

**Effective Date: March 12, 2000**  
**Modified Effective: June 4, 2000**  
**Modified Effective: July 14, 2013**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PUBLIC HEALTH NUTRITION SECTION CHIEF**

**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 the present and future Public Health Nutrition Section Chief position at the Department of Health Services, Division of Public Health, Bureau of Community Health Promotion. The position allocated to this classification is responsible for both the program and administrative aspects of statewide nutrition programs. 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 professional supervisory position is located within the Department of Health Services, Division of Public Health, Bureau of Community Health Promotion, WIC and Nutrition Section. This position is responsible for the Wisconsin Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and nutrition systems throughout the state, policy and procedure development, and supervision of staff within the nutrition program area. This position meets the statutory definition of supervisor contained in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of “supervisor” as defined in s. 111.81(19), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are located outside of the Department of Health Services or positions which do not function, for a majority of the time, as a Public Health Nutrition Section Chief.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### **PUBLIC HEALTH NUTRITION SECTION CHIEF**

The Public Health Nutrition Section Chief is responsible as the Director of the Wisconsin Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) as well as supervising and directing statewide public health nutrition programs. Responsibilities include program planning and coordination statewide for the nutrition program, including staff development, supervision of public health nutrition staff, inservice training, consultation and evaluation of program activities. This position is responsible for both the program and administrative aspects of the statewide nutrition programs. This position consults with other program directors in the state health division and other divisions and agencies at the state level as to program trends in which nutrition services may be involved; coordinates and integrates nutrition services with other programs of the health division and other divisions and agencies at the state level; provides general direction to staff in the development of nutrition services in regions in accordance with current local needs; initiates studies and surveys to determine program needs and improve services; maintains a liaison with universities providing graduate training in public health nutrition to acquaint them with service needs and to aid in staff recruitment; plans and participates in student field experience; interprets public health nutrition services; establishes and maintains cooperative working relationships with educational and governmental agencies and professional groups to further the nutrition work; and selects and directs the development of appropriate nutrition educational materials in cooperation with staff and other special consultants in related programs. This position effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees. Work is performed under administrative direction of a higher level management position.

## III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the 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 was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-representative positions to describe the position responsible for the state nutrition program. This position was previously classified as a Public Health Nutrition Supervisor 2 created effective December 1989. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term “management” has been removed from the specification as the position is correctly coded as confidential/supervisory. The classification specification

was modified effective July 14, 2013 and announced in Bulletin OSER-0333-MRS/SC with updating the qualifications language and to update the name of the Department of Health Services.

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