

PUBLIC HEALTH NUTRITION ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is strategic management level nutrition work in a Public Health Department. Employees in this class direct a comprehensive community and departmental nutrition program and services. This position serves as the State Unit Administrator for the federal Women, Infants, and Children (WIC) Program and is accountable to the Western Region, U.S. Department of Agriculture for nutrition program management and development.

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.)

Directs the local and federal programs and activities of the Nutrition Health Services Section.

Develops state health policy on food and nutrition related issues; participates in developing, implementing, monitoring and reviewing health and nutrition standards of care and promotes adoption of a quality assurance system throughout public health nutrition services on the island.

Participates in developing state health department's strategic and operational plans; identifies programs/services which should have a nutrition component, and integrates nutrition services into the overall state public health plan and budget justification.

Assesses the island's nutrition and diet-related health problems and resources to determine present needs and forecast future needs; participates in the design and implementation of the state health department's management information systems and utilizes this data to document, monitor, and evaluate nutrition services, costs, and outcomes.

Serves as a member of the bureau administrator's management team; advises the bureau administrator on nutrition staffing and facility needs; determines data needed for program planning, management, evaluation, and budget justification and determines appropriate methods to collect it; analyzes and summarizes data and reports conclusions in the annual report.

Establishes and defines program policies, determines lines of authority and areas of responsibility, and delegates program responsibilities for the Nutrition Health Services Section.

Prepares, justifies, and monitors the overall Nutrition Health Services Section budget; prepares grant proposals and contracts to obtain external funding to maintain and/or expand nutrition services.

Serves as the department's chief spokesperson on food and nutrition policy and on issues that affect the nutritional health of the island's population.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the current scientific research-based principles and practices of dietetics, nutrition, public health and management required to plan, implement, and evaluate the island's nutrition policies and programs.

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 departmental policies and procedures, rules and regulations.

Ability to generate new hypotheses, cope with unprecedented problems and create new approaches, methods, and interventions.

Ability to communicate effectively.

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

Skill in identifying epidemiological, health status, economic, and social trends with implications for the health and nutritional status of the island population.

Skill in evaluating data management and information systems in order to manage a large budget, delegate key staff responsibilities, assure program accountability and to translate community assessment data into island-wide nutrition policies and programs.

Skill in forecasting fiscal needs, justifying budgets, and grantsmanship.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A) Five years of professional work experience in the field of nutrition or dietetics with at least three years of progressively responsible experience as a Public Health Nutritionist in an administrative, consultative or supervisory capacity and graduation from a recognized college or university with a Master's degree in Public Health Nutrition, Human Nutrition or other nutrition field (for degrees not in Public Health Nutrition, the individual must attain graduate level course work in biostatistics, epidemiology, and health planning and administration); 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.

AMENDED:	July 2003		
PAY GRADE:	Q		
HAY EVALUATION:	Know-how	FI3	304
	Problem Solving	E4(43%)	132
	Accountability	EP1	<u>152</u>
	TOTAL		588

This standard revises and supercedes the standard established FEBRUARY 1986 and amended NOVEMBER 1999.



VERNON P. PEREZ
Executive Director
Civil Service Commission