

Effective Date: January 27, 2013

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PUBLIC HEALTH NUTRITIONIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions, within the Department of Health Services and Department of Public Instruction. Positions allocated to this classification perform professional Public Health Nutritionist duties for the majority of time. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions working for the Department of Health Services and the Department of Public Instruction. These positions are responsible for providing consultative or special services to schools, communities and civic groups on improving nutrition practices. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of time (more than 50%), focus is on administering food and nutrition programs on a statewide basis and are more appropriately classified as Nutrition Program Consultants.
3. Positions that, for a majority of the time (more than 50%), perform duties in which the primary emphasis is on the preparation or safety of food.

4. Positions that, for a majority of time (more than 50%), are responsible for developing and evaluating dietary programs and are more appropriately classified as Dietitian – Clinical or Dietitian – Administrative.
 5. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into and Progression Through This Series

Entrance into this series will normally be by competition, and may occur at any level, depending on the duties and responsibilities assigned. Progression through the series may be by reclassification or competition, depending on the nature of the changes in the duties and responsibilities, and in accordance with the Rules of the Administrator.

II. DEFINITIONS

PUBLIC HEALTH NUTRITIONIST

This is entry or objective level consultative work in nutrition for the Department of Health Services and the Department of Public Instruction. Employees have a great deal of latitude in implementing programs and advising local agencies regarding nutrition.

Within the Department of Health Services, positions are at the entry level and are responsible for developing, coordinating and implementing consultative or special services to communities and civic groups for improving nutrition practices. Duties include advising on healthy eating, participating in conferences, workshops and educational programs for community health agencies, and developing and conducting courses on nutrition topics. Work is designed to provide exposure to the full performance level and is performed under limited supervision.

Within the Department of Public Instruction, positions are at the objective level and serve as statewide nutrition specialists. These positions are responsible for providing nutrient analysis and technical assistance related to that analysis for child nutrition program area(s). Duties include providing training in nutrition, nutrient analysis of menus, menu planning, and meal production, and other duties associated with educating communities, School Food Authorities, teachers, school administrators, and food service managers on nutrient analysis and related topics for the assigned child nutrition program area(s). Positions are under general supervision.

Examples of Work Performed:

- Provide nutrition consultation services to professional personnel in the assigned area, such as physicians, nurses, social workers, paramedical personnel, administrators, teachers, food service professionals, or nutrition program consultants in health and social agencies, schools and institutions.
- Interpret and apply knowledge of nutritional guidelines and state and federal regulations.
- Develop and conduct training and develop resource materials.
- Plan and provide nutrition and food service consultation and technical assistance to hospitals, nursing homes, child care facilities, and schools.
- Provide direct nutrition services for demonstrations or in order to carry out responsibilities for special projects.
- Conduct nutritional analysis.
- Assist with or participate in nutrition studies and surveys pertinent to the nutrition program.
- Coordinate nutrition services with other programs of the health agency.

- Identify and provide advice regarding available public health nutrition services.
- Maintain cooperative working relationships with other official and non-official agencies and professional and civic organizations in the area to increase awareness and to promote program goals and nutrition related initiatives.
- Provide technical assistance to local and regional grant recipients and assist with the development, review, and approval of grant applications.
- Prepare, review and select appropriate educational materials for program use or for distribution for public information.
- Provide technical assistance and consultation to local and regional grant recipients to strengthen their capacity to meet standards and goals of federal and state-funded nutrition programs and services.

PUBLIC HEALTH NUTRITIONIST - ADVANCED

This is the full performance or advanced level for positions that perform specialized consultative work for the Department of Health Services and the Department of Public Instruction. Employees have a great deal of latitude in implementing programs and advising local agencies regarding nutrition. Positions at the Public Health Nutritionist-Advanced level work under general supervision.

Within in the Department of Health Services this is the objective and full performance level. Positions are responsible for overseeing the public health nutrition information incorporated into local health departments, community partners' agencies, child care facilities, and public nutrition programs such as WIC, Headstart, UW Extension and emergency food programs; consulting with program directors and personnel in health agencies; identifying problems, formulating plans and implementing improvements in dietary programs; providing technical assistance to agencies and staff seeking advice in the specialty area; serving as consultants in the specialty area to public health nutrition staff; and planning, coordinating, developing and evaluating public health programs and services at the state and regional levels.

Within the Department of Public Instruction, these positions serve as statewide nutrition specialists. These positions are responsible for providing leadership, direction and oversight for program improvements in the specialty areas within the child nutrition programs. In addition to the duties at the PH Nutritionist level, positions conduct problem identification, analysis, assessment and implementation of child nutrition programs; interpreting and advising on state and federal regulations impacting menu planning options; and other duties associated with educating communities, institutions, teachers and school administrators, and food service managers on nutrient analysis and related topics.

Examples of Work Performed:

- Develop public health nutrition initiatives, policies, technical reports, professional guidelines, reference and education materials, curricula, and reporting and evaluation procedures.
- Provide leadership in assuring public health nutrition programs and services are in compliance with the nationally recognized nutrition standards, federal regulations, and state statutes.
- Serve as a consultant to professional personnel of other sections and units directly related to the specialty area.
- Provide district nutrition consultants and school administrators with current information and resources in the specialty area.
- Promote high quality public health nutrition services through education and training.
- Conduct nutrient analysis.
- Develop and conduct courses on nutrition topics.
- Develop a list of resources essential to public health nutrition services.
- Participate in conferences, workshops and educational programs for health agencies and schools.
- Provide orientation, on-the-job training and work-related activities for new staff, students, and interns.

- Provide technical assistance to local health departments, tribal agencies, community-based organizations, administrators, policy makers, other nutrition personnel and professionals in health and related organizations, and educators in academic institutions.
- Provide interpretation of policies and standards, including federal and state nutrition program legislation, regulations, guidelines, and funding resources.
- Evaluate the implementation of grants to assure compliance with applicable federal laws, state statutes, administrative rules, regulations, guidelines, policies and professional practice standards.
- Monitor the nutritional status of specific and general populations.
- Interpret and transmit current scientific information regarding food and nutrition, diet in health promotion and disease prevention, and public/environmental policies that influence eating behavior.
- Identify internal and external issues that may impact delivery of essential public health nutrition services.
- Apply epidemiological methods to assess new and emerging nutrition trends at the state, regional and local level.
- Interpret demographic and epidemiological information and apply these data to population-level interventions including electronic technology.
- Assess or coordinate community assessment of nutrition and diet-related health problems and available resources to determine current priorities and needs in the target population including political resources.
- Facilitate strategic and tactical assessment and planning for organizational and operational planning, emergency preparedness and in integrating nutrition objectives.
- Coordinate and guide the work of nutritionists, consultants, and/or dietitians.
- Participate in the development and conduct of research projects and studies.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination will be made based on an analysis of the goals and worker activities performed and by an identification of education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Certification or eligibility for certification as a “certified dietitian” in the State of Wisconsin as provided under WI Statutes 448.70 through 448.94.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective January 27, 2013 and announced in Bulletin OSER-0320-MRS/SC to describe positions which are responsible for provided consultation or special services in nutrition education program areas. The positions were formerly classified as Public Health Nutritionist 1, 2 or 3 and were abolished on the same date.

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