment. See the *Guide to Completing the Education and Experience Test* on page 5 for detailed instructions on how to complete the Education and Experience Test.

**The education requirement must be met by June 30, 2015. The registration or eligibility for registration and experience requirements must be met by the last day of the Application Period (May 26, 2015).**

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.

**You must clearly specify in detail all of your relevant education, registration or eligibility for registration, and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education which you obtain after June 30, 2015 or registration or eligibility for registration and experience which you obtain after the end of the Application Period.

**Medical Requirement:** In accordance with applicable Federal, state and local laws and regulations, HHC 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. Additionally, eligibles must pass a drug screening test prior to the date of appointment.

**Residency:** 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 HHC.

**Assignment of Duties:** Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities 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 screening will be obtained prior to considering a candidate for employment as a Dietitian (HHC). Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position that requires child-care responsibilities.

**The Protection of People with Special Needs Act:** Article 20 of the NYC 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.

**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 Test:** Fill out **Sections A.1 (if applicable), A.4, A.6 (if applicable), B, C, and D (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

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 possess a **Verification Statement** to confirm that you have met the academic requirements for an Academy of Nutrition and Dietetics approved program. In addition, if you meet the qualification requirements and wish to apply for additional credit for graduate course work specified in “The Test” section, 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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a “**course-by-course**” evaluation (including “document-by-document”) of your foreign education which will include both your undergraduate and graduate courses. 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 on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points **in only one of the following experience categories** on the following basis:

**For satisfactory, full-time experience as a clinical, therapeutic, teaching or production dietitian in a hospital, health-related or skilled nursing facility:**

	<b>You will receive:</b>
At least 1 year but less than 3 years	15 points
3 or more years	20 points

**For satisfactory, full-time experience as a dietitian in charge of food production in the main kitchen of a non-health related institution or organization:**

	<b>You will receive:</b>
At least 1 year but less than 3 years	10 points
3 or more years	15 points

**For satisfactory, full-time experience as a dietitian in a non-health related setting:**

	<b>You will receive:</b>
At least 1 year but less than 3 years	5 points
3 or more years	10 points

**Education/Registration:**

	<b>You will receive:</b>
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 <b>four courses</b> )	1 point
For successful completion of a dietetic internship (1200 hours) approved by the Academy of Nutrition and Dietetics or certification as a New York State Certified Dietitian or New York State Certified Nutritionist	2 points
For Registration as a Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration	6 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. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education, registration, eligibility for registration, certification, and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education which you obtain after June 30, 2015 or registration, eligibility for registration, certification, and experience which you obtain after the end of the Application Period.

Education must be obtained **by June 30, 2015** and registration, eligibility for registration, certification, 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 HHC 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will **NOT** update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security

number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Korean, Khmer, Portuguese, Polish, Russian, Spanish, Tagalog, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, 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 instructions in **Section D** of the Education and Experience Test to indicate your interest in such Selective Certification.

**Selective Certification for Registration, Certification, or Certificate:** You may be considered for appointment to positions requiring registration, certification or a certificate through a process called Selective Certification if you possess any of the following registrations, certifications, or certificates:

- Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration [DRD]
- Board Certified as a Specialist in Pediatric Nutrition by the Commission on Dietetic Registration [DPN]
- Board Certified as a Specialist in Renal Nutrition by the Commission on Dietetic Registration [DRN]
- Board Certified as a Specialist in Oncology Nutrition by the Commission on Dietetic Registration [NOS]
- Board Certified as a Specialist in Gerontological Nutrition by the Commission on Dietetic Registration [NOG]
- Board Certified as a Nutrition Support Clinician by the National Board of Nutrition Support Certification [DNS]
- Certified Diabetes Educator by the National Certification Board for Diabetes Educators [DDE]
- Certificate of Training in Childhood and Adolescent Weight Management by the Commission on Dietetic Registration [DDO]
- Certificate of Training in Adult Weight Management by the Commission on Dietetic Registration [DDU]

If you qualify for one or more of the above Selective Certification areas, you may be given preferred consideration for positions requiring the specific registration, certification, or certificate. If you wish to apply for these Selective Certifications, enter the 3-letter code in brackets located to the right of each area above in **Section D** of the Education and Experience Test. **Your registration(s), certification(s), or certificate(s) will be verified by the appointing facility at the time of appointment.**

**Selective Certification for Registration and Special Experience:** If you are a Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration and have two years of full-time satisfactory experience working with an HIV/AIDS population, you may be considered for appointment to positions requiring this registration and experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this registration and experience. If you wish to apply for this Selective Certification, state "DRA" in **Section D** of the Education and Experience Test. **Your registration and experience will be verified by the appointing facility at the time of appointment.**

**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, 14<sup>th</sup> 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:** HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she 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 HHC.

