



**Code: 3412**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: PUBLIC HEALTH NUTRITIONIST III**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises a staff of Public Health Nutritionists engaged in providing nutritional care assessments and counseling services to clients at public health centers or clinics, and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees a nutrition program (e.g., the Women, Infants, and Children (WIC) Program or the nutrition component of the Family Wellness Program) at a health center or clinic, supervising professional and clerical nutrition staff in all phases of service delivery
- Reviews patients' nutrition files completed by staff to ensure the accuracy and completeness of nutrition assessments and care plans
- Directs the program's day-to-day operations to ensure that clients are serviced in a timely and efficient manner
- Provides in-service training to staff on nutritional care standards
- Coordinates nutrition workshops and participates in neighborhood health fairs promoting good health care and nutrition practices
- Prepares program status reports in compliance with program and funding guidelines
- Provides nutritional services to clients, interviewing clients to assess nutritional needs and developing nutrition care plans
- Maintains a directory of available resources within the community
- Identifies community resources and sites to conduct program activities

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree in Dietetics, Foods and Nutrition, or a directly related field, plus three years of work experience in public health nutrition or an equivalent combination of education, training and experience provided that the minimum education requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- Registered Dietitian (RD) credential awarded by the Commission on Dietetic Registration
- Licensed Dietitian Nutritionist (LDN). At the time of employment, positions must be a Licensed Dietitian Nutritionist (LDN) in the State of Illinois.

### **WORKING CONDITIONS**

- Medical facilities environment (e.g., health center, clinic)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Advanced knowledge of:

- \*nutritional assessment, planning, and counseling
- \*theories and principles of food and nutrition
- \*record keeping methods, practices, and procedures

Considerable knowledge of:

- \*human development and disease theory
- \*applicable federal, state, and local laws, regulations, and guidelines

Some knowledge of:

- supervisory methods, practices, and procedures
- \*medical terminology

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Public Health Nutritionist II class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Public Health Nutritionist II class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Public Health Nutritionist II class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Public Health Nutritionist II class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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