

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

800



FROM: Human Resources Department

SUBMITTAL DATE:
August 14, 2012

SUBJECT: Classification and compensation recommendation to establish a new classification of Supervising Nutritionist II for the Department of Public Health, Nutrition Branch and amend Ordinance No. 440 Pursuant to Resolution No. 440-8897 submitted herewith

RECOMMENDED MOTION: That the Board approve the recommendation and amend Ordinance No. 440 pursuant to Resolution No. 440-8897.

BACKGROUND: The Department of Public Health (DOPH), Nutrition Branch is responsible for the Women, Infants and Children's (WIC) Program. This program distributes food vouchers to qualifying participants throughout the County. As the demand for this program continues to grow, the increasing caseload has also created the need to evaluate the supervisory structure within the WIC offices. In order to determine the most appropriate supervisory structure to address the current needs and future growth projections of the program, Human Resources conducted a classification study of the reporting structure and recommends the creation of a Supervising Nutritionist II classification.

Departmental Concurrence

Barbara A. Olivier

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Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13
SOURCE OF FUNDS: N/A				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*
Ivan M. Chand 8/16/2012

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.68

BACKGROUND (continued):

There are currently 19 WIC clinics located across the County, which handle a caseload in excess of 90,000 clients. The WIC clinics are staffed with Health Services Assistants, Nutritionists, Senior Nutritionists, and Supervising Nutritionists. As the program is currently structured, the Supervising Nutritionist is responsible for the supervision of multiple clinics, program compliance, and related administrative duties, while the Senior Nutritionist, a lead classification, is responsible for the daily assignments of the WIC staff. As the Supervising Nutritionist is responsible for multiple clinics, the immediate issues are handled by the Senior Nutritionist; however, this is not optimal as this classification is defined as a lead classification, handling daily assignments and providing technical expertise rather than providing leadership and supervision to the staff.

After evaluating different structures that would suit the program's current and future needs, it was determined that establishing a two-tier supervisory structure would address the immediate supervisory needs at the WIC clinic sites, and provide for the administrative and program compliance needs on a regional basis. This can be accomplished by reclassifying the Senior Nutritionist to the newly retitled Supervising Nutritionist I, which will provide the much needed immediate supervision within the WIC clinics and establishing a Supervising Nutritionist II classification to handle multiple WIC clinics, providing administrative program monitoring and compliance and supervision of the Supervising Nutritionist I classification.

A classification study of the five surrounding counties (Los Angeles, San Diego, Orange, Ventura, and Santa Barbara) was conducted to evaluate the current supervisory and salary structure. The data was limited as two of the counties (Los Angeles and San Diego) do not provide WIC programs and the remaining counties (Orange, Ventura and Santa Barbara) have smaller caseloads. Since the caseloads are smaller, these counties utilize supervisory structures that fit their program size and organizational structure. Whereas the study was unable to establish a benchmark for the proposed classification, internal classifications with similar responsibilities, scope of supervision and qualifications were considered. Based on this review, it is appropriate to establish this new classification at approximately 5.5% above the existing Supervising Nutritionist classification. There is no immediate cost to establish this classification; however, reclassifying staff to the Supervising Nutritionist II classification will result in an approximate annual cost of \$27,047.00.

CLASSIFICATION ADDITION

Supervising Nutritionist II: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 558/L14 (\$52,749 - \$74,762). The proposed salary is approximately 5.5% above the current Supervising Nutritionist I classification. The classification specification is attached.

1 RESOLUTION NO. 440-8897

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____, 2012, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 Job			Salary
9 Code	+/-	Class Title	Plan/Grade
78348	+	Supervising Nutritionist II	SEU 558/L14



SUPERVISING NUTRITIONIST II

Class Code: 78348

COUNTY OF RIVERSIDE
Established Date: Aug 9, 2012
Revision Date: Aug 9, 2012

SALARY RANGE

\$25.36 - \$35.94 Hourly
\$4,395.72 - \$6,230.15 Monthly
\$52,748.59 - \$74,761.86 Annually

CLASS CONCEPT:

Under direction, assist management in planning, organizing, directing, and coordinating the work of nutrition services staff within an assigned geographic region or program; and to perform other related work as required.

