

**DUTY STATEMENT**

Employee Name:	Position Number: 580-310-2166-909
Classification: Public Health Nutrition Consultant III (Spec)	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Nutrition Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R19	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch/Equity and Strategic Alignment Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by leading and/or co-leading strategic alignment activities in the Nutrition and Physical Activity Branch (NPAB), whose vision is well-nourished, physically active Californians living in healthy communities.

The Public Health Nutrition Consultant III (Spec) (PHNC III) provides nutrition and health education expertise and advanced professional, public health, and administrative guidance related to the assessment, planning, development, implementation and evaluation of major statewide programs,

initiatives, and policy development that support community-based nutrition and public health approaches to improve nutrition security and health of Californians. The PHNC III provide professional and administrative guidance on the development of statewide strategies and programmatic policies for the planning and implementation of interventions focusing on nutrition and healthy eating across settings; assists leadership with planning and implementation of obesity prevention strategies and other nutrition and physical activity-related activities; and works in collaboration with cross-sectional teams within the NPAB and across state government to drive state-level nutrition education and obesity prevention interventions and evaluation of program impacts in accordance with state and federal funding requirements. Travel in-state is required up to 10% of the time.

The incumbent works under the general direction of the Health Program Manager II, Chief of the Equity and Strategic Alignment Section.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 40% Provides nutrition and health education expertise and supports highly complex and sensitive branch projects involving external partners, grantees, contractors, and/or internal staff. Provides advanced-level, statewide consultation as the Branch's technical specialist in nutrition and public health. Provides expert knowledge contributing to contract development and maintenance, procurement management, requests for proposals and requests for applications and other funding vehicles, as required, to advance public health approaches to obesity prevention, technical assistance, and to engage prevention policy, systems, and environmental (PSE) changes and partnership subject matter experts. Ensures cross-sectional coordination and collaboration of programmatic and branch-level directed initiatives. Reviews recommendations and analyses of data collected from programmatic activities and projects to ensure alignment with Branch strategic direction. Serves as member of the strategic alignment team, working on activities related to strategic planning and alignment for the promotion, development, implementation and evaluation of branch priorities and programs. Delivers advanced nutrition and food science guidance for Branch and Department projects, ensuring policy proposals, bill analyses, regulations, and drills are accurate, evidence-based, and suited to the target audience. Prepares a wide variety of policy, technical, and scientific communications, including briefings, presentations, testimony, journal articles, reports, memos and other correspondence, providing critical reviews, analyses, and feedback. Provides timely, expert, and professionally prepared responses to inquiries from consumers, staff, partners, and Department stakeholders, ensuring statewide consistency and accuracy of information.

- 25% Maintains expert-level awareness of advancements in nutrition and health education, policy development, research, and grant-writing, including key emerging areas such as learner-centered education, ultraprocessed foods, nutrition security, dietary guidelines, food systems, and equity-informed public health practices. Researches existing and emerging nutrition and health education approaches that support public health goals and outcomes to promote and support community engagement practices.
- 20% Provides technical expertise in the areas of nutrition and health education to develop and review evidenced-based direct and indirect educational materials, such as fact sheets and tip sheets, posters, cookbooks, nutrition messaging, curricula, toolkits, etc. Provides technical expertise in the areas of nutrition and health education to develop and review evidenced-based training and technical assistance materials directed at consumers, the public, partners, government entities, and/or others as determined.
- 10% Contributes to the preparation of funder-required documentation and reporting and a wide variety of policy, and technical and scientific communications, including critical analyses, legislative analyses, reviews, evaluation findings, briefings, presentations, testimony, journal articles, reports, memos, and correspondence including tabular, graphic, statistical, and electronic displays.

**Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as assigned.

Regions			
Region	Counties	Available Headquarter Locations	
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento	

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: JJ

Date: 3/19/26