NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 56
Fiscal Year: 2014/2015
Posted Date: 04/09/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2846</td>
<td>Nutritionist</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under direction, serves as a staff consultant on matters of nutrition; plans, organizes and coordinates the nutrition services of various outpatient and community health programs; provides such consultation directly to individuals or families with nutritional problems; and performs related duties as required.

DISTINGUISHING FEATURES

Employees in this class provide nutritional counseling to individuals, families, and groups in outpatient medical clinics or community settings and serve as consultants to other department personnel on matters of nutrition. This class is distinguished from the Dietitian in that the latter develops and plans special diets for patients in the hospital Food and Nutrition Department and supervises food service and handling, whereas the Nutritionist develops policies, coordinates educational programs and participates in nutritional research.

SUPERVISION EXERCISED

May supervise professional and/or para-professional staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Serves as consultant to the staff of the department on the technical and practical aspects of the department's nutritional programs and activities.

2. Provides appropriate consultations and medical nutrition therapy to individuals and families as indicated, to successfully cope with nutritional issues associated with cleft palate, cerebral palsy, severe burns, severe mal-occlusion, accident cases, mental retardation, prenatal nutrition, under-nourishment or over-nourishment, the transition from a foreign to an American diet, aging and other nutritional problems.

3. Participates in the development, coordinating and technical accuracy of the department's nutrition programs.

4. Plans, arranges for and conducts nutritional education programs by means of demonstration and discussions for the public, department staff, and community organizations, select groups, such as diabetics, foreign born, cardiac patients, senior citizens and other special groups.

5. Participates in planning and research activities to determine the relationship of proper nutrition to certain medical, public and community health issues, problems, such as pre-maturity, still-births and other medical problems.

6. Develops and conducts educational programs and medical nutrition therapy for community...
Title: Nutritionist  
Job Code: 2846

Residents of all ages in good nutrition for Senior Citizens.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a thorough knowledge of: the current principles and practices of modern nutrition; foods access, purchase and preparation practices, and their relationship to normal and therapeutic diets; food values, costs and food budgeting; and the principles of Public Health.

Requires skill and ability to: apply modern evidence-based nutritional principles and practices to address individual, family and community-based nutrition related health issues; and interact and communicate with people from a wide range of cultures practical nutritional problems.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession Requires completion of a baccalaureate degree from an accredited four-year college or university, with a baccalaureate degree, supplemented by completion of a program leading to a master’s degree, with major course work in nutrition, including courses in public health

Experience:

Requires at least two (2) years of experience providing medical nutrition therapy in a public health or community health setting in educational programs or services in the field of community nutrition; or an equivalent combination of training and experience.

License and Certification:

Current registration with the Commission on Dietetic Registration (CDR).

Possession of a valid California driver’s license.

Substitution:

Possession of a Master’s degree from an accredited college or university in Nutrition or a related field may be substituted for the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
Title: Nutritionist  
Job Code: 2846

To: Chief Dietitian

From: Original Entrance Exam Dietitian

**ORIGINATION DATE:** 3/29/1962

**AMENDED DATE:** 6/7/1976, 4/xx/15

**REASON FOR AMENDMENT**  
To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

**BUSINESS UNIT(S):** COMMN, SFMTA, SFUSD