

PUBLIC HEALTH NUTRITION SPECIALIST

NATURE OF WORK IN THIS CLASS

This is management level nutrition work administering and coordinating the activities of a specific nutrition component. Employees in this class interpret program guidelines and regulations and assist the Public Health Nutrition Administrator (PHNA) in developing and implementing nutrition service delivery standards, procedures, and protocols and in monitoring compliance for the nutritional care of assigned clientele or target population.

ILLUSTRATIVE EXAMPLES OF WORK (These examples may not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the program and activities of a specific nutrition service component; plans, assigns, coordinates, and monitors the work of staff nutritionists in one or more health clinic service delivery area; assists in defining and establishing personnel policies affecting nutrition personnel; assists in the management of personnel related issues or problems confronting program staff.

Develops and implements comprehensive nutrition plans for the nutrition service component of assigned local and/or federal program; advises PHNA on programming and staffing needs; develops and evaluates nutrition health service quality assurance standards, program management policies and client information systems; compiles and analyzes district health and nutritional data to monitor program effectiveness and cost-control; prepares periodic administrative reports.

Participates in preparing and justifying nutrition program budget; participates in monitoring and controlling expenditures within allocations for assigned nutrition program area; participates in preparing and justifying grant proposals and contracts to obtain external sources for expanding nutrition services.

Conducts community assessment of nutrition and diet related health problems and resources to determine the current need for nutrition services of assigned clientele or target population; interprets and disseminates current research-based information on nutrition, diet, and health; updates client nutrition education materials; plans, coordinates, and conducts continuing staff in-service education and career development.

Provides expert nutrition case consultation; evaluates consultation provided to determine its effectiveness in accomplishing objectives.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the current scientific research-based principles, theories, and practices of public health, management, and nutrition.

Knowledge of the principles and practices of effective supervision and management.

Knowledge of the legal base for federal and state public health and public health nutrition services.

Knowledge of nutrition policies and procedures, and departmental rules and regulations.

Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness.

Ability to communicate effectively.

Skill in operational health planning, program implementation, and evaluation.

Skill in conducting community needs assessment; to compile and evaluate data for nutrition services evaluation, development, and delivery.

Skill in grantsmanship.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A) Three years of professional public health, community, or clinical nutrition work and graduation from a recognized college or university with a Master's degree in Public Health Nutrition, Human Nutrition or other nutrition field; or
- B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS: 1) Must be currently licensed to practice by the Guam Board of Allied Health Examiners pursuant to Public Laws 24-329 and 25-192; 2) Must be Registered by the Commission on Dietetic Registration (CDR), the credentialing agency of the American Dietetic Association; and 3) Must possess a valid driver's license.

8.217

AMENDED:	July 2003		
PAY GRADE:	O		
HAY EVALUATION:	Know-how	FI3	264
	Problem Solving	E3(38%)	100
	Accountability	EP1	<u>132</u>
	TOTAL		496

This standard revises and supercedes the standard established JULY 1980 and amended DECEMBER 1991 AND NOVEMBER 1999.



VERNON P. PEREZ
Executive Director
Civil Service Commission