

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 077384                      Status A                      Reg/Temp Preferred

Description NUTRITIONIST 4

Minimum Salary Range \$4450.00      Maximum Salary Range \$6658.00

### Job Classification Specification

Effective Date 06/15/2023

### SUMMARY

**Summary:** Under general supervision, is responsible for professional nutrition education work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

**Distinguishing Features:** An incumbent in this class is the central office coordinator of a nutrition program or service. This class differs from that of Nutritionist 3 in that an incumbent of the latter is a regional program manager for a nutrition program. This class differs from that of Nutrition Director in that the incumbent of the latter is responsible for planning, coordinating, and directing all nutrition programs and services statewide.

### RESPONSIBILITIES

#### Getting Information:

1. Collects information on literacy, cultural characteristics, and appropriate evidence based resources to provide guidance for program staff.
2. Consults with healthcare providers to determine nutrition related needs of the program.
3. Obtains program information from United States Department of Agriculture to maintain compliance.
4. Obtains program data from state systems and program field staff to assess nutrition services.
5. Collects product information from vendors to effectively allocate resources.

#### Analyzing Data or Information:

1. Compares patients' data against program nutrition risk criteria to ensure compliance.
2. Evaluates documentation of nutrition goals and stages of change to determine compliance according to program policies and procedures.
3. Identifies and assess community nutrition trends and needs at the state level to develop appropriate services for the public.
4. Analyzes reports to be used throughout the state to meet program requirements.

#### Making Decisions and Solving Problems:

1. Develops appropriate nutrition services plans to comply with program guidelines and practice standards.
2. Develops solutions to customer issues at state or regional level to better serve the population.
3. Interprets guidance documents to prepare program materials for technical assistance and consultation for program customers.

#### **Evaluating Information to Determine Compliance with Standards:**

1. Evaluates information collected during clinic and regional reviews to determine compliance with laws, regulations, and standards.
2. Evaluates guidance documents to prepare program material for staff.
3. Determines evidence based information and data to target statewide needs and services.

#### **Updating and Using Relevant Knowledge:**

1. Maintains continuing education as required by the Commission of Dietetic Registration.
2. Attends required trainings in order to stay up to date with current knowledge and policies.
3. Develops and maintains e-learning modules for program staff and participates to comply with state plan of operation, as required.

#### **Communicating with Persons Outside Organization:**

1. Identifies and contacts health care providers and staff of health facilities, health department programs, and agencies within the community that can offer medical care and social services assistance to patients.
2. Maintains knowledge of community resources to provide referrals and resources to public.
3. Promotes community nutrition and education activities for healthy lifestyle behavior changes.
4. Collaborates with community groups to provide nutrition expertise.

#### **Training and Teaching Others:**

1. Conveys information on nutrition issues by using multiple media to promote lifestyles behaviors.
2. Serves as the nutrition expert on multi-agency committees by providing technical nutrition information and advice.
3. Develops and provides orientation and training using a variety of teaching strategies and tools to comply with polices and program guidelines.

#### **Interpreting the Meaning of Information for Others:**

1. Interprets and explains nutrition information to others to promote understanding and/or comply with program guidelines.
2. Develops guidance documents for program activities to provide instruction and assistance for compliance with program guidelines.

#### **Monitor Processes, Materials, or Surroundings:**

1. Assesses clinic environment to ensure compliance with federal and state polices and procedures.
2. Monitors program documentation and processes to ensure adherence to polices and program guidelines.

#### **Performing Administration Activities:**

1. Maintains reports as required by laws, regulations and standards.
2. Prepares reports as directed by supervisors to track activities.

#### **Monitoring and Controlling Resources:**

1. Monitors and inventories resources according to policies and program guidelines, as needed.
2. Allocates resources to ensure adequate distribution within the state.

**Staffing Organizational Units:**

1. Participates in the recruiting, interviewing, hiring, and promotion process to fill staff positions.
2. Evaluates and/or recommends staffing patterns for provision of all program services.

**Identifying Objects, Actions, and Events:**

1. Identifies trends and needs for services for the target population to comply with program state and federal rules, regulations, and guidelines.

**Establishing and Maintaining Interpersonal Relations:**

1. Develops and maintains constructive and cooperative working relationships with others to promote effective work environment.

**Performing for or Working Directly with the Public:**

1. Deals with public complaints and inquires to program operations in a professional manner.

**Estimating the Quantifiable Characteristics of Products, Events, or Information:**

1. Estimates cost, time, materials, and resources to provide training, educational opportunities, and program enhancements.

**Judging the Qualities of Things, Services, or People:**

1. Evaluates how well a subordinate or peer performs according to policies and program guidelines.

**Resolving Conflicts and Negotiating with Others:**

1. Handles complaints and misunderstandings to minimize disputes and facilitate positive relationships.

**Provide Consultation and Advice to Others:**

1. Provides technical assistance and expertise to upper management or other groups on nutrition and work related topics to provide continuous quality improvements.

**Processing Information:**

1. Compiles, tabulates, and verifies evidence based information and data to target statewide needs and services.

**Developing Objectives and Strategies:**

1. Assists and/or develops long range goals and objectives to provide supplement nutrition programs and services.

**Organizing, Planning, and Prioritizing Work:**

1. Develops specific goals and plans to prioritize, organize, and accomplish the work in an efficient manner.

**Selling or Influencing Others:**

1. Influences others using motivational techniques to serve internal and external customers.

**Communicating with Supervisors, Peers, or Subordinates:**

1. Communicates with supervisors, co-workers, and subordinates using multiple media to effectively relay work related information.

**Coordinating the Work and Activities of Others:**

1. Coordinates with state and regional staff to accomplish goals and objectives.

**Thinking Creatively:**

1. Develops systems and ideas to contribute or enhance the delivery of quality nutrition Services, as required.

**Scheduling Work and Activities:**

1. Schedules activities for subordinates to assure the provision of quality nutrition services.

**Coaching and Developing Others:**

1. Mentors others to improve their knowledge, skills, and motivation.

**Developing and Building Teams:**

1. Identifies developmental opportunities appropriate for staff to improve team development.

**QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a master's degree in human nutrition, dietetics, education, or any public or community health field and possession of proof of registration in active status as a Registered Dietitian (RD) with the Commission on Dietetic Registration and experience equivalent to three years of full-time professional nutrition work, two years of which must involve supervisory or program management experience.

**Necessary Special Qualifications:** Possession of proof of registration in active status as a Registered Dietitian (RD) with the Commission on Dietetic Registration is required at the time of appointment and must be maintained during employment in the Nutritionist 4 classification. A valid vehicle operator's license may be required for employment in some positions.

**Note:** A transcript is required for a proper evaluation for this class.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

**COMPETENCIES****Competencies:**

1. Dealing with Ambiguity
2. Decision Quality
3. Problem Solving
4. Delegation
5. Informing
6. Written Communications
7. Approachability
8. Building Effective Teams
9. Interpersonal Savvy
10. Managing Diversity
11. Listening

**Knowledge:**

1. Administrative and Management
2. Customer and Personal Services
3. Education and Training

**Skills:**

1. Active Learning
2. Active Listening
3. Writing
4. Judgment and Decision Making

**Abilities:**

1. Oral Comprehension
2. Oral Expression
3. Written Comprehension
4. Written Expression
5. Speech Clarity
6. Speech Recognition

**TOOLS & EQUIPMENT**

1. Impedance Meters
2. Personal Computer
3. Fax Machine
4. Printer
5. Scanner
6. Copy Machine
7. Calculator
8. Retail Sales Equipment
9. Electronic Devices
10. Smart Phone
11. Other office related equipment as required
12. Various medical equipment and devices