



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH NUTRITION CONSULTANT I

Schematic Code: DI10 Classification Code: 2163 Exam Code: 8H1AM01

Examination Type: Open Continuous

FINAL FILING DATES

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

January 17, 2017

April 17, 2017

July 17, 2017

October 16, 2017

January 17, 2018

SALARY

Range A: \$3820-\$4996 per month

Range B: \$4284-\$5605 per month

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO CAN APPLY

Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

NOTE: Applications must show the date of the applicant's notice of eligibility for registration from the Commission on Dietetic Registration, the registration number, title, and expiration date must be on their application. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.) .

AND

Possession of a Master's Degree in Nutrition, Dietetics, Institutional Management, or Public Health Nutrition.

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

POSITION DESCRIPTION

TYPICAL TASKS

Under close supervision, as a trainee, incumbents will be given training to develop and strengthen skills in interpretation, application, consultation, and program planning in public health nutrition, and to gain experience as a public health nutritionist at the State level. Incumbents will be required to perform the more routine assignments in order to apply the principles and methods of public health nutrition, and to develop the knowledge and skills necessary for the successful performance at the first working level.

At the first working level, incumbents work under supervision in an assigned geographic area or special subject matter area. Incumbents provide the less complex nutrition, administrative and program consultation, evaluation, and technical assistance to public and private institutions and agencies on the delivery of nutrition related services; plan, evaluate, and monitor the less complex nutrition services, programs, and studies; participate in the development and evaluation of nutrition and program policies, procedures, and standards; assist in developing, coordinating, and conducting training programs; assist in the more complex health programs, studies, or reports; and other related work. Positions are permanently allocated to this level when the major portions of tasks performed do not include the more responsible, varied, and complex work of the full journey level. **HOW TO APPLY**

HOW TO APPLY

To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

DEPARTMENT OF PUBLIC HEALTH
Examination Services Unit
1615 Capitol Ave., 4th floor, Suite 73-430
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL
THROUGH FAX
THROUGH INTER-AGENCY MAIL

GENERAL QUALIFICATIONS

In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

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CONTACT INFORMATION

All questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-558-1753

EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Public Health Nutrition Consultant I examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

The participating department's reserves the right to revise the examination plan to better meets the needs of the service if the circumstances under which this examination has changed. Such revision will be in accordance with civil service law and rules and all competitors will be notified...

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information must include title, number of semester or quarter units, and name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of unofficial/official transcripts along with the application when using education to meet the entrance requirements for this examination.

SCOPE OF EXAMINATION: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Principles of normal and therapeutic nutrition.
2. Recommended food requirements based on body needs for different age and occupational groups.
3. Expectant mothers and lactating women, and others with special food requirements, such as the chronic and terminally ill.
4. Environmental, sociological, cultural, and biological factors which influence food practices.
5. Nutrition and its application in the dietary control of disease as applied in public health programs.
6. Methods and techniques used in nutrition investigations and dietary studies.
7. Principles of program planning.
8. Principles of food safety and sanitation.
9. Educational methods in training others in the principles of nutrition and their application to various phases of public health programs.
10. Community and public health nutrition programs.
11. Comparative costs of various foods in relation to their nutrition values.

12. Health organizations, resources, and current social/economic problems pertaining to public health nutrition.
13. Principles of group, feeding and institutional management.
14. Consultative techniques.
15. Principles, programs, and practices of public health administration at national, state, and community levels.
16. Principles and methodology of research and statistical analysis.

Ability to:

1. Learn, interpret, and apply State and Federal rules, regulations, policies, and procedures.
2. Effectively provide consultation and technical assistance.
3. Establish and maintain the confidence of and productive working relationships with other health disciplines, agencies, organizations, and the public.
4. Communicate nutrition knowledge for application by other disciplines and the public.
5. Analyze menus and diets for nutritional adequacy.
6. Reason logically and creatively.
7. Analyze situations accurately and take effective action.
8. Develop and effectively utilize all available resources.
9. Be flexible in approach to the solution of problems.
10. Develop and evaluate alternatives.
11. Implement and evaluate less complex programs, studies, and projects.
12. Conduct assigned portions of conferences, workshops, and training programs.
13. Communicate effectively.
14. Prepare reports.

ELIGIBLE LIST INFORMATION

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

VETERAN'S PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (<https://jobs.ca.gov/PDF/SPB1093.pdf>). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (<http://www.cdva.ca.gov>).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

CONDCTIONS OF EMPLOYMENT (631)

Examination Title: Public Health Nutrition Consultant I

Name: _____ (Print: first, middle initial, last)

Final Filing Dates:

January 17, 2017

April 17, 2017

July 17, 2017

October 16, 2017

January 17, 2018

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____ Date: _____