



# **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

## **PUBLIC HEALTH NUTRITION CONSULTANT II**

**Schematic Code: TU72 Classification Code:2162 Exam Code: 8H1AM02**

### **Examination Type: Open Continuous**

#### **FINAL FILING DATES**

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam.

#### **The filing dates are:**

**January 19, 2024**

**April 19, 2024**

**June 28, 2024**

**October 18, 2024**

#### **SALARY**

**\$5,974 - \$8,159 per month**

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### **WHO CAN APPLY**

Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

## MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

NOTE: Applications must show the date of the applicant's notice of eligibility for registration from the Commission on Dietetic Registration, the registration number, title, and expiration date must be on their application. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.) **AND**

### **Either One**

One year of experience performing the duties of a Public Health Nutrition Consultant I, Range B, in California state service.

### **Or Two**

Two years of professional experience in nutrition or dietetics gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least one year of which shall have been as nutrition consultant in a public health agency or as an institutional dietary consultant. (Experience gained in California state service applied toward this pattern must include one year performing duties comparable to the Public Health Nutrition Consultant I, Range B.)

### **AND**

Possession of a Master's Degree in Nutrition, Dietetics, Institutional Management, Public Health Nutrition, or other nutrition field.

**The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.**

## GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

## POSITION DESCRIPTION

### TYPICAL TASKS

Public Health Nutrition Consultant II, under general supervision in an assigned geographic area or special subject matter area, independently provides complex nutrition and program consultation and technical assistance to public and private agencies on the delivery of nutrition-related services; plans, develops, organizes, monitors, and evaluates nutrition and food service programs and studies; develops, coordinates, and conducts training programs; may serve in a lead capacity to nutrition consultants and other health related multidisciplinary staff; develops and evaluates program standards, policies, and procedures of average difficulty; and researches and writes articles and reports for various audiences.

## HOW TO APPLY

To apply for this examination, please complete and return the following:

### **STANDARD STATE APPLICATION (FORM 678)**

### **COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS**

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email to [CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov). Mailed and dropped off applications will still be accepted but may have delays in processing.

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

By Mail:

DEPARTMENT OF PUBLIC HEALTH  
Attn: Examination Services Unit  
P.O. Box 997378 MS 1700 – 1702  
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH  
Attn: Examination Services Unit  
1615 Capitol Avenue  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS**  
**TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**  
**THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL**

## CONTACT INFORMATION

All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.) may be directed to the contact information below:

**EMAIL:** [CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov)

## EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Public Health Nutrition Consultant II examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

The participating department's reserves the right to revise the examination plan to better meets the needs of the service if the circumstances under which this examination has changed. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information must include title, number of semester or quarter units, and name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### **Knowledge of:**

1. Principles of normal and therapeutic nutrition.
2. Recommended food requirements based on body needs for different age and occupational groups.
3. Expectant mothers and lactating women, and others with special food requirements, such as the chronic and terminally ill.
4. Environmental, sociological, cultural, and biological factors which influence food practices.
5. Nutrition and its application in the dietary control of disease as applied in public health programs.
6. Methods and techniques used in nutrition investigations and dietary studies.
7. Principles of program planning.
8. Principles of food safety and sanitation.
9. Educational methods in training others in the principles of nutrition and their application to various phases of public health programs.
10. Community and public health nutrition programs.
11. Comparative costs of various foods in relation to their nutrition values.
12. Health organizations, resources, and current social/ economic problems pertaining to public health nutrition.
13. Principles of group feeding and institutional management.
14. Consultative techniques.
15. Principles, programs, and practices of public health administration at national, State, and community levels.
16. Principles and methodology of research and statistical analysis.
17. Administrating and organization of health care delivery systems.
18. Techniques of program planning, development, monitoring, and evaluation.
19. Federal, State and local laws, regulations, rules, and policies.
20. Principles of public administration including organization, personnel, fiscal, and contract disciplines.

### **Ability to:**

1. Learn, interpret, and apply State and Federal rules, regulations, policies, and procedures.
2. Effectively provide consultation and technical assistance.
3. Establish and maintain the confidence of and productive working relationships with other

health disciplines, agencies, organizations, and the public.

4. Communicate nutrition knowledge for application by other disciplines and the public.
5. Analyze menus and diets for nutritional adequacy.
6. Reason logically and creatively.
7. Analyze situations accurately and take effective action.
8. Develop and effectively utilize all available resources.
9. Be flexible in approach to the solution of problems.
10. Develop and evaluate alternatives.
11. Implement and evaluate less complex programs, studies, and projects.
12. Conduct assigned portions of conferences, workshops, and training programs.
13. Communicate effectively.
14. Prepare reports.
15. Apply to public health programs the principles, techniques, and practices of nutrition.
16. Apply the methods and techniques used in nutrition investigations and dietary studies.
17. Train others in the principles of nutrition and their application to various phases of public health programs.
18. Recommend action on a variety of nutrition programs, project activities, staffing, and budgetary processes.
19. Develop and analyze proposed legislation, regulations, and health program standards.
20. Develop, implement, coordinate and evaluate nutrition programs.

## ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## VETERAN'S PREFERENCE

Pursuant to Government Code Section 18973.1, Veteran's Preference will be awarded in this examination as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

## HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) ([www.jobs.ca.gov](http://www.jobs.ca.gov)) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (<https://jobs.ca.gov/PDF/SPB1093.pdf>). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (<http://www.cdva.ca.gov>).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

## CONDITONS OF EMPLOYMENT (631)

### Examination Title: Public Health Nutrition Consultant II

Name: \_\_\_\_\_ (Print: first, middle initial, last)

#### Final Filing Dates:

**January 19, 2024**

**April 19, 2024**

**June 28, 2024**

**October 18, 2024**

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) \_\_\_\_\_

Sacramento County (3400) \_\_\_\_\_

#### TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_