NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: April 21, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 56 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 21, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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
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INTRODUCTION

Under general supervision, serves as a staff consultant on matters of nutrition; plans, organizes and coordinates the nutrition services of various outpatient and community health programs; provides 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 2624 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.

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.

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.

5. Participates in planning and research activities to determine the relationship of proper nutrition to certain medical, public and community health issues.

6. Develops and conducts educational programs and medical nutrition therapy for community residents of all ages.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a thorough knowledge of: the current principles and practices of nutrition; food 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 evidence-based nutrition 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.

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 of a baccalaureate degree from an accredited college or university, with major course work in nutrition.

Experience:

One (1) year of experience providing medical nutrition therapy in a public health or community health setting.

License and Certification:

Current registration with the Commission on Dietetic Registration (CDR); AND

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

To:

From: Original Entrance Exam

Dietitian

ORIGINATION DATE: 3/29/1962
Title: Nutritionist
Job Code: 2846

AMENDED DATE: 6/7/1976, 4/21/15

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