



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH NUTRITION CONSULTANT II
OPEN EXAMINATION
CONTINUOUS TESTING**



DH90 - 2162 1HADD02

Bulletin Release Date: December 17, 2014

This bulletin supersedes the bulletin released on October 8, 2014

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 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 I 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: The testing office has established the following application cut-off date: February 15, April 15, June 15, August 15, October 15 and December 15. Submission of applications after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

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

SALARY RANGES: \$4556 - \$5981 per month

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: A Public Health Nutrition Consultant II, under general supervision in an assigned geographic area or special subject matter area, independently provides complex nutrition and program consultation and technical assistance to public and private agencies on the delivery of nutrition-related services; plans, develops, organizes, monitors, and evaluates nutrition and food service programs and studies; develops, coordinates, and conducts training programs; may serve in a lead capacity to nutrition consultants and other health related multidisciplinary staff; develops

and evaluates program standards, policies, and procedures of average difficulty; and researches and writes articles and reports for various audiences.

Positions exist with the Department of Public Health and the Department of Aging in Contra Costa and Sacramento County.

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, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

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.

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.)

Either I

One year of experience performing the duties of a Public Health Nutrition Consultant I, Range B, in California state service.

Or II

Experience: Two years of professional experience in nutrition or dietetics gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least one year of which shall have been as 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 one year performing duties comparable to the Public Health Nutrition Consultant I, Range B.)

AND

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

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 examination will consist of a Qualifications Assessment and is the sole component of the Public Health Nutrition Consultant II 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.

The Department of Public Health and California Department of Aging reserve 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.
17. Administration and organization of health care delivery systems
18. Techniques of program planning, development, monitoring, and evaluation.
19. Federal, State, and local laws, regulations, rules, and policies.
20. Principles of public administration including organization, personnel, fiscal, and contract management.

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.
15. Apply to public health programs the principles, techniques, and practices of nutrition.
16. Apply the methods and techniques used in nutrition investigations and dietary studies.
17. Train others in the principles of nutrition and their application to various phases of public health programs.
18. Recommend action on a variety of nutrition programs, project activities, staffing, and budgetary processes.
19. Develop and analyze proposed legislation, regulations, and health program standards.
20. Develop, implement, coordinate and evaluate nutrition programs.

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 and California Department of Aging 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: 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 Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at 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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Public Health Nutrition Consultant II

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

FFD: Continuous

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.

Contra Costa County (0700) _____
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, Selection and Certification Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____

