



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

July 12, 2019

OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

- POSITION TITLE:** Staff Specialist III, Child Nutrition Program Integrity 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 managing the integrity of all Child Nutrition Programs (CNPs) administered by the Office of School and Community Nutrition Programs (OSCNP) which will include the development, review, and coordination of multiple aspects of integrity, including assessing financial viability and building capacity for sponsors/agencies to operate the program, monitoring internal and external performance measures, and conducting statistical analysis.
- DUTIES AND RESPONSIBILITIES:** Identifies solutions to improve CNP agency integrity and performance outcomes; interprets new and current laws, regulations, and guidelines as related to CNPs; facilitates implementation of policies, procedures, program changes, and informs agencies and OSCNP staff; provides integrity technical assistance to independent and sponsoring agencies, consultants, and OSCNP staff; collaborates with cross-functional integrity workgroups and Section Chiefs to achieve desired deliverables; develops processes and tools for measuring and supporting performance of CNP agencies; analyzes provider data and historical trends to ensure compliance with all federal and State child nutrition policies and procedures to ensure performance and minimize fraud, waste, and abuse; plans and develops training materials and programs for current and potential CNP agencies and presents formal and informal training.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Public or Food Service or Health- Administration, Public Health, Social Work (macro) or a related area.
- EXPERIENCE:** Three (3) years of professional experience in nutrition program administration, coordination or management, public policy administration or related area. Program/project management, training, quantitative analysis, policy development, and/or change management preferred. Experience in informatics desired
- 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; knowledge of United States Department of Agriculture (USDA) regulations and their application to OSCNP duties; skill in assessing program data, developing goals, implementing process change, and outcomes; skill in organizing, developing, and presenting training programs; 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 Integrity 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 **July 26, 2019** – Open until filled.