# SANTA CLARA COUNTY OFFICE OF EDUCATION

# CLASS TITLE: EMPLOYEE WELLNESS SPECIALIST

#### **BASIC FUNCTION:**

Under the direction of the Director I-Workforce and Organizational Development, coordinate, plan, organize and evaluate an employee wellness program including enhancement of health and the prevention of disease and disability; assist departments in conducting health-related training as requested; develop and implement program goals and objectives; coordinate projects and special events as assigned; provide direction to wellness champions.

#### REPRESENTATIVE DUTIES:

#### **ESSENTIAL DUTIES:**

Plan, develop, coordinate and evaluate a comprehensive employee wellness program directed toward reducing health risks and improving health status; develop the wellness program infrastructure; heighten the awareness of the factors that can affect health and longevity, encouraging employees to take increased responsibility for their health behaviors; exemplify a lifestyle that reflects healthy activities, exercise and good nutrition.

Sