



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF THE DEPUTY FOR FINANCE

October 4, 2019

OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

POSITION TITLE: Staff Specialist III, **Child Nutrition Program Evaluation Specialist**

POSITION NUMBER: 311607 (JobAps #19-005298-0006) Contractual Position

SALARY: State Salary Grade 18
Salary Range: \$52,687 to \$76,844

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a contractual professional position responsible for monitoring integrity and evaluating the effective implementation of the Child Nutrition Programs (CNP) administered by the Office of School and Community Nutrition Programs (OSCNP) at the Maryland State Department of Education (MSDE); will assess and enhance the capability and accountability of Maryland agencies operating the CNPs in compliance with federal and State regulations, and strengthen the operational efficiencies of OSCNP procedures.

DUTIES AND RESPONSIBILITIES: Provides program evaluation and conducts data analysis to identify solutions that improve CNP agency integrity and performance outcomes; interprets new and current laws, regulations, and guidelines as related to CNPs; facilitates implementation of policies, procedures, and program changes to inform agencies and OSCNP staff; develops processes and tools for measuring and supporting performance of CNP agencies; recommends improvements to CNP agency performance; provides integrity technical assistance to independent and sponsoring agencies, consultants, and OSCNP staff; plans and develops training materials and programs for current and potential CNP agencies and presents formal and informal training; analyzes provider data, historical trends, etc. to ensure compliance with all federal and State child nutrition policies and procedures to ensure performance and minimize fraud, waste, and abuse.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Public Administration, Food Service Administration, Health Administration, Public Health, Social Work (macro) or a related area.

EXPERIENCE: Three (3) years of professional experience in program evaluation, program/project management, or administration. Experience in Child Nutrition programs is preferred. Experience providing quantitative/qualitative data analysis, training, policy development, quality assurance/continuous improvement and/or change management experience is highly recommended, as is proficiency in Microsoft Word, Excel (or other spreadsheet and data visualization software). Experience in informatics is desirable.

NOTE: Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of federal laws and regulations governing food service and School and Community Nutrition programs; skill in assessing program data, developing goals, implementing process change, and outcomes; skill in organizing, developing, and presenting training programs; ability to interpret federal laws and United States Department of Agriculture (USDA) regulations and their application to OSCNP duties; ability to interpret and implement policies and procedures; ability to organize and manage multiple tasks; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships in a team environment.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Staff Specialist III – Child Nutrition Program Evaluation Specialist - Contractual #311607 (JobAps #19-005298-0006)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **October 18, 2019** – Open until filled.

The Maryland State Department of Education provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.