

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-510-2166-909</b>
Classification: Public Health Nutrition Consultant III (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Nutritionist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R19	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch/Northern Section/Program Specialists

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### Competencies

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve the Women, Infants and Children (WIC) Program participants.

The Public Health Nutrition Consultant III (PHNC III) (Specialist) serves as a highly skilled nutrition and program services professional responsible for assessing the effectiveness and quality of nutrition and program services provided by WIC local agencies to pregnant, breastfeeding, and

postpartum women, infants, and children; and evaluating the implementation of federal and state policies by WIC local agencies. The PHNC III leads the development, coordination, implementation and evaluation of nutrition and program services to meet the needs of participants, as well as, complex, comprehensive state-wide nutrition, breastfeeding and training campaigns, projects, and initiatives.

The incumbent works under the general direction of the Staff Services Manager (SSM) II, Chief of the Northern Region Section.

The WIC local agency caseload assignment may be statewide and requires up to 35% state-wide travel with overnight stays.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 35% of the time with overnight stays
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of a valid certificate of registration with the Commission on Dietetic Registration of the American Dietetic Association
- Other:

### Essential Functions (including percentage of time)

- 40% Ensure local WIC agencies provide effective participant-centered nutrition and program services by providing technical assistance and monitoring of WIC's local agency operations and practices. Develop policies, procedures, and guidance that pertain to nutrition services, develop, and implement the WIC Program's Nutrition Services Plan (NSP), the WIC Policy and Procedures Manual (WPPM), and any federal or state regulations that govern nutrition and program services, such as the Nutrition Services Standards. Evaluate nutrition and program effectiveness using national, state, and local data to make recommendations for improvements to WIC local agencies and WIC division management. Perform on-site program technical assistance and evaluations of WIC local agencies for implementation and adherence to the WIC WPPM and NSP.
- 40% Lead the development, implementation, and evaluation of comprehensive, complex, and difficult state-wide education, breastfeeding, and training campaigns, projects, and initiatives such as Participant-Centered Services, Education and Training Areas of WIC Web Information System Exchange (WISE), WIC Nutrition Assistant training, and the California Baby Behavior Campaign. Research medical and behavioral literature, and develop, revise, and edit education materials and curricula, reports, memorandums, issue papers and budget proposals on complex subjects pertaining to public health nutrition policy and other needs of the CDPH/WIC Program. Provide legislative bill analysis on nutrition and breastfeeding-related issues.
- 10% Monitor, analyze, and make recommendations regarding national and state public health

status indicators of the population served by the WIC Program. Review trends in program and nutrition-related issues in local WIC agencies and advises the WIC’s Division and local agencies on high-priority matters.

5% Serve as liaison to other preventive health and health programs within state and local health agencies, departments and programs and provides overall leadership on nutrition and program issues to reduce nutrition and program risk factors.

**Marginal Functions (including percentage of time)**

5% Perform other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: JC  
 Date: 12/08/23