



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
NUTRITION CONSULTANT 2

ANNUAL \$59,089 SALARY: \$80,010 **SALARY GROUP: HC 24** **APPLICATION CLOSING DATE: SEE BELOW** **EXAM NO: 021250CRFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATES FOR 2015)

PURPOSE OF CLASS: In the Department of Public Health, this class is accountable for independently performing the full range of tasks involved in the planning, implementation, supervision and administration of multiple specialized statewide nutrition programs such as the nutrition component of the supplemental food programs for women, infants and children (WIC) and community nutrition programs. Incumbents may perform licensure and certification surveys of health care facilities and monitor state and federally mandated health care programs.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Eight years' experience as a nutritionist or dietitian in a health or human services agency or facility or agriculture extension service.

SUBSTITUTIONS ALLOWED: (1) College training in dietetics, foods and nutrition or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in community nutrition or public health nutrition or completion of a dietetic internship may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of nutrition, dietetics and nutrition education as related to public health practices and specialized programs; considerable knowledge of modern methods, materials and appliances used in large and small food preparation services; considerable knowledge of safety and sanitary problems, legislation, regulations, current programs and practices related to community nutrition and food management; considerable knowledge of program management and budgeting processes; knowledge of training and technical assistance methods, reporting and evaluation techniques; knowledge of cost control methods in food delivery; knowledge of training and technical assistance methods; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **JANUARY 12, 2015 for the FEBRUARY 26, 2015 grading date; and by AUGUST 12, 2015 for the SEPTEMBER 28, 2015 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at any one of the Offices of the Connecticut State Job Centers.

(revised December 18, 2015)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities military veterans.