

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3109110

Public Health Nutritionist 1, Grade 22	3109110
Public Health Nutritionist 2, Grade 24	3109120
Public Health Nutritionist 3, Grade 27	3109130

Brief Description of Class Series

Positions in this series serve as the Department of Health's representative for implementing nutrition policies and programs, providing consultation or technical assistance, and monitoring the nutrition program standards of contract agencies. Incumbents perform administrative and technical activities in support of public health nutrition programs. Public health nutrition programs may include: the special supplemental Nutrition Program for Women, Infants and Children (WIC), the Child and Adult Care Food Program (CACFP), the Food and Nutrition Program (FAN), and the Hunger Prevention and Nutrition Assistance Program (HPNAP).

These positions are only classified at the Department of Health.

Distinguishing Characteristics

Public Health Nutritionist 1: full performance level; field positions which are responsible for performing program evaluations of nutrition programs to determine if objectives are being met; providing training and technical assistance in identifying, recruiting, and orienting staff in areas of nutrition and nutrition education; and implementing federal regulations and State policies.

Public Health Nutritionist 2: first supervisory level; responsible for supervising lower-level nutritionists and other staff. Incumbents independently work on issues related to areas of nutrition services, and perform managerial, surveillance, and standard setting activities in support of public health nutrition.

Public Health Nutritionist 3: first managerial level; serve as a Nutrition Program Manager with responsibility for supervising and directing lower-level staff, administering nutrition programs and services, and advising department leaders on issues related to public health nutrition.

Related Classes

Public Health Social Work Consultants serve as members of multi-disciplinary survey teams responsible for evaluating health care facilities to ensure their compliance with State and federal regulations. Incumbents participate in surveys, medical reviews, and other audit mechanisms to determine the adequacy and suitability of services provided to meet the social and emotional needs and problems of patients. Incumbents consult with the social work directors and administrators of health facilities concerning the quality of existing medical social work programs and assist in the development of new social work services.

Hospital Nursing Services Consultants participate in a range of activities which include conducting or participating in investigations or on-site surveys of health care settings to determine their level of compliance with federal and State rules and regulations. Incumbents monitor program grants; participate in the general assessment, planning, development, and implementation of health care programs; and serve as a part of survey teams, often responsible for the facilitation of team operations.

Sanitarians enforce the provisions of the Public Health Law and New York Codes, Rules, and Regulations relating to environmental health, sanitation, and safety. Incumbents determine the compliance of facilities or assess public health problems, applying principles of biological and physical sciences and the skills of assessing environmental features to maintain, protect, and improve the health and safety of the public.

Nutrition Services Consultants serve as members of multi-disciplinary survey teams responsible for evaluating health care facilities to insure their consistency with State and federal regulations. Incumbents participate in surveys, medical reviews, and other audit mechanisms to determine the adequacy and suitability of services provided to meet the nutritional needs and problems of patients. Incumbents consult with the nutrition directors/administrators of health facilities concerning the quality of existing nutritional programs and assist in the development of new nutritional services.

Public Health Representatives provide support and guidance to local public health programs, medical facilities, providers, and local health departments; support collaborative relationships between providers; ensure compliance with public health law and mandated federal and state reporting requirements; and are involved in a wide variety of public health outreach, prevention, referral, case and contract management, and education activities. Incumbents may also participate in responding to public health emergencies.

Illustrative Duties

Public Health Nutritionist 1

Perform program evaluations of nutrition programs to determine if objectives are being met.

- Coordinate community assessments of nutrition related issues and resources to determine current needs.
- Participate in planning to identify program priorities.
- Translate priorities into program planning and budget processes.
- Coordinate all research and evaluation projects, grants, and initiatives.

Provide training and technical assistance in identifying, recruiting, and orienting staff in areas of nutrition and nutrition education.

- Provide consultation or technical assistance to local agencies in nutrition policies.
- Monitor the nutrition program standards of contract agencies.
- Coordinate appropriate nutrition activities for programs and services with related State agencies, organizations, and local agencies.
- Serve as a nutrition expert and resource person for field staff and community project staff.
- Plan, conduct, and evaluate nutrition education programs for program staff, nutrition program participants, and the general public.
- Plan and conduct social marketing efforts to promote healthy eating and physical activity.

