

COUNTY OF SOLANO
PUBLIC HEALTH NUTRITIONIST
Effective Date of Revision: XX/XX/XXXX
Date of this draft: 4/16/19

CLASS SUMMARY

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 provide individualized nutrition assessment, education and counseling to prevent disease, treat disease and to improve the health of individuals, families and the community.

DISTINGUISHING CHARACTERISTICS:

This journey level classification in the Public Health Nutritionist series.

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.

ESSENTIAL DUTIES - *This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.*

- Conduct 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;
 - Counsel 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;
 - Evaluate the effectiveness of nutritional care and revises the care plan as necessary; refers clients to appropriate community, health and social services resources.
- Provide consultation and technical expertise and serves as program liaison to County programs, and community agencies in the area of nutrition and health promotion;

- interprets and disseminates current information regarding food, nutrition, diet and health.
- Design and disseminate nutrition and health promotion information through reports, social media, news releases and radio public service announcements to meet the diverse cultural and language needs of County residents;
 - Review and evaluate current statistical, epidemiological and demographic data and interprets its findings regarding application to public health nutrition.
- Develop and implement various health and nutrition related programs; performs program planning development, marketing and evaluation;
 - Plan and implement related classes and materials;
 - Provide outreach for program participants;
 - Market programs to community and department clients;
 - Coordinate special events and speaking engagements regarding program topics.
- Plan, implement, and evaluate nutrition grants;
 - Conduct needs assessments;
 - Develop strategies and materials to implement the grant;
 - Implement strategies utilizing appropriate evaluation techniques;
 - Generate progress reports;
 - Ensure compliance with grant requirements.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and trends;
 - Makes recommendations for the implementation of changes;
 - Read and interpret 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:

- Possess certification as a Registered Dietitian or Registered Dietitian Nutritionist issued by the Commission on Dietetic Registration's.
- Applicants may be required to possess or have the ability to obtain a valid California Driver's License, Class C.

REQUIRED 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.
- Principles and methodology of research, statistical analysis, nutrition investigations and dietary studies.
- Techniques for educating/training the principles of nutrition and its applicability to public health programs.
- Principles of social marketing and use of media for outreach and marketing.
- 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.

Skill and/or Ability to:

- Perform a needs assessment and design, implement and evaluate nutrition program and projects.
- 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.
- 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;
- Speak effectively in giving public presentations;
- Prepare and submit all required documentation.
- 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
- Use modern office equipment to include computers and related software applications.

SUPPLEMENTAL INFORMATION:

- 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.
- 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.

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 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.

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