**Application Receipt:** 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. You will also be mailed an acknowledgment letter within three months of the last date of the Application Period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14<sup>th</sup> 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.

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

## Guide to Completing the Education and Experience Test

### 1. Completing the Licenses and Certificates Section:

- A. If you possess a **Registration as a Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration**, in **Section C**, enter "Registration as Registered Dietitian" or "Registration as a Registered Dietitian Nutritionist" in the *Title of License or Certificate*, and enter "Commission on Dietetic Registration" in the *Issued By* field, enter the date the registration was issued to you in the *Date Issued* field, and enter the expiration date of your current registration in the *Expiration Date* field.
- B. If you are **eligible for registration by the Commission on Dietetic Registration as a Registered Dietitian or Registered Dietitian Nutritionist**, in **Section C**, enter "Eligible for Registration as Registered Dietitian" or "Eligible for Registration as a Registered Dietitian Nutritionist" in the *Title of License or Certificate*, and enter "Commission on Dietetic Registration" in the *Issued By* field, enter the date you were notified by New York State of your eligibility in the *Date Issued* field.
- C. If you are a **New York State Certified Dietitian or Certified Nutritionist**, in **Section C**, enter "New York State Certified Dietitian" or "New York State Certified Nutritionist" in the *Title of License or Certificate*, and enter "Commission on Dietetic Registration" in the *Issued By* field, enter the date the certification was issued to you in the *Date Issued* field, and enter the expiration date of your current certification in the *Expiration Date* field.

### 2. Completing the Education Section:

- A. Enter your baccalaureate degree in dietetics or foods and nutrition in **Section A.4**, and complete all fields.
  - 1. **U.S. Education:** If your degree program in dietetics or food and nutrition was approved by the Academy of Nutrition and Dietetics, in the *Exact Title of Degree* field, enter the title of your degree and "Academy of Nutrition and Dietetics approved" next to the title of your degree.
  - 2. **Foreign Education:** If you have completed a baccalaureate degree program in dietetics or food and nutrition at a foreign institution, your foreign education must have been evaluated by the Academy of Nutrition and Dietetics and you must possess a "Verification Statement." For foreign education, **you must:**
    - a. Enter your foreign baccalaureate degree in dietetics or foods and nutrition in **Section A.4**, and complete all fields; **and**
    - b. You must save an entry in **Section C** documenting the Verification Statement that you possess. Enter "Verification Statement" in the *Title of License or Certificate*, and enter the name of the organization that issued the statement in the *Issued By* field, and enter the date the statement was issued to you in the *Date Issued* field.
- B. If you wish to claim **graduate courses** completed at an accredited college or university in dietetics or food and nutrition in a program approved by the Academy of Nutrition and Dietetics, enter each course in **Section A.6**. You must complete all fields.

### 3. Completing the Employment/Work Experience Section:

- A. For each job, you must fill out all of the fields requested in **Section B** for each employment, including job title, duties/tasks/functions performed, dates of employment, number of hours worked per week, and percentage of time spent performing each duty/task/function.
- B. If you have completed a **dietetic internship** approved by the Academy of Nutrition and Dietetics, you must complete both of the following steps:
  - 1. Enter the internship as a course in **Section A.6**. Complete all fields and enter "Dietetic Internship" in the *Exact Title of Course* field; **and**
  - 2. Enter the internship as a work experience in **Section B** and complete all of the fields requested including job title, duties/tasks/functions performed, dates of employment, number of hours worked per week, and percentage of time spent performing each duty/task/function. In the *Other Name of your Job Title, if any* field, enter "Internship."

### 4. Completing the Selective Certification Section:

- A. If you can speak a foreign language, possess registration, certification(s), certificate(s), and/or have special experience applicable to this exam listed as Selective Certifications in this Notice of Examination, indicate each Selective Certification you qualify for in **Section D**. Please refer to the above Selective Certification paragraphs in the "Additional Information" section for a complete list of all Selective Certifications offered for this exam. **Your foreign language, registration, certification(s), certificate(s), and/or special experience will be verified by the appointing facility at the time of appointment.**

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Application Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.  
Title Code No. 503100; Dietitian Occupational Group

For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)