

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PUBLIC HEALTH NUTRITION TECHNICIAN
PUBLIC HEALTH NUTRITIONIST I / II
CLASS CODE: TECHNICIAN - 5010 I – 5013 II – 2026
FLSA STATUS: TECHNICIAN: NON-EXEMPT I: NON-EXEMPT II: EXEMPT
SUPERVISORY STATUS: TECHNICIAN: NONE I: NONE II: LEAD
EFFECTIVE DATE: 1/31/2012 (REPLACES 11/19/2002 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Determines clients' eligibility and priority for WIC services by assessing medical and nutritional risk; develops nutrition care objectives and provides individualized counseling, class instruction and referrals to other agencies to meet identified needs; documents interventions, goals, and progress towards meeting identified needs.

CLASS CHARACTERISTICS

Public Health Nutrition Technician: this classification level performs nutritional intervention work under direct supervision of a Public Health Nutritionist II.; assessments require co-signatures from the same.

Public Health Nutritionist I: incumbents in this classification level have experience performing community nutrition counseling.

Public Health Nutritionist II: this is the registered dietitian classification level. Incumbents in this classification have responsibility for advanced nutritionist activities.

ESSENTIAL FUNCTIONS

Evaluates anthropometric and biochemical data and medical and nutritional history information to determine whether clients meet nutritional risk criteria qualifying them for WIC services.

Determines clients' level of nutrition risk (prioritization for services) by assigning and documenting appropriate nutrition risk factors. (A PHN Technician must obtain co-signature from a PHN II, Risk assessments of PHN I must be co-signed by a PHN II)

Identifies clients at significant medical / nutritional risk and schedules them for the high risk follow-up clinic to receive in-depth nutritional counseling after determining their nutritional objectives. (PHN Technician and PHN I must obtain co-signature from PHN II on all high risk client care plans)

Prioritizes the education needs of the family, evaluates client's educational level, cultural background, and values and health beliefs, develops nutrition care objectives to meet these needs.

Provides nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and small children, postpartum, teen mothers, and other health related issues such as immunizations, substance abuse, smoking cessation; documents counseling and client progress towards goals.

Assigns appropriate food packages to meet the nutritional needs of clients including specialized formula for infants with specialized or medical needs.

Reviews the infant feeding survey of each pregnant mother and provides needed information to help the mother make an informed decision about infant feeding choices; provides technical support to all breastfeeding mothers.

Reviews medical history for immunizations, access to infant and child health care and prenatal care, identifies other health and nutrition needs of the family and refers client to appropriate community providers.

Assists in developing a pertinent class topics schedule based upon client needs and assists in the development of class outlines and supporting materials for the class such as handouts, visual aides, and newsletter articles.

CLASS TITLE: PUBLIC HEALTH NUTRITION TECHNICIAN, PUBLIC HEALTH NUTRITIONIST I / II

CLASS CODE: TECHNICIAN - 5010 I – 5013 II – 2026

PAGE 2

Reviews professional articles and current research; prepares and presents nutritional inservices.

Nutritionist with Breastfeeding Coordinator Responsibilities (in addition to the duties described above):

Provides breastfeeding support and technical assistance and education to WIC clients, breastfeeding peer counselors, and staff.

Issues electric breast pumps per state protocol, tracks and counsels clients using the pumps.

Coordinates and evaluates agency efforts to improve breastfeeding rates; implements programs to improve statistics.

Nutritionist with Vendor Management Responsibilities (in addition to the duties described above):

Performs vendor assessment and education.

Reports and resolves complaints against vendors.

Maintains required documentation of vendor monitoring and complaint resolution.

Public Health Nutritionist II (in addition to the duties described above):

Provides specialized nutritional counseling, medical nutrition therapy, class instruction and follow-up for medically and nutritionally compromised clients.

Obtains appropriate specialized formula for clients in consultation with physicians, state WIC staff, pharmacies, and vendors.

Provides technical assistance to Public Health Nutrition Technicians, Public Health Nutritionist I's, and support staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current information regarding basic and therapeutic nutrition and diet; Knowledge of current information regarding therapeutic nutrition and diet (PHN II); Knowledge of public health with specialized knowledge about infancy, childhood, pregnancy, and lactation nutrition; Skill in nutritional assessment, nutrition care planning, counseling, and nutritional care documentation (PHN Technician and PHN I basic skill, PHN II advanced skill); Ability to work closely with clients from diverse and high-risk backgrounds; Knowledge of breastfeeding principles, techniques, and equipment; Knowledge of the composition of various infant formulas and their specific uses; Knowledge of food preparation techniques, food safety, and meal management; Ability to perform several tasks at the same time while maintaining an acceptable level of expertise; Knowledge of the policies and procedures governing WIC; Knowledge of community resources for client referral; Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in written and verbal communication; and Knowledge of education principles including behavior modification techniques.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work is performed in a busy clinic; and Work exposes incumbent to contagious or infectious diseases.

CLASS TITLE: PUBLIC HEALTH NUTRITION TECHNICIAN, PUBLIC HEALTH NUTRITIONIST I / II

CLASS CODE: TECHNICIAN - 5010 I – 5013 II – 2026

PAGE 3

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

Public Health Nutrition Technician: equivalent to a bachelor's degree in human nutrition, community nutrition, clinical nutrition, public health nutrition, dietetics, nutritional Sciences in Integrated Studies with a minimum of 24 hours nutrition, or home economics with an emphasis in nutrition.

Public Health Nutritionist I: equivalent to a bachelor's degree in human nutrition, community nutrition, clinical nutrition, public health nutrition, dietetics, nutritional Sciences in Integrated Studies with a minimum of 24 hours nutrition, or home economics with an emphasis in nutrition; and One (1) Year work experience performing community nutrition counseling. Approved Dietetic internship may be substituted for the experience requirement.

Public Health Nutritionist II: equivalent to a bachelor's degree in dietetics and successful completion of an approved internship or equivalent OR equivalent to a master's degree in human nutrition, nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition, home economics with an emphasis in nutrition OR Registered Nurse, C.N.M., or N.P. with a bachelor's degree in nursing OR Certified Physician Assistant. Requires one (1) year of relevant work experience. Additional related education may be substituted for the experience requirement.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Public Health Nutritionist with Breastfeeding Responsibilities: certification as a Lactation Educator.

Public Health Nutritionist II: dietitians must be registered with the ADA Commission on Dietetic Registration (RD); and Dietitians and Nurses must be certified/licensed with the State Division of Occupational and Professional Licensing (CD).

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.