

Registered Dietitian - II

Nutritionist - II

Recruitment #2023-14328-01

SALARY	\$33.05 - \$41.29/hour; \$5,728.67 - \$7,156.93/month; \$68,744.00 - \$85,883.20/year
DEPARTMENT	Health and Human Services
JOB TYPE	Open
DATE OPENED	5/2/2023 08:00:00 AM
FILING DEADLINE	Open Until Filled
EMPLOYMENT TYPE	Permanent/Full Time (40 hrs/week) Permanent/Part Time (less than 40 hrs/week) Temporary/Extra Help
WORK LOCATION	Auburn (Applegate, Auburn, Colfax, Foresthill, Meadow Vista, Penryn) South Placer (Granite Bay, Loomis, Lincoln, Rocklin, Roseville)
ADDITIONAL FORMS REQUIRED	Veterans DD214 (if applicable)
HR ANALYST	Suzanne Messina

INTRODUCTION

Placer County is comprised of over 1,400 square miles of beautiful and diverse geography, ranging from the residential and commercial areas of South Placer, through the historic foothill areas of Auburn, Foresthill, and Colfax, and to the County's jewel of the North Lake Tahoe basin. Placer is a great place to live, work, play, and learn! For more information about Placer County, please visit www.placer.ca.gov.

POSITION INFORMATION

The Department of Health and Human Services - Public Health division is currently hiring for the permanent position of Nutritionist - II.

We are seeking a self-motivated and flexible individual with outstanding customer service skills to provide services for the Women, Infants, and Children (WIC) Supplemental Nutrition Program. This federal assistance program provides supplemental foods, health care referrals, and nutrition education for low income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. The Nutritionist - II provides counseling to high-risk participants, communicates with healthcare providers on WIC participants' behalf regarding access to healthcare and therapeutic formula requests, and is responsible for the development, implementation, and evaluation of nutrition education materials and class lesson planning.

The eligible list from this recruitment may also be used to fill future temporary/extra-help and/or permanent vacancies. Temporary/Extra-help assignments are limited to 28 hours per week with a cap of 999 hours or 960 hours for CalPERS retired annuitants in a fiscal year and are not eligible for benefits. Extra-help appointments made from this eligible list may transition to permanent status, should vacancies arise.

Employees who are designated to use a second language in the normal course and scope of work will receive five percent (5%) bilingual pay.

Depending on area of assignment, telecommute options may be available, subject to approval by the Appointing Authority.

This recruitment is open until filled. To be considered in the first round of interviews, please submit your application no later than 5:00 PM on Tuesday, May 23, 2023. After this date, applications will be screened on a bi-weekly basis.

BENEFITS

Placer County offers a comprehensive benefits package to employees, including:

- Holidays: 14 paid holidays per year, 2 of which are floating holidays*
- Vacation leave: 10 days/year with ability to accrue 25 days/year
- Sick leave: 12 days/year*
- Cafeteria plan: 6% of employee's salary will be contributed towards employee to use towards 401(k), dependent care, medical co-insurance, or cash
- Medical, dental, and vision insurance available for employees and dependents
- \$50,000 life insurance policy at no cost to employee
- CalPERS retirement plans
- Retiree medical insurance
- Deferred compensation
- Education allowance: up to \$1,200 per year
- Bilingual incentive: incumbents may be eligible for bilingual incentive pay depending upon operational needs and certification of proficiency.

*Amounts will be prorated for part-time employees and employees hired after the first of the year.

The information above represents benefits currently available to permanent Placer County employees and may be subject to change. Applicants should inquire about the most current benefit package during hiring interviews or by contacting the Human Resources Department. For a detailed listing of benefits, please click [here](#) to view Professional benefits.

For more information regarding the benefits Placer County has to offer please visit Placer County's Human Resources website.

DEFINITION

To provide nutrition education and counseling to eligible low income pregnant women and families of young children as part of the Women, Infants, and Children Supplemental Food Program (WIC); and to develop appropriate educational materials.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Nutritionist series. This class is distinguished from the Nutritionist I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Nutritionist in that the latter provides nutrition services requiring a high level of skill and independent judgement and exercises technical and functional supervision over professional and paraprofessional staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assess program participants' nutritional status, including a general assessment of social well-being; review clinic intake information, verifying eligibility status; analyze medical data relative to nutritional status; identify high risk individuals.
- Provide nutrition education on a group or individual basis; develop theme for classroom settings and select and/or prepare appropriate instructional materials; prepare periodic program newsletter.
- Coordinate with other public health professionals to ensure an integrated approach to service delivery; make referrals as appropriate within the Public Health Nursing Division or to other County departments

or community agencies/resources.

- Prepare and present in-service training to public health and other program staff as directed; provide nutrition consultation to public health staff, other program staff, and outside agencies.
- Maintain appropriate records and documentation relative to departmental, regulatory, and funding source requirements.
- May oversee clinic staff in absence of program coordinator.
- Assist with clinic set up and take down as appropriate.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible professional nutritional experience performing duties similar to a Nutritionist I with Placer County.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in food and nutrition or a related field, including an academic internship approved by the American Dietetic Association.

Required License or Certificate:

- Possession of a valid certificate as a Registered Dietitian.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of nutrition.
- Recommended nutritional requirements for various age groups; impact of various medical conditions upon nutrition requirements.
- Educational methods used in counseling low literacy groups; instructional methods used in training professional and technical staff.
- Comparative costs of various foods relative to their nutritional values.
- Modern office procedures, methods and computer equipment.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects, identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; explain program and nutritional information to participants, families, and various County staff.
- On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, and reach while making educational presentations. Intermittently twist to reach equipment surrounding desk; sufficient acuity to see and hear participants; use telephone, and write or use a keyboard to communicate through written means; and lift heavy weight.
- Provide nutritional assessment, including analysis of diets for nutritional adequacy, relevance to medical conditions, and identification of high risk cases.
- Prepare and present nutritional information appropriate for client groups with low literacy skills and from a variety of socio-economic, age, and ethnic populations.

- Relate to and communicate with individuals who may be dysfunctional and socio-economically disadvantaged.
- Provide individual nutritional counseling.
- Prepare and present nutritional training to professional and technical staff.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Obtain information through interview and deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine proper course of action.
- Use a computer, calculator, typewriter, telephone, photocopy machine, and various audiovisual equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Public health nursing procedures and practices relative to the provision of nutritional services.
- Services, programs and other community resources appropriate for program participants.
- Pertinent local, State and Federal rules, regulations and laws.
- Independently provide nutritional assessment, including analysis of diets for nutritional adequacy, relevance to medical conditions, and identification of high risk cases.
- Independently prepare and present nutritional information appropriate for client groups with low literacy skills and from a variety of socio-economic, age, and ethnic populations.
- Independently provide individual nutritional counseling.
- Independently prepare and present nutritional training to professional and technical staff.

SELECTION PROCEDURE

Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

MISCELLANEOUS INFORMATION

Length of Probation:

- All permanent appointments from open eligible lists to open positions in the classified service shall serve a probationary period of twelve (12) months or two thousand eighty (2,080) hours, whichever is more.

Bargaining Unit:

- Professional

CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath, and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph), and/or be bonded. Additionally, positions in law enforcement classifications and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

SUBSTITUTE LISTS

The eligible list resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey level) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please [click here](#).

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	👤 Apply Online
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .

Email: jobs@placer.ca.gov | Phone: (530) 886-4607 | Follow us on: [f](#) [t](#) [in](#)

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