

# COUNTY OF SOLANO

## PUBLIC HEALTH NUTRITIONIST

Effective Date of Revision: XX/XX/XXXX

Date of this draft: 4/16/19

Rev. 10/05

### DEFINITION CLASS SUMMARY

~~Provides nutritional consultative services to clients with diet related medical diagnosis and/or plans coordinates or implements and evaluates a program of nutrition education services for a target population.~~

Under direction, this classification is responsible for providing nutrition services for program planning, implementation and evaluation and to provide direct nutrition services for Health and Social Services Department clients participating in various programs. Additionally, incumbents in this classification provide planning, implementation, evaluation and integration of nutrition services within programs and services and provides individualized nutrition assessment, education and counseling to prevent disease, treat disease and to improve the health of individuals, families and the community.

### CLASS CHARACTERISTICS DISTINGUISHING CHARACTERISTICS:

~~This entry/journey- journey level classification in the Public Health Nutritionist series. is characterized by the responsibility for providing nutrition services of program planning, implementation and evaluation and to provide direct nutrition services for Health and Social Services Department patients clients participating in various programs. Incumbents initially work under general supervision, progressing to direction as the incumbent becomes able to independently provide program planning, implementation and evaluation and individualized nutrition assessment, education and counseling formulate nutrition education plans, consulting with medical providers and developing strategies for reaching a high-risk population~~

The class is distinguished from the:

- -Public Health Nutritionist (Supervising) by the latter's responsibility to provide supervision to professionals and support staff within the Nutrition Services Bureau.
- Public Health Nutritionist (Entry) in which incumbents are learning the requirements and responsibilities for the classification.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the Public Health Nutritionist (Supervising) or other higher level staff in the department of Health and Social Services.
- May oversee the activities of the work unit in the absence of the supervisor.

~~**EXAMPLES OF ESSENTIAL DUTIES- DUTIES** -Duties may include but are not limited to the following: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.~~

- Conducts nutritional assessments on individuals and families using anthropometric, biochemical, clinical and dietary information and develops an individualized nutrition care plan as the basis for counseling;
  - eCounsels medically high-risk clients on nutritional needs and dietary modifications with consideration given to the physical, financial, social, emotional and cultural needs and preferences of the individual and family;
  - eEvaluates the effectiveness of nutritional care and revises the care plan as necessary; refers clients to appropriate community, health and social services resources.
- Provides nutrition consultation and technical expertise assistance and serves as program liaison to professionals in County programs-departments, and community agencies in the area of nutrition and health promotion;
  - interprets and disseminates current information regarding food, nutrition, diet and health to health care professionals and paraprofessionals.
- Develops Designs and disseminates nutrition and health promotion information through education reports, social media, bulletins, news releases and radio public service announcements to meet the diverse cultural and language needs of County residents; contacts private industry and community agencies to promote and provide assistance on nutrition education programs;
  - rReviews and evaluates current statistical, epidemiological and demographic data and interprets it findings regarding application to public health nutrition.inputs and analyzes data.
- Develops and implements various health and nutrition related programs; performs program planning development, marketing and evaluation;
  - pPlans and implements related classes and materials;
  - pProvides outreach for program participants;
  - mMarkets programs to community and department clients;
  - eCoordinates special events and speaking engagements regarding program topics.
- Plans, implements, and evaluates nutrition grants;
  - eConducts needs assessments;
  - dDevelops strategies and materials to implements the grant;

- ~~I~~Implements strategies utilizing appropriate evaluation techniques;
  - ~~g~~Generates progress reports;
  - ~~e~~Ensures compliance with grant requirements.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and trends;
  - ~~m~~Makes recommendations for the implementation of changes;
  - ~~r~~Reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

### EDUCATION AND EXPERIENCE:

- Education and Training: Bachelor's degree is required from an accredited college or university, in Nutrition or Dietetics. A Master's degree in Nutrition, Dietetics, Public Health or related field is desirable.

### AND

- Experience: One year working as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).

### LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- ~~Met~~Possess ~~the~~certification as an Registered ~~D~~Dietitian or Registered ~~D~~Dietitian Nutritionist issued by the Commission ofn Dietetics Registration's ~~criteria to earn the RD or RDN credential.~~
- Applicants may be required to possess or have the ability to obtain a valid California Driver's License, Class C.

