

DUTY STATEMENT

Employee Name:	Position Number: 580-310-2166-009
Classification: Public Health Nutrition Consultant III (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Project Officer	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R19	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch/Local Agency Support Section/Program Guidance and Support Unit A

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 mission and strategic plan by serving as a Project Officer responsible for providing technical assistance and training to Local Health Departments (LHDs) funded to conduct obesity prevention interventions. The Public Health Nutrition Consultant (PHNC) III (Specialist) provides nutrition expertise across the branch and with public and private sector partners that work together to advance the Nutrition and Physical Activity Branch's vision, mission, and programmatic priorities.

The incumbent works under the direction of the PHNC III Supervisor in the Program Guidance and Support Unit A.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 25%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provides health education and nutrition expertise to local health department (LHD) grantees implementing Supplemental Nutrition Assistance Program and Education (SNAP-Ed) interventions across the state. Provides guidance, technical assistance and training for grantees, contractors and partners on obesity prevention interventions utilizing nutrition and physical activity strategies, including policy, systems and environmental change approaches. Advises funded local agencies and subcontractors on budgets and implementing and evaluating obesity prevention interventions. Ensures the work of local agencies advances the vision, mission, and programmatic priorities of the branch. Conducts required LHD site visits. Reviews and approves local agency scopes of work, progress reports and deliverables. Ensures local agencies follow funder, state and federal requirements. Advises management of local agency successes, support needs and challenges, appropriately elevating the issue(s) and proposing problem-solving solutions to challenges.
- 30% Provides nutrition expertise across the branch, including, but not limited to, reviews of educational and media materials, policy proposals, bill analyses, and department and agency drills, ensuring they are scientifically accurate and appropriate for the target audience. Provides nutrition expertise for the completion of the annual plan and progress reports submitted by the branch to the U.S. Department of Agriculture and/or other funders. Provides input on the preparation of funding application and strategic planning documents. Prepares a wide variety of policy, technical, and scientific communications, including for briefings, presentations, testimony, journal articles, reports, memos and other correspondence, providing critical reviews, analyses and feedback. Meets deadlines for responding to consumer, staff, partner and department requests for information, ensuring responses are concise, professional and accurate.
- 15% Serves as a highly skilled program consultant for nutrition and obesity prevention. Stays up to date on obesity prevention science and analyzes data and research reports to support intervention recommendations.
- 10% Works with staff at the branch and department levels to develop and issue solicitations for contracts and grants by writing the technical portions of the solicitations, including scopes of work, technical evaluation criteria, and the competitive selection process.
- 10% Participates in unit, section, branch and department meetings. Participates on work groups as assigned. Represents the branch at state-level meetings and conferences.

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: J.F.
 Date: April 2023