

CLASS TITLE:

**CHIEF DIVISION OF
PUBLIC HEALTH NUTRITION SERVICES**

Class Code: 02788500

Pay Grade: 34A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the development and operation of a statewide public health nutrition program whose goals are: to promote the adoption of health nutritional practices by the citizens of Rhode Island; to define and address the nutritional needs of population groups known to be at risk for malnutrition or for nutrition-related diseases, such as heart disease, cancer and stroke; and to help safeguard the quality of the food supply; the duties include planning, coordinating, evaluating, educating, consulting, managing resources and data and information systems, setting and monitoring nutrition program standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative in carrying out the objectives and activities of the program; work is reviewed for the application of accepted methods and techniques and for results obtained.

SUPERVISION EXERCISED: Plans, organizes, supervises and evaluates the work of subordinates in the Division, and others as assigned to specific projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In conjunction with a supportive professional staff:

- is responsible for the operation of a Nutrition Hot Line serving the general public and health professionals via a toll-free number.

- writes, prints and distributes educational materials to the general public and to health professionals on relevant nutrition topics, such as weight loss, nutrition and lead poisoning, good sources of nutrients such as potassium, etc.

- develops materials for and organizes nutritionists to participate in health fairs and other public programs for the purpose of educating the citizens of Rhode Island about health nutritional practices.

- appears on television and radio shows to discuss topics of interest to the public.

- writes educational articles for newspapers, newsletters, and other periodicals.

To develop nutrition training materials and organize and conduct workshops for health professionals, voluntary organizations, and the general public on a variety of topics, such as healthy eating habits designed to prevent chronic diseases.

To develop and monitor standards of nutritional care for health services funded by the Department of Health such as preventive pediatric services, prenatal services, and services for handicapped children.

To operate a pediatric nutrition surveillance system in conjunction with the Centers for Disease Control; the system reports children at nutritional risk on a monthly basis.

To coordinate nutrition-related activities within the Department of Health and maintain working relationships with other programs having nutrition components such as School Lunch, Food Stamps, WIC, Nutrition Education and Training Programs, Cooperative Extension, Head Start, Day Care, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the current science and practice of nutrition and the ability to apply such principles and practices; knowledge of the principles of planning, program development and evaluation, data collection and analysis, and design and utilization of management information systems; the ability to assess community nutritional needs and design programs to meet those needs; the ability to provide educational and consultation services to health professionals, staffs of official and voluntary agencies, and the general public; the ability to develop and promote the use of accepted standards for nutritional care; skill in communicating complex scientific information to different audiences; the ability to plan, organize, supervise and evaluate the work of subordinates engaged in the program; the ability to prepare and make available public health nutrition educational material; the ability to speak effectively before a variety of groups; the ability to establish and maintain effective working relationships with officials of state government, health care and social agency providers, and other professionals, personnel, or groups concerned with nutrition programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a university of recognized standing with a master's degree in science with an emphasis on community and public health nutrition; and

Experience: Such as may have been gained through: employment in a responsible management and supervisory position in a nutrition program in a major public health agency, or in a consultant position in nutrition in a state or federal health agency, or in a large private health agency or organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 15, 1984

Editorial Review: 3/15/03