

# TEHAMA COUNTY HEALTH SERVICES AGENCY



## **Interoffice Memo**

**Date:** 3/11/2024

**To:** Coral Ferrin  
Personnel Director

**From:** Jayme Bottke  
Executive Director

**RE:** Nutrition Assistant I-II-& III

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The Tehama County Health Services Agency (TCHSA) is requesting approval of the revised Nutrition Assistant classification specification series. When this classification series was created in 2003 it was during the time that the Health Services Agency had just acquired the WIC program. The nutrition assistant needs for both the WIC program and the Agency have grown since that time. For example, with the development of the Partnership Healthcare plan, there is a need for the Agency to hire nutrition assistants that can serve more than just the WIC clients. As the class specification currently reads it is very specific to the WIC program. Another reason behind this revision is that there has long been a need to be clearer about the distinction between the roles and responsibilities between the Nutrition Assistant I-II-III levels. As the WIC program has grown over the years, both in complexity and in client volume there has been a need to revisit the essential functions, qualifications and education and experience necessary to implement the programming.

The areas of revision that are being requested for this class specification include, essential functions, qualifications, as well as education and experience. A review of similar positions of Butte, Humboldt and Shasta was conducted to help clarify the distinctions between the series.

Considering the expanded duties required in this position over time as well as our desire to have the ability to do nutrition counseling in other centers within the agency, I would recommend the Nutrition Assistant Series level of pay be reviewed and adjusted to an equitable rate as researched and recommended by your staff.

Thank you for your consideration of this proposal.

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