

Minimum Qualification Specifications  
for the Classes:DIETITIAN II, III, IV & VEducation Requirement:

Bachelor's degree from an accredited four (4) year college or university with a course of study approved by the Academy of Nutrition and Dietetics, including the successful completion of a dietetic internship, or other equivalent clinical component approved by the Academy.

Experience Requirement:

Applicants must have had progressively responsible professional dietetic or nutrition experience of the kind and quantity described in the following table:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Dietitian II	0	0	0
Dietitian III	1	0	1
Dietitian IV	2	*	2
Dietitian V	2	1	3

Specialized Experience: Professional dietetic or nutrition experience that provided the applicant with a full professional understanding of the theories of dietetic therapy and their application in the maintenance, improvement and/or recovery of good health.

For levels III and higher, at least one (1) year of experience must have been comparable to the next lower level in this series.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

\*For Dietitian IV positions, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Registration Requirement:

For Dietitian III level and above: Applicants must be registered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

For Dietitian II level: Applicants may be registration eligible by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics and must obtain registration within one (1) year from date of hire.

Substitutions Allowed:

Substitution of Education for Experience: Possession of a master's degree in foods and nutrition, dietetics or institutional food management may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes DIETITIAN II, III, IV & V, to change the certifying Commission of Dietetic Registration from the American Dietetic Association to the Academy of Nutrition and Dietetics, effective June 6, 2017.

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This is an amendment to the minimum qualification specifications for the classes DIETITIAN II, III, IV & V, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum qualification specifications for the classes DIETITIAN II, III, IV & V, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum qualification specifications for the classes  
DIETITIAN II, III, IV & V, to clarify the registration requirement, effective May 20, 2004.  
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This is an amendment to the minimum qualification specifications for the classes  
DIETITIAN II, III, IV & V, to clarify the education requirement of a Bachelor's degree  
from an accredited four (4) year college or university and to delete the test requirement,  
effective December 15, 2003.  
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This is an amendment to the minimum qualification specifications for the classes  
DIETITIAN II, III, IV & V approved on February 10, 1986.  
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This class is adopted from the State of Hawaii, relative to the transfer of classification  
and compensation jurisdiction to the Hawaii Health Systems Corporation, effective  
July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.  
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DATE APPROVED: June 16, 2017

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JUANITA LAUTI  
Director of Human Resources