DUTY STATEMENT

Employee Name:	Position Number: **580-862-2166-909**
Classification: Public Health Nutrition Consultant III (Specialist)	Tenure/Time Base: Permanent/Fulltime
Working Title: Nutritional Consultant	Work Location: 7575 Metropolitan Drive, Suite 104 San Diego, CA 92108-4402
Collective Bargaining Unit: R19	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Statewide Surveyors/Nutritional Consultant 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 assuming primary responsibility in their area of expertise by providing support to the Center for Health Care Quality (CHCQ) surveyors through statewide consultation and training. Participates in complex surveys as specialty surveyors; consults with dietetic professionals in the provider sector and academia. Participates in statewide continuous quality improvement projects; interprets policies and guidelines, participates in special projects, and assists CHCQ in taking legal sanctions against non-compliant health facilities. Travel throughout assigned territory, when necessary, statewide, up to 35%.

The incumbent works under the general direction of the Health Program Manager II.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 35%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Registered as a Registered Dietitian/Nutritionist with the Academy of Nutrition and Dietetics
- ☐ Other:

Essential Functions (including percentage of time)

35% Provide guidance, expertise and technical assistance statewide to surveyors determining whether survey findings for dietary and nutrition care will initiate a call of an "immediate jeopardy to resident health or safety" in certification surveys of long-term health care facilities. Provide consultation to surveyors statewide for complex health care situations and technical food service practice observations. Act as a topic expert on a statewide basis for; specialized, unique and specific concerns in areas such as pediatrics, geriatrics, Hazard Analysis Critical Control Point (HACCP), infection control, food service, specialized enteral and parenteral nutrition. Participate in surveys as a specialist for facilities with a history of problems in the area of patient nutrition care and/or dietary services. Participate on the team for large facilities with multiple care levels for licensing and certification surveys that require use of several regulations.

20% Interpret and clarify laws and regulations as appropriate for the CHCQ staff and health facilities providers and consultants. Evaluate and recommend approval, denial or conditions of approval for program requests from providers from all facility types in the area of patient nutrition care and dietary services. Consider whether the practice is an alternative for meeting the existing licensing regulations while maintaining the health, safety and welfare of the patient.

20% Identify statewide training needs for surveyor staff. Develop, provide, and evaluate training tools, newsletters, and aids to surveyors in consultant's area of expertise. Participate in joint training programs, education conferences, professional practice meetings, and workshops with district offices, provider and professional organizations.

15% Conduct special projects with statewide implementation. Prepare complex reports for internal and external use; develop broad criteria and review plans for community college Dietary Service Supervisor Programs. Clarify practice and educational requirements of paraprofessionals in relation to regulations and professional practice laws to providers, provider organizations and surveyors/district offices. Clarify scope of practice of dietetic profession; evaluate health facility emergency plan for dietetic services; and ensure statewide program consistency.

Marginal Functions (including percentage of time)

5% Conduct onsite reviews at district offices. Collect, analyze, summarize and share findings with program staff for quality improvement and program consistency.

5% Assist the CHCQ Program in taking legal sanctions against non-compliant health facilities. Provide written opinions to support civil monetary fines issued by the Department for the violations of Federal and State regulations. Serve as expert witness for arbitration hearings, administrative law judge hearings and appear in municipal, superior and federal courts on behalf of the Department. 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: HHS
Date: 8/7/24