Class Specifications
for the

PUBLIC HEALTH NUTRITIONIST SERIES

Nutrition is the science that deals with the effects of food, nutrients, and related dietary factors on human health. Public health nutrition involves the study of the interaction of the social, economic, cultural, and psychological factors which influences eating habits and the promotion of health to achieve and maintain optimal nutritional status in the population and to prevent and/or alleviate nutrition related health problems.

This series includes all positions, the duties of which are to provide and/or supervise the provision of, direct nutritional services and nutrition education to groups and individuals in the general population.

Also included in this series are positions which provide, and/or supervise the provision of, nutrition education and consultation to program administrators, health program staff and other allied public and private health agencies and institutions.

The work involves identification of specific health problems which may be affected by nutritional deficiencies; assessment of the nutritional status and needs of individuals and groups within the community; development of goals and objectives in terms of health status and behavior necessary to achieve objectives; assuring the quality of nutrition services; development of care plans for individuals and nutritional education plans for areas/groups; preparation, review, selection and dissemination of nutrition education material; coordination of nutrition services with other public health and related agencies; and evaluation of the effectiveness of the care plan and nutrition education plan in achieving goals and objectives.

Levels in this series are distinguished on the basis of various combinations of the following factors:

1. Nature and scope of assigned responsibilities.
2. Supervision received.
3. Supervision exercised.
4. Nature and purpose of personal contacts.
5. Nature and scope of recommendations, commitments, and decisions.
6. Managerial responsibilities.
7. Knowledge and abilities required.

- -

This is an amendment to the class specification for the class PUBLIC HEALTH NUTRITIONIST II, approved on October 30, 1969, and the first class specifications for the new classes PUBLIC HEALTH NUTRITIONIST III, IV, V, VI, which replace PUBLIC HEALTH NUTRITIONIST III (6.666), IV (6.670), V (6.672), VI (6.674), approved on October 30, 1969.

DATE APPROVED: 7/24/84

JAMES H. TAKUSHI
Director of Personnel Services

PUBLIC HEALTH NUTRITIONIST II 6.664

Duties Summary:

Under the immediate supervision of a higher level Public Health Nutritionist, performs a variety of direct service, education and consultation work in public health nutrition; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level for the Public Health Nutritionist series. An incumbent of a position in this class performs a variety of direct service, education and consultation work in public health nutrition under the immediate supervision of a higher level Public Health Nutritionist who assigns work, provides technical advice and assistance in assessing community needs, developing nutrition education plans and providing consultation while work is in progress, and reviews work for technical adequacy and accuracy. As the incumbent becomes more competent in performing assigned work, there is less supervision.

Examples of Duties:

Under the supervision of a higher level Public Health Nutritionist, participates in all phases of public health nutrition work for training purposes; observes a wide variety of public health activities and services; develops and carries out demonstrations and teaching for individuals and groups in areas such as food selection, preparation and budgeting; prepares teaching aids such as posters and exhibits; provides services to individuals who have specific food and nutrition problems; assists in providing services to group care facilities to improve standards of food service and nutrition; participates in assigned portions of surveys and studies in relationship of dietary factors

to health and disease.

Knowledge and Abilities Required:

Knowledge of: The science of human nutrition in health and disease, principles of education and consultation.

Ability to: Establish and maintain effective working relationships with individuals and groups; speak effectively to groups and individuals.

PUBLIC HEALTH NUTRITIONIST III 6.665

Duties Summary:

Provides direct and indirect nutrition services including diet counseling and nutrition assessment in a specialized clinic of a statewide public health nutrition project; develops, implements and evaluates a nutrition education plan for clinic participants; in a developmental capacity, plans, develops and conducts a program of nutrition education and consultation to other professionals and the public in a geographic area; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions at this level are generally of two types:

Type 1: Positions which are responsible for independently providing direct nutrition services to the full range of cases and coordinating the day-to-day activities of a clinic in a statewide public health nutrition project, such as the Special Supplemental Food Program for Women, Infants and Children (WIC). Responsibilities also include assessing the overall nutritional needs of clinic participants and developing, implementing and evaluating an annual nutrition education plan for the clinic based on the assessment. The work is characterized by effective utilization of a wide variety of public health nutrition counseling skills and the exercise of informed professional judgment in the process of assisting clients to become aware of the effect of nutrition on their health and to choose the proper foods for themselves and their families.

Typically, a higher level Public Health Nutritionist provides general and technical supervision over the specialized clinics. There may be positions working in general clinics where the head of the clinic is not a Public Health Nutritionist. In such cases,

general supervision is provided by the head of the clinic with technical consultation and guidance available from a higher level Public Health Nutritionist.

Type 2: Positions which provide direct and indirect services to individuals and groups and plan, develop, conduct and evaluate a program of nutrition education and consultation services under closer supervision. The work involves independently conducting assigned needs assessment studies and planning, developing and conducting appropriate programs. Instructions on the scope and objectives of assignments are received and guidance is available when problems or difficulties arise, although the incumbent is expected to complete the assignment and prepare recommendations independently.

Examples of Duties:

Type 1: Provides direct and indirect nutrition services to eligible individuals including diet counseling and development of individual nutrition care plans; determines eligibility of applicants for services, recommends type and amount of assistance or service client should receive; coordinates clinic activities; prepares oral and written reports of clinic activities; monitors food vendors in an assigned geographical area; conducts nutrition needs assessment of clinic participants; develops nutrition education plan to address nutritional needs of participants; conducts in-service training for paraprofessionals who conduct group nutrition education for clinic participants; reviews available nutrition information and prepares educational materials and visual aids; provides nutrition consultation to professional staff such as public health nurses, physicians and other health personnel; supervises paraprofessional and clerical staff assigned to the clinic; participates in the review, selection and evaluation of subordinates; develops and maintains cooperative relationships with civic, governmental and educational groups.

Type 2: In a developmental capacity, plans, develops and conducts a program of nutrition education and consultation services; studies nutritional needs of a segment of the population, and makes recommendations as to solutions to problems or alternatives for action.

Knowledge and Abilities Required:

Knowledge of: Current science and practice of human nutrition in health and disease; public health principles and practices; effect of socio-economic and/or cultural differences on food habits; research methods and principles of evaluation used in nutrition and dietary studies; community resources in public

health; basic principles of supervision; human behavior and techniques for affecting change; principles of education.

Ability to: Apply knowledge of nutritional science in providing services to individuals and groups; establish and maintain effective working relationships with other staff members, representatives of other departments, community groups and the general public; make effective oral presentations to groups and individuals; develop and use effective teaching techniques; write clearly and effectively.

PUBLIC HEALTH NUTRITIONIST IV 6.667

Duties Summary:

Plans, develops, conducts and evaluates a program of nutrition education and consultation services in an assigned geographical area; or provides direct nutrition services and nutrition education and consultation in a highly specialized program area independently; and performs other related duties as assigned.

Distinguishing Characteristics:

Public Health Nutritionist positions at this level are generally of two types:

Type I: Positions working independently under general supervision and responsible for planning, developing, conducting and evaluating a program of nutrition education and consultation for health professionals, and allied health or educational staff and for the general population in an assigned geographical area. Geographical assignments involve continuing responsibility for the full range of public health nutrition services provided in the assigned area including program planning and evaluation, establishment of priorities and development and maintenance of public understanding, sound working relationships and coordination of services with a wide range of residents.

Type II: A position whose work primarily involves providing diagnostic evaluations, developing treatment plans, and providing nutrition education and consultation services for a clientele in a complex specialized area, requiring a highly technical and specialized level of knowledge, skills and abilities not normally required in usual nutrition cases. A position of this type reflects a highly competent and experienced worker whose assignments involve a high degree of independence in their performance due to the specialized nature of the work. The

incumbent handles cases where critical nutrient deficiencies or imbalances can lead to permanent physical and/or mental impairment. Technically sound recommendations and decisions on diagnostic evaluations and treatment plans are made independently at this level. Initiative in seeking technical consultation from within and outside the department rests with the incumbent of a position in this class.

Examples of Duties:

Develops, implements, and evaluates program plans for nutrition service for an assigned geographical area or specialized public health program area; provides nutrition consultation to professional and allied health staff in public health and related agencies in the assigned geographical area or specialized public health program area; assures quality nutrition services in group care facilities by participating in the review and revision of State and Federal regulations pertaining to nutrition and food service management for hospital, medical facilities and care homes, boarding homes, special treatment facilities; serves as resource person on State regulations governing food service in day care centers and adult boarding homes in the geographical area; plans, prepares, and conducts education programs in nutrition for public health nurses, nutritionists, dietitians, educational staff and care home operators and the public; studies indices of local health conditions and recommends activities for correction as needed; prepares and updates nutritional education material such a pamphlets, visual aids, exhibits, etc.; makes nutrition education presentations; prepares and collects a library of nutrition education literature and audio-visual material; coordinates, conducts and/or participates in regular study sessions to update staff nutrition information; represents the Branch on community and/or Departmental committees and task forces; regularly inspects care homes, and medical and special treatment facilities to evaluate their food service programs and the nutritional status of residents; plans and participates in in-service education activities involving departmental staff and providing field experience to other workers and students in nutrition; establishes and maintains current reference material on nutrition in health and disease, food and food values, food management and nutrition, and teaching aids; makes recommendations for licensing of care homes and medical facilities; provides diagnostic evaluation services, develops specific treatment plans and provides direct services to clients, plans follow-up nutrition services, participates in team conferences regarding total needs of the client.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, must have:

Knowledge of: Principles of institutional food service management; mass media communication; nutrition principles and practices directly related to the specialized area of concern.

Ability to: Make sound recommendations based on objective evaluation of data, organize and coordinate nutrition services, and evaluate program adequacy.

PUBLIC HEALTH NUTRITIONIST V 6.668

Duties Summary:

Plans, supervises and evaluates the work of a group of Public Health Nutritionists as a primary assignment; and performs other related duties as assigned.

Distinguishing Characteristics:

Public Health Nutritionist positions at this level are full-time supervisors over the work of other Public Health Nutritionists. The work also involves substantial involvement in program planning and evaluation, preparation and control of budgets, and the direction and coordination of program activities either as full assistant to the chief of the overall public health nutrition program or as program supervisor for a service provided in a group of specialized clinics. The work also involves assuring that appropriate services are provided to eligible clients and is performed under the general administrative supervision of the Branch Chief.

Examples of Duties:

Provides direction, assistance and advice to subordinate professionals on technical administrative problems and policies and procedures; prepares various management reports; plans and organizes staff conferences and meetings; participates in the preparation and control of budgets; directs and coordinates program activities in the assigned area; conducts special studies on program operations; develops, implements and maintains policies and procedures for the WIC program; establishes work priorities and organizes work to meet program goals and objectives; plans and participates in in-service education activities involving

departmental staff and providing field experience to other workers and students in nutrition; establishes and maintains current reference material on nutrition in health and disease, food and food values, food management and nutrition and teaching aids; supervises the monitoring, review and evaluation of program activities and nutrition education in the assigned geographic areas and/or State and local agencies and clinics; may supervise the accounting of Federal funds; may assess needs and allocate funds accordingly; provides technical assistance to local agencies in development of proposals for funding.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, knowledge of the principles and practices of supervision; management principles as they relate to effective organization of work and utilization of resources and staff; principles and practices of public health administration; and the ability to coordinate activities and resources among various civic, educational governmental, research and other groups concerned with food and nutrition.

PUBLIC HEALTH NUTRITIONIST VI 6.669

Duties Summary:

Plans, develops, directs, coordinates, administers and evaluates a comprehensive statewide program of public health nutrition services for all segments of the population; coordinates public health nutrition activities with related organizations throughout the State; and performs other related duties as assigned.

Distinguishing Characteristics:

This position is the branch chief responsible for overall planning, development, direction, coordination and evaluation of a comprehensive program of public health nutrition services for the overall population of the State. Responsibilities include short and long-range program planning, budget preparation and control, setting of standards, policies and procedures, training, and coordination with Federal, State and private health agencies. The position reports to the division administrator and works under general administrative guidance.

Examples of Duties:

Plans, develops, directs and coordinates a statewide public health nutrition program; develops overall goals and objectives, policies, and standards of nutrition services; prepares budget and monitors expenditures; determines organizational structure and staffing necessary to accomplish goals; participates in administrative staff conferences and integrates nutrition services with other department programs; plans and participates in in-service education activities involving departmental staff and in providing field experience to other workers and students in nutrition; coordinates nutrition program with State, Federal and other private agencies concerned with nutrition and food management; serves as principal resource and consultant on nutritional and dietary aspects of research projects and other programs; prepares and disseminates information on nutrition and food management through news media, publications, and speaking engagements; recruits, selects, trains and evaluates subordinate personnel; resolves personnel complaints and grievances; counsels staff on policy matters and other problems; maintains appropriate records and prepares reports of program; writes grant applications for Federal funds and monitors use of funds upon allocation; reviews staff reports and monitors work plans.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, comprehensive knowledge of the program's goals, objectives, and priorities; thorough knowledge of department policies; the ability to plan and organize work, set priorities, allocate resources, implement plans and evaluate programs and the ability to monitor and maintain quality standards of nutritional care.