OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW

AUG 0 [illegible]

CLASS TITLE:	CODE:
Public Health Nutrition Administrator	65717C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative supervision, plans, organizes & directs public health nutrition program for Department of Health; supervises professional nutrition staff engaged in program implementation & research related to nutrition or institutional dietitic aspects of public health program; directs planning of educational programs for health & other allied professionals or graduate nutrition students; maintains cooperative relations with community, special interest groups, legislators, professional organizations & other governmental agencies; advises director; may represent director of health on boards, councils or commissions;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	65-71	Plans, organizes & directs public health nutrition program for Department of Health (e.g., determines nature & extent of nutrition needs; establishes short & long term goals, objectives, policies, priorities & standards for public health nutrition programs; writes nutrition component of state plan & assists in development of nutrition components in specialized areas); prepares budget & proposals which generate federal funds to expand or supplement needed nutrition programs or research; directs & supervises the preparation of fiscal & program records & other reports.	Knowledge of (1) management/administration, (2) public relations, (3) government structure & process related to requesting federal funding, (4) physiology, (5) bio-chemistry, (6) public health nutrition & institutional dietitics, (7) nutrition program planning, (8) manpower planning; ability to (9) interpret extensive variety of technical material, (10) define problems, collect data, establish facts & draw valid conclusions, (11) deal with large number of variables & determine specific course of action on basis of need, (12) prepare meaningful & accurate reports, (13) plan & develop state-wide nutrition program, (14) gather, collate & classify information, (15) handle sensitive telephone & face-to-face contacts, (16) establish friendly atmosphere as manager of division.

(89)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in management/administration (or 12 mos. exp.); 10 courses in public health nutrition & institutional dietitics (or 12 mos. exp.); 6 courses in public relations (or 6 mos. exp.); 3 courses in physiology (or 3 mos. exp.); 1 course in bio-chemistry (or 1 mo. exp.); 1 course in supervision (or 1 mo. exp.); 1000 hours (Cont)

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Public Health Nutrition Administrator

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NEW AUG 0 2 '97

CLASS TITLE: Public Health Nutrition Administrator

MAJOR AGENCIES: County Offices, Universities

CODE: 65717C

JURISDICTION: County, Univ.

FUNCTION:

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	10-16	Supervises professional nutrition staff engaged in program implementation or research related to nutrition or institutional dietitics aspects of public health program; directs planning of educational programs & materials in nutrition & related areas for professionals (e.g., teachers) & allied health personnel & to include field experience program for graduate nutrition students.	Knowledge of 1, 4, 5, 6, 7, 8, (17) supervision; ability to 11, 16, (18) use statistical analysis, (19) review & approve educational materials for technical audiences.
3	16-22	Establishes & maintains cooperative relations with community, special interest groups, legislators, professional organizations, other governmental units & other departmental units in order to coordinate & promote public health nutrition programs & services; advises director of department on nutrition matters.	Knowledge of 1, 2, 4, 5, 6, 7; ability to 10, 11, 13, 15.

(892)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) training in nutrition program planning (or 12 mos. exp.); 300 hours training in federal regulations governing funding of nutrition programs (or 3 mos. exp.); 300 hours training in manpower planning (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

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