The Supervising Nutritionist II classification is responsible for the supervision of multiple WIC sites or programs in the Department of Public Health. Incumbents in this class provide technical and administrative supervision to subordinate staff.

Incumbents plan, organize, direct, and coordinate a variety of administrative services, which includes program planning and development, revenue and budget development, personnel operations, information systems planning and reports, facilities, and the development and acquisition of contracts and services.

Supervising Nutritionist II incumbents have direct supervision over Supervising Nutrition I staff and may supervise other professional, paraprofessional, and non-paraprofessional staff. Incumbents in this classification report to either the Public Health Program Chief or designee.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide overall leadership by coaching, training, managing, organizing, directing, and reviewing the total scope of services provided at multiple WIC sites or programs; provide leadership in decisions regarding scheduling, assignments, management, and staffing.
- Support management by ensuring supervisors develop, track and monitor compliance systems; follow-up and ensure supervisors are participating in monthly monitoring activities, including the review of monthly data reports.
- Keep abreast of local, State, federal, and other regulatory agency laws, rules, regulations, policies and procedures; provide leadership in the development, revision, and implementation of policies, procedures, standards of care and practice, and goals and objectives for a branch or program.
- Support management in recruitment, selection, and work assignments of subordinate staff; assist in the resolution of personnel issues; assist or provide training to staff.

- Perform and document timely performance evaluations of subordinate staff.
- Support management in providing consultation and guidance to subordinates, supervisors, and staff on unusual, sensitive, or complex problems; provide guidance and ensure compliance with policy and program standards.
- Support management in internal and external customer services and operations at WIC sites or programs; establish objectives to be achieved and plan, implement, and evaluate the action plan for achieving improvements; initiate and/or conduct audits to identify areas requiring improvement.
- Support management in preparing fiscal and management reports; create and recommend action to balance a region's or project's budget; monitor expenditures and use of various allocations; respond to audit reports.
- Support management by participating in various service need assessments; develop, prepare, and implement requests for proposals; develop, implement and monitor contracts and memorandums of understanding; serve as a liaison with community partners.
- Support management in the research, design, development, and implementation of specialized information systems and reports which support program management activities; evaluate outcomes and goals; assess program compliance.
- Represent branch on various professional and intra-County departmental committees and in local, State, and national committee meetings.
- Participate and oversee outreach programs.
- Frequently conduct field visits from home base to WIC sites or program activities, meetings, training, and community events.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in nutrition, dietetics, home economics, health science or a closely related field. A Master's degree in nutrition, public health, or management is preferred.

Experience: Three years of supervisory experience equivalent to a Supervising Nutritionist I at a WIC site or program.

Knowledge of: Principles of leadership, management, and regulatory requirements; personnel scheduling; performance evaluations; group dynamics; progressive disciplinary action; team building and conflict management; problem solving and management techniques; training and evaluation; nutrition requirements of federal, State, and local programs; principles and techniques used in nutrition education and counseling; special food requirements of maternal, economically disadvantaged, physically handicapped, and other groups having special nutritional needs; the relationship between cost and nutritional value of various foods; health education methods and techniques as they apply to the field of nutrition; nutrition counseling techniques; community sources of nutritional data and aid.

Ability to: Implement the principles of leadership and management to ensure compliance with the Public Health goals, objectives, strategic plan, policies and procedures; prepare and maintain reports; communicate clearly via oral and written methods; monitor critical practice indicators, identifying opportunities for improvement, and guide the implementation of the action plan; analyze and maintain budget accountability; establish, communicate, and monitor performance standards and expectations; manage time effectively; make sound decisions using problem-solving skills; use productive group

dynamics to achieve teamwork.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid Certificate of Registration as a Dietitian as issued by the American Dietetic Association.

Possession of a valid California Driver's License may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.