

DUTY STATEMENT

Employee Name:	Position Number: 580-510-2166-909
Classification: Public Health Nutrition Consultant III (Specialist)	Tenure/Time Base: Permanent / Full Time
Working Title: Nutrition Education Consultant	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R19	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Policy and Health Program Branch / Health and Nutrition Education 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.

Competencies

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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Local Policy and Health Programs Branch, the incumbent is part of a team that provides support, training, and implements local and statewide policies which protect and serve the Women, Infants, and Children (WIC) Program participants and local agencies.

The incumbent works under the general direction of the Chief, Health and Nutrition Education Section, Health Program Manager II (HPM II). The Public Health Nutrition Consultant III (PHNC III) (Specialist)

serves as a highly skilled nutrition and program services professional responsible for assessing the effectiveness and quality of nutrition and program services provided by WIC local agencies to pregnant, breastfeeding, and postpartum women, infants, and children; and evaluating the implementation of federal and state policies by WIC local agencies. Leads the development, coordination, implementation and evaluation of nutrition and program services to meet the needs of participants, as well as complex, comprehensive state-wide nutrition, breastfeeding and training campaigns, projects, and initiatives. Travels statewide up to 25% of the time, with possible overnight stay(s).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Statewide travel up to 25% of the time, with possible overnight stay(s)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Possession of a valid certificate of registration with the Commission on Dietetic Registration of the American Dietetic Association
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Serves as lead on development, implementation, and evaluation of comprehensive, complex, and difficult state-wide education, breastfeeding and training campaigns, projects, and initiatives, which can include training curricula, education materials, social media messages and website content. Reviews and develops content and materials using plain language skills and evaluates literacy levels for division wide materials and messages.
- 40% Researches medical and behavioral literature; develops, revises, and edits education materials and training curricula, reports, memorandums, issue papers, and budget proposals on complex subjects pertaining to public health nutrition. Provides subject matter expertise within the WIC Division, partners, and other CDPH programs, WIC programs in other states, and external stakeholders. Provides legislative bill analysis on nutrition and breastfeeding-related issues.
- 10% Monitors, analyzes, and makes recommendations on national and state nutrition guidelines related to the WIC Program. Reviews trends in program and nutrition-related issues in local WIC agencies and advises the WIC Division and WIC local agencies on high-priority issues.
- 5% Represents WIC across CDPH and related department meetings, workgroups, and committees. Serves as liaison with other preventive health and health programs within state and local health agencies, departments, and programs, and provides overall leadership on nutrition and program issues to reduce nutrition and program risk factors.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

☐ 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: SG

Date: 09/23/2026