

DUTY STATEMENT

Employee Name:	Position Number: 580-510-2166-038
Classification: Public Health Nutrition Consultant III (Specialist)	Tenure/Time Base: Permanent / Full Time
Working Title: Nutrition Education Consultant	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Policy and Health Programs Branch / Health and Nutrition Education Section

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.

Competencies

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](#).

Job Summary

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 Policy and Health Programs Branch, the incumbent serves as part of a team that provides support, training, and implements local and statewide policies which protect and serve the Women, Infants, and Children (WIC) Program participants and local agencies.

The incumbent works under the general direction of the Chief, Health and Nutrition Education Section, Health Program Manager II (HPM II). 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 for evaluating the implementation of federal and state policies by WIC local agencies. The incumbent 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 training campaigns, projects, and initiatives. Travels statewide up to 25% of the time.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 25% of the time, with possible overnight stay(s).
- 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)

- 35% Serves as technical specialist to lead in the development, implementation, and ongoing evaluation of comprehensive, complex, and modernized state-wide education, breastfeeding, and training campaigns, projects, and initiatives related to updated policies, the State Plan, and the Nutrition Services Plan chiefly pertaining to program advances, such as the delivery of WIC services and information via electronic and telecommunication technologies. Examples include computer-based trainings, online education, and mobile friendly materials for the United States Department of Agriculture (USDA) breastfeeding training, evidence-based education campaigns and staff training including WIC Nutrition Assistant training, online education, and the California Baby Behavior Campaign.
- 30% Develops policies, procedures, and staff training that pertain to nutrition services; assists with development and implementation of the WIC Program's Nutrition Services Plan. Uses national, state, and local data to evaluate nutrition and program effectiveness, and makes recommendations for improvements to WIC local agencies and WIC Division management.
- 20% Reviews and research medical and behavioral literature and develops, revises and edits education materials and curricula, reports, memoranda, issue papers and budget proposals on complex subjects pertaining to public health nutrition policy and other needs of the California WIC Program and CDPH. This research is incorporated into materials developed for WIC local agencies, community partners and health care providers that includes

evidence-based information and resources on numerous topics in nutrition and breastfeeding. Develops trainings for WIC local agency staff statewide and ensures that accurate information is provided in participant education and training materials. Updates resources utilized by the PHNC III when reviewing and approving materials developed by local agency staff.

10% Develops reports, memorandums, and issue papers on complex subjects pertaining to public health nutrition policy and other needs of the California WIC Program and CDPH. Monitor, identify, and implement latest communications, education, and training trends and best practices for utilization in strategies, campaigns, and materials.

Marginal Functions (including percentage of time)

5% Performs 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: AG
 Date: December 2, 2024.