

## Frequently Asked Questions

1. What if the only nutrition specialist in the clinic calls in sick or is on vacation?

A: It may be that in smaller clinics, where personnel is limited, that the staffing pattern will only include nutrition specialists. The other option that people may want to consider is to have a “mobile” staff member that will go to different clinics to fill in for staff that are sick or on vacation.

2. What can smaller clinics do if they cannot attract Bachelor degree applicants? (actual comment: Need an “out” in the smaller counties if Bachelor degree employees aren’t applying for the job positions.)

A: For current staff, they will have the next two and a half years to pass the courses and observations to qualify for the Nutrition Education Specialist position(s). For new staff who are high school graduates, they can be hired as a certification specialist and go through the pathway to become a Nutrition Education Specialist I.

Note: Consider doing outreach to local area High Schools to encourage students to volunteer and gain experience in a WIC clinic and in nutrition counseling to create a pool of potential staff.

3. If people are at a higher pay due to experience, but they can’t pass the LMS courses or observations, such as an employees who has been with the agency 28 years and is at the top of the pay scale.

A: As in any transition phase, people who are currently on the job may be grandfathered in terms of salary but not position classifications.

4. Who will pay for having the “declassification” done to draw up the different job descriptions?

A: I am not sure what costs will be incurred in “declassification.” Our intent is to work with the health officers and through them, with the organization’s Human Resource (HR) staff to identify necessary steps to make this happen. We plan to get a human resource consultant to help us with this project.

5. What should agencies do if the new job descriptions do not fit into the structure of the counties?

A: This will be a requirement for any agency to provide WIC services and we will work with the ADHS local agency liaison and ALHOA to identify the steps to be able to fit into the structure of the counties. For non-profit organizations, we will work with the WIC Directors and their CEO and Human Resources to do the same thing.

6. Who will write the own job descriptions?

A: With the help of the human resource consultant, the State will write a sample job description based on classification codes acceptable to HR. However, each agency may have to modify them according to their own HR writing format.