

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** WIC Program Nutritionist

**EXAM NO:** 85768010

**SALARY:** \$30.56/hr - Hire Rate, \$32.17/hr - Work Rate (2025 Rate)

**EXAM DATE:** 05/17/25

**ISSUE DATE:** 03/11/25

**THE FINAL DATE TO FILE APPLICATIONS:** 04/10/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/18/25

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of WIC Program Nutritionist located in the Tompkins County Health Department's WIC Program. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.**

**MINIMUM QUALIFICATIONS:**

- (a) Possession of a Bachelors in human nutrition science; **OR**
- (b) Credentials as a Registered Dietitian (RD); **OR**
- (b) Any combination of education and experience equal to or greater than that specified in (a) above.

Guidance (NYS WIC Program Manual), Nutrition Support Staff and CPA's (Competent Professional Authority), Section #1460:  
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If an applicant has a foreign degree he/she must provide a Foreign Academic Credential Evaluation Report prior to appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at the time of application and maintenance of such license for the duration of employment.

**ANTICIPATED ELIGIBILITY:**

This opportunity is being announced with anticipated eligibility. Applicants who are currently and actively enrolled in a qualifying degree program may apply, however, will only be considered for appointment if they have graduated by the time the appointment is being offered. When the civil service examination comes up, those who remain actively enrolled in college will be admitted to the examination and those with a passing score will be marked as restricted if they have not obtained their degree by the time the list is established. Once these candidates complete the requirements to be fully eligible, they may be considered for permanent appointment once they have demonstrated possession of a qualifying degree. It is the candidate's responsibility to let Human Resources know when they are eligible by providing a transcript indicating that their degree has been conferred.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, directing and evaluating a program of nutrition assessment and education for the Women, Infants and Children (WIC) Supplemental Food Program. This is a professional nutrition position responsible for assessing the nutritional requirements of the clients, planning for provision of a food package and limited counseling appropriate for the individual's physical and medical needs along with providing nutrition education to adequately meet their regular and remedial diets. Work is performed under direct supervision of the WIC Program Director and under general supervision of the Director of Community Health with leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Assesses nutritional need of clients by comparing growth, development and medical status against standards of normal individuals;
- Assesses and provides for the nutrient needs of clients as affected by medical regimens, or physical limitations;
- Determines nutritional need and eligibility of individuals for participation in WIC program and enrolls participants in the WIC program;
- Prescribes, tailors, authorizes, issues and reissues any WIC food package per NYS WIC program guidelines and protocols, including the review and approval of infant formula requests requiring medical documentation for participants in consultation with their Health Care Provider (HCP);
- Develops dietary plan for providing nutritional care of clients;
- Provides and documents participant-based nutrition education counseling to clients and clients' families regarding foods available through WIC program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutrition needs, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk); above counseling is responsive to identified needs/interests of participants;
- Implement optional and required individual care plans for participants, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk);
- Track participants' progress and document outcomes, including goals set, in improving their health, especially participants whose nutrition or health concerns require an advanced level of nutrition expertise (high risk);
- Plans and evaluates methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients; provides leadership in the planning, conducting, and evaluation of participants-centered nutrition education (individual/family or facilitated group discussions) responsive to the identified needs/interests of participants;
- Provides guidance in nutrition assessment and counseling to Nutrition Educators and Nutrition Support Staff;
- Provides leadership and assists in orienting, training, and mentoring of new Nutrition staff, including Nutrition Support staff and volunteers/interns;
- Plans, conducts, and provides leadership in developing, conducting and evaluating training programs in nutritional care and nutrition education topics for the staff of the WIC program, county health Department and other county agencies and interested community groups;

- Acts as the resource person for information on nutrition issues/topics for all staff;
- Advises clients' families and staff on available community resources in foods and nutrition such as home-delivered meals, Title VII nutrition programs, food stamp programs and homemaker services and extension services;
- Establishes working relationships with local health, social service and education agencies to further program objectives and provides nutritional education for medical and allied personnel; provides and documents appropriate follow-up referrals to other health and social services agencies for participants, especially participants with additional nutrition or health concerns;
- Participates in State, regional and local programs to keep abreast of new developments in the field of nutrition; completes and documents a minimum of 24 hours of approved-criteria continuing education every three years in topics relevant to WIC;
- Maintains a variety of records in accordance with Federal and State agency requirements;
- Performs routine blood tests in accordance with infection control practices.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of nutrition and diet therapy;
- Thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment;
- Thorough knowledge of how various disease states and medical regimens alter nutrient needs;
- Thorough knowledge of processes involved in menu planning, marketing and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently and economically;
- Ability to establish and maintain effective working relationships with program clients and staff;
- Ability to understand and follow complex oral and written instructions;
- Ability to speak clearly and effectively to individuals and to groups;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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### **Complete Scope of the Examination and Expanded Subtest Descriptions:**

#### **Educating and interacting with the public**

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

#### **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

#### **Basic nutrition and dietetics**

These questions test for knowledge of basic nutrition and dietetics, including such areas as the nutritional value of foods, nutritional needs of client populations, balanced diets, foods and their relationship to health, and food purchasing and preparation.

#### **Providing services to women, infants and children**

These questions test for knowledge of the special needs of the WIC program service population. Topics may include maternal and pediatric nutrition; breastfeeding and its relationship to the health, nutrition, and development of the infant; and common

nutritional problems of low-income women, infants, and children up to age 5.

### **Test Guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850