



# **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

## **PUBLIC HEALTH NUTRITION CONSULTANT III (SUPERVISOR)**

**Schematic Code: TU70 Classification Code: 2161 Exam Code: 8H1AM04**

### **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**

**\$7,135 - \$8,930 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

Two years of experience performing the duties of a Public Health Nutrition Consultant II in California state service.

#### Or Two

Four years of increasingly responsible professional experience gained after obtaining eligibility for registration with the Commission on Dietetic Registration of the American Dietetic Association in nutrition or dietetics, at least two years of which shall have been as a 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 two years performing duties comparable to the Public Health Nutrition Consultant II.)

### 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, and 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

This is the first, working level supervisor. Under general direction, incumbents supervise a small to moderate group (three to seven) of nutrition consultants. Incumbents may also have supervisory responsibility for a multi-disciplinary nutritionist, administrative, and clerical staff. Incumbents personally perform the most difficult, complex, or sensitive consultation, policy, and program development work.

## 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 III (Supervisor) 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.**

## **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, 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:** Rankings 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. State hiring and performance appraisal process.
2. Invitation for Bid process.
3. Nutritional needs through the life cycle.
4. Public Health approaches for community change such as; social marketing, sociological models and spectrum prevention.
5. Nutrition and programmatic policy, based on Federal and State regulations and guidance/standards.
6. Principles and practices of nutrition education and behavior change.
7. Infant nutrition, human lactation and management of breastfeeding.
8. Public health program planning, implementation and evaluation.
9. Effective communication strategies and principles of effective team building.
10. Human physiology and biochemistry.
11. PowerPoint, Excel, Word, and SharePoint.
12. Resolve conflicts with staff in a timely manner.
13. Manage multiple assignments and meet deadlines.
14. Track local agency budget expenditures to maintain contract/grant program within budget constraints.
15. Communicate effectively orally and in writing.
16. Maintain effective relationships with management, co-workers, local agency staff, and community partners.
17. Federal, State and local nutrition education, food assistance and health promotion programs.
18. Current trends in field of food and nutrition, including both primary prevention and therapeutics.
19. Current trends in obesity prevention.
20. Current research based methods in nutrition education program planning, implementation and evaluation.
21. Principles and practices of current and effective personnel management and supervision.
22. Intra-agency, interagency and interdisciplinary relationships regarding physical activity.
23. Program contracts, bill analysis and state plan.
24. State technical assistance reviews conducted by USDA.
25. Basic supervision skills and union contracts.
26. Food security.
27. Principles and practices of project management.

**Ability to:**

1. Assign workload and communicate assignment expectations.
2. Communicate clearly both in writing and orally with staff, local agencies and contractors.
3. Interpret Federal and State regulations or other guidance for implementation.
4. Work cooperatively with other supervisors and managers on large project.
5. Lead staff meetings and conduct trainings.
6. Follow state policy and procedures.
7. Mediate sensitive situations.

8. Delegate under normal or high pressure situations.
9. Communicate verbally and in writing.
10. Comprehend and assess verbal and written communication.
11. Prioritize work or tasks.
12. Work independently or as part of a team.
13. Effectively communicate verbally, and in writing with consumers, colleagues and other health professionals, including public speaking.
14. Apply knowledge and skills to program development, work priorities and program interpretation.
15. Critically analyze program and personnel issues and set to positive plans of action.
16. Maintain high ethical standards in completing all assignments and projects.
17. Provide effective leadership for multidisciplinary health professional team.
18. To adapt quickly and appropriately to a variety of situations and personalities in order to react and respond appropriately sensitive situations.
19. Maintain regular job attendance.
20. Apply project management principles and practices.

## 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: 1-888-877-537

**CONDITONS OF EMPLOYMENT (631)**

**Examination Title: Public Health Nutrition Consultant III (Supervisor)**

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

**Final Filing Date:**

**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.

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: \_\_\_\_\_