



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH NUTRITION CONSULTANT I
OPEN EXAMINATION
Continuous Testing**

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This bulletin supersedes any prior versions



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

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

HOW TO APPLY: Applications 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). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

Mailing Address:

California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:

California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9212

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

CROSS FILING INFORMATION: If you meet the entrance requirements for this class and/or for Public Health Nutrition Consultant II and/or Public Health Nutrition Consultant III (Specialist) and/or Public Health Nutrition Consultant III (Supervisor), you may file for all examinations on a single application. Indicate the class title(s) for which you are applying in the appropriate section of the application.

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through December 31.

SALARY RANGES: **Range A:** \$3,328- \$4,354 per month. This range shall apply to incumbents who do not meet the criteria for payment in Range B, and is considered the trainee level.
Range B: \$ 3,732 - \$4,884 per month. This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Range A experience or who have met the alternate range criteria outlined in the class specification. This is the first working level.

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: 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.

Positions exist with the Department of Public Health.

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/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected. Please submit a copy of your official degree and transcripts as it relates to meeting the education requirements for this examination.**

MINIMUM QUALIFICATIONS: Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association. **AND**

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

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.)

DESIRABLE CHARACTERISTICS: Willingness to travel in an assigned area or throughout the State, work irregular hours, and possession of a valid driver's license.

GENERAL QUALIFICATIONS: 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.

EXAMINATION INFORMATION: The entire examination will consist entirely of training and experience evaluation weighted 100%. The Training & Evaluation Questionnaire (T&E) is designed to elicit a range of specific information about each candidate's knowledge, abilities, and potential to perform the duties of a Public Health Nutrition Consultant I. The T&E package will be emailed to the applicants.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

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: Possession of the entrance requirement does not assure a place on the eligible list. 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 the open eligible list established for use by the Department of Health Services 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.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first

VETERANS PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All Open Exams/Eligible lists will award Veterans' Preference, regardless of the classification.

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