### JOB RELATED AND ESSENTIAL QUALIFICATIONSREQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Human nutrition and its relationship to health and disease prevention.
- Nutrition assessment based on individual needs, special food requirements and specific medical condition and nutrition counseling.~~s.~~
- Principles and methodology of research, statistical analysis, nutrition investigations and dietary studies.
- Techniques for educating/training the principles of nutrition and its applicability to ~~phases of~~ public health programs.

- Principles of social marketing and use of media for outreach and marketing.

~~Principles, practices, methods, procedures related to nutrition.~~

~~Case management and coordination.~~

- Policy, systems and environmental changes
- Environmental, sociological, cultural and biological factors influencing food practices.
- Nutrition and its role in dietary control of disease in public health programs.
- Principles of planning, implementation, and evaluation of programs.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Community health organizations, resources and current social and economic problems related to public health nutrition.
- Customer service techniques for dealing with customers
- Principles of institutional management related to group feeding, food safety and sanitation.
- Child neglect and abuse laws and reporting requirements.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Standard office procedures, practices, equipment, personal computers, and software.

**Skills and/or Ability to:**

~~Utilize basic office equipment including computers.~~

**Ability to:**

- Perform a needs assessment and design, implement and evaluate nutrition program and projects.

~~Provide effective consultation and technical assistance.~~

- Integrate the nutrition component into public health program and services
- Implement policy, systems and environmental changes to improve the community health.
- Analyze menus and diets for nutritional adequacy.
- Reason logically and creatively.
- Analyze situations accurately and take effective actions; demonstrate flexibility in solving problems; develop and evaluate alternatives.

- Develop and utilize available resources.
- Develop, implement and evaluate nutrition programs.
- Conduct presentations, conferences, workshops and training programs.
- Maintain confidentiality of records and information per pertinent laws/regulations ~~information~~.
- Perform statistical analysis using computer programs; calculate nutritional needs.
- Communicate clearly and concisely with people of diverse socio-economic backgrounds and temperaments, both orally and in writing;
- sSpeak effectively in giving public presentations;
- ~~Pprepare~~ and submit all required documentation ~~reports~~.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations
- ~~Utilize basic office equipment including computers~~ use modern office equipment to include computers and related software applications.

### Experience and Education/Training

#### Experience:

~~One year working as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).~~  
~~One year of public health nutrition assessment and counseling as a nutritionist in a public agency.~~

#### Education/Training:

~~Bachelor's degree is required from an accredited college or university, preferably in Nutrition or, Dietetics or related field. Successful completion of an American Dietetics Association accredited internship. Met the Commission of Dietetics Registration's criteria to earn the RD or RDN credential. . A Masters degree in Nutrition, Dietetics, Public Health or related field is desirable.~~

### SPECIAL REQUIREMENTS SUPPLEMENTAL INFORMATION:

~~Incumbents must be Registered Dietitian Eligible and must obtain certification as a Registered Dietitian issued by the American Dietetic Association~~ Commission on Dietetic Registration ~~as a condition of passing probation.~~

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI) and criminal checks in accordance with the Solano County Background Check Policy.
- ~~Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.~~ Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, and before or after normal business hours.
- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read, and write in a language other than English.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

~~Possession of or ability to obtain a Class C California driver's license may be required.~~

## **SUPPLEMENTAL INFORMATION**

### **ADA COMPLIANCE PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal screen, read, etc.

### **WORKING CONDITIONS:**

- Office Work: Employees in this class will most often be working in an office setting; however, some work may be done in a medical clinic setting, and thus may be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and/or confrontational people.

~~**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.~~

~~**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.~~

~~**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.~~

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YOLANDA IRIGON

Director of Human Resources

~~**BOS Date:** June 30, 2003~~

~~**Established Date:** November 1993~~

~~**CSC Revision Date:** October 12, 2005~~

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: 10/12/2005
- Date Adopted by the Board of Supervisors: 6/30/2003
- Date(s) Revised: XX/XX/XXXX
- Date(s) Retitled and Previous Titles of the Class: N/A
- Class Code: 333120

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