



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE ST, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

**DIETITIAN (HHC)
Exam No. 3022
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: October 3, 2012
To: October 23, 2012

APPLICATION FEE: \$54.00
*If you pay online by credit card, bank card or
debit card, you will receive a \$5.00 discount.*

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 health care team; maintain liaison with community organizations relating to nutrition education and/or information; may participate in nutritional community health fairs; maintain records and writes reports; perform related work.

(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 \$38,182 per annum. This rate is subject to change. There are four assignment levels within this class of positions. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on 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 forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed on October 8, 2012.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form 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: By the last day of the Application Period, you must have:

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 American Dietetic Association (ADA); or
2. Registration or eligibility for registration by the Commission on Dietetic Registration (CDR) as a Registered Dietitian.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Candidates who qualify under (2) above must submit proof of registration or of eligibility for registration by the Commission on Dietetic Registration (CDR) as a Registered Dietitian (RD).

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 on this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation 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 will be subject to 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 the New York City Health and Hospitals Corporation.

REQUIRED FORMS:

- 1. Application for Examination: If you are applying online,** follow the online instructions. **If you are applying by mail,** make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Fill out sections **A.1 (if applicable), A.4, A.5 (if applicable), A.6 (if applicable), B , C , D (if applicable).** This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying online,** follow the online instructions. **If you are applying by mail,** write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
- 3. Foreign Education (Required only if you need credit for your foreign education to meet the education and experience requirements or for additional credit):** If you were educated outside the United States, you must **attach a copy** of either one of the following verification statements to your Education and Experience Test Paper:
 - (A) A Plan IV Verification Statement** to confirm that you have met the academic requirements for an ADA approved program (the Plan IV program was discontinued in December 1999); or
 - (B) An ADA approved Didactic Program in Dietetics (DPD) Verification Statement** if you missed the December 1999 deadline for Plan IV.

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 Education Fact Sheet included with your application packet. 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 for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Additional Credit:

You will receive:

For each graduate course completed at an accredited college or university in dietetics or foods and nutrition in a program approved by the American Dietetic Association. (up to a maximum of **four points**)

1 point

For successful completion of a dietetic internship approved by the American Dietetic Association or certification as a New York State Certified Dietitian/Nutritionist.

2 points

For Registration as a Registered Dietitian by the Commission on Dietetic Registration (CDR).

6 points

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

At least 1 year but less than 3 years

15 points

At least 3 years

20 points

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

You will receive:

At least 1 year but less than 3 years	10 points
At least 3 years	15 points

For experience as a dietitian in a non-medical setting:

At least 1 year but less than 3 years	5 points
At least 3 years	10 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. **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 and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Education 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.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Mandarin (Chinese), Cantonese (Chinese), French, German, Greek, Haitian-Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g. Ibo, Swahili, Yoruba), and/or 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 Paper to indicate your interest in such Selective Certification.

Selective Certification for Special Experience or Certification: If you are a **Registered Dietitian (RD)**, or if you are a **Registered Dietitian** with two years of experience working with an **HIV/AIDS population**, or if you are **Board Certified as a Specialist in Pediatric Nutrition (RD, CSP), Renal Nutrition (RD, CSR), Nutrition Support Dietitian (CNSD) or Certified Diabetes Educator (CDE)**, or if you have a **Certificate of Training in Childhood and Adolescent Weight Management or a Certificate of Training in Adult Weight Management**, you may be considered for appointment to positions requiring this type of experience or these certification(s) through a process called Selective Certification. If you qualify for Selective Certification(s), you may be given preferred consideration to positions requiring such experience or certification(s). Follow the instructions in Section D of the Education and Experience Test Paper to indicate your interest in such Selective Certification(s).

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

Application Receipt: If you applied online, 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. **If you applied by mail**, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th 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.

List Termination: The eligible list for the New York City Health and Hospitals Corporation resulting from this examination will be terminated one year from the date it is established, unless extended by the Corporation.

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 Paper

1. Describing your Qualifying Education Background:

If you qualify based on having a **baccalaureate degree in dietetics or foods and nutrition in a program approved by the American Dietetic Association (ADA):**

- **In Section A.4:** Enter the information required to describe your baccalaureate degree. Fill in all fields in section.

If you qualify based on your status as a **Registered Dietitian by the Commission on Dietetic Registration or your eligibility for registration:**

- **In Section A.4:** Enter the information required to describe your baccalaureate degree. Fill in all fields in this section; and
- **In Section C:** Indicate your status as a Registered Dietitian by the Commission on Dietetic Registration or eligibility for registration. Fill in all fields in this section.

2. If you must have your **foreign education** rated to meet the education and experience requirements:

- **In Section A.1:** Indicate that you wish to have DCAS review your foreign education evaluation.
- **In Section C:** Indicate your possession of a “Plan IV Verification Statement” or “Didactic Program in Dietetics (DPD) Verification Statement.”

3. Describing your Education for Additional Credit:

If after meeting the minimum qualification requirements you wish to receive one point for each graduate course completed at an accredited college or university in dietetics or food and nutrition in a program approved by the American Dietetic Association (ADA), up to a maximum of four points:

- **In Section A.5:** Enter the information to describe your graduate degree. Fill in all fields in this section; and
- **In Section A.6:** Enter the information to describe your graduate courses. Fill in all fields in this section.

If you have completed a **dietetic internship** approved by the American Dietetic Association

- **In Section A.6:** Indicate your completion of an approved internship. Fill in all fields in this section.

If you are a **New York State Certified Dietitian Nutritionist:**

- **In Section C:** Enter the information to describe your certification. Fill in all fields in this section.

4. Describing your Employment History for Additional Credit:

Use one Box in Section B for each period of employment. Fill in all fields.

- Fill out all job information in its entirety, describe duties/tasks and functions fully and be sure to assign a percentage of time performing each duty, task or function.

5. Licenses and Certificates:

- **In Section C:** Indicate all applicable licenses and certificates you possess. Fill in all fields in this section.

6. Applying for Selective Certification:

If you have **special experience** or **certifications** applicable to this exam, listed as selective certifications in this Notice Of Examination:

- **In Section D:** Indicate each selective certification you qualify for. Please refer to the above Selective Certification paragraph in the “Additional Information” section for a complete list of all Selective Certifications offered for this exam.

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 and at the DCAS Computerized Testing 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