



**OPEN EXAMINATION
PUBLIC HEALTH NUTRITION CONSULTANT III (Supervisor)**

CONTINUOUS TESTING

DH80 / 2161 8H1AM04

Bulletin Release Date: December 16, 2013

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 (STD. 678) and Supplemental Applications (see Examination Information, page two) 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 hard copy applications 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 I and/or Public Health Nutrition Consultant II, or Public Health Nutrition Consultant III (Specialist), 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 supplemental 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: \$5079 - \$6173 per month

POSITION DESCRIPTION: This is the first, working level supervisor. Under general direction, incumbents supervise a small to moderate group (three to seven) of nutrition consultants. Incumbents may also have supervisory responsibility for a multi-disciplinary nutritionist, administrative, and clerical staff. Incumbents personally perform the most difficult, complex, or sensitive consultation, policy, and program development work.

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.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

Two years of experience performing the duties of a Public Health Nutrition Consultant II in California state service.

Or II

Experience: Four years of increasingly responsible professional experience gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least two years of which shall have been as a nutrition consultant in a public health agency or as an institutional dietary consultant. (Experience gained in California state service applied toward this pattern must include two years performing duties comparable to the Public Health Nutrition Consultant II.) **AND**

Education: Possession of a Master's Degree in Nutrition, Dietetics, Institutional Management, Public Health Nutrition, or other nutrition field. **AND**

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.)

SPECIAL PERSONAL 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 III (Supervisor). 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.

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 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.

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.

VETERAN 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