Implement federal regulations and State policies.

- Implement nutrition policies and programs at the State and regional levels.
- Analyze the nutritional impact of implementation of new policies and revisions of existing policies.
- Working with other State and regional agencies to develop and implement nutrition policies.

- Monitor and analyze nutrition science and medical research findings, industry trends, and current and proposed federal and State laws, regulations, and policies.

Public Health Nutritionist 2

May perform all of the same duties and functions as a Public Health Nutritionist 1.

Perform managerial, surveillance, and standard setting activities in support of public health nutrition.

- Assist in the direction of statewide nutrition and health programs.
- Oversight and management of community nutrition projects.
- Provide leadership for nutrition teams within DOH.
- Development and implementation of marketing and outreach activities.
- Prepare and review reports of program activities and progress.

Supervise subordinate staff.

- Provide supervision, guidance, and oversight to subordinate staff, and intervene and resolve problems as necessary.
- Determine and oversee staff assignments.
- Approve leave and track time and attendance.
- Review, monitor, and evaluate staff performance.
- Complete performance evaluations.
- Identify training needs and arrange for provision of training.
- Manage and direct program activities by setting priorities and deadlines.

Oversight and management of contracts.

- Supervise contract managers.
- Supervise approval of grant work plans, and budget and program objectives.

Function as a liaison to other health and nutrition programs and organizations.

- Participate in Statewide workgroups to contribute to policy development.
- Provide expert technical assistance to participating agency personnel.
- Coordinate technical assistance efforts to local agencies by Nutrition Services staff.
- Present, coordinate, and evaluate educational training to State, regional, and local agency staff on nutritional health policy, resources, and information.
- Provide facilitation of nutritional research and program evaluation.
- Development and implementation of strategic planning and team building for Department wide units and sub-contractors.

Public Health Nutritionist 3

May perform all of the same duties and functions as a Public Health Nutritionist 2.

Provide direct oversight and supervision of professional and support staff.

- Manage and direct program activities, set priorities and deadlines, provide guidance and supervision to staff, and perform quality control activities.
- Serve as a manager or director of a Statewide nutrition program or Unit.
- Select and orient staff to position and program objectives.
- Provide assistance and prioritize workloads.
- Assist staff with professional development and prioritization.

Administer and implement nutrition program services.

- Develop and implement program plans, and recommend program policies.
- Ensure compliance with federal regulations and program policies.
- Coordinate public health nutrition services statewide.
- Ensure compliance and direct corrective actions as necessary.

- Advise department leaders on issues related to public health nutrition.
- Coordinate development of annual nutrition services plans.
- Supervise grant work plans and budgets, program objectives, and evaluation methods.

Promote public health nutrition education.

- Provide support in ongoing nutrition research and evaluation both within DOH, and in conjunction with other research institutes as part of federal data surveillance activities.
- Development and implementation of nutrition training and continuing education programs.
- Serve as a liaison to university academic on public health and community nutrition programs.

Minimum Qualifications

Public Health Nutritionist 1

Open Competitive: three years of full-time professional experience in the field of nutrition or dietetics, including one year experience as a nutritionist or dietitian in a public health or community nutrition program; or in a governmental agency in the oversight and review of health care/health related facilities licensed by a state department of health or federal health agency; or in a health care facility licensed by a state department of health.

A Master's Degree in public health with a major in nutrition, a Master's Degree in nutrition with emphasis in public or community health or a Master's Degree in applied human nutrition with six graduate credits in public health may be substituted for one year of the non-specialized experience.

Public Health Nutritionist 2

Promotion: one year of permanent employment as a Public Health Nutritionist 1; a Nutrition Services Administrator 1; Nutrition Services Administrator 2; Senior Nutrition Services Consultant; or Nutrition Services Consultant.

Public Health Nutritionist 3

Promotion: one year of permanent employment as a Public Health Nutritionist 2.

All eligible candidates for any position must also possess a current registration with the Commission on Dietetic Registration of the American Dietetic Association.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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