



Office of Human Resources  
Wellness Program Coordinator - CA2988  
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### General Statement of Duties

Designs, implements, evaluates and measures the City's Wellness program. Collaborates with Benefits Team on determining needs to modify programs. Coordinates Wellness events and evaluates effectiveness. Develops communications for employees to ensure thorough understandings of benefits offered, consulting with individuals about coverage for medical procedures while adhering to guidelines for legal compliance.

### Distinguishing Characteristics

This class is not a part of any known job series.

### Level of Supervision Exercised

None

### Essential Duties

Collaborates with city agencies to create wellness strategies that fit each agency's culture, availability and level of readiness and aligns with the different agencies goals and needs.

Coordinates with benefits team to create a wellness program that addresses most pressing health concerns.

Analyzes metric and data to determine employee needs to create an overall workplace wellness strategy.  
Negotiates contracts and agreements with external vendors.

Schedules and promotes wellness programs and screenings at various city locations in collaboration with internal and external partners.

Implements program, tracks participation, conducts outreach and determines award eligibility.

Plans, organizes, and delivers onsite ancillary programs and initiatives to employees not related to the incentive.

Uses data to determine return on and value of investment.

Manages day to day operations to continue the momentum of wellness by working with other agencies/ departments to deliver wellness program.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Planning and Evaluating – Establishes objectives and strategies for a functional area, identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

### **Knowledge & Skills**

Knowledge of benefits administration and federal, state and local employment regulations.

Knowledge of organizational wellness practices and strategies.

### **Education Requirement**

Bachelor's Degree in Business Administration, Human Resources, or a related field.

### **Experience Requirement**

Two (2) years of experience in a benefits, wellness, or human resources environment.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Sitting: remaining in the normal seated position.

Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Near acuity: ability to see clearly at 20 inches or less.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-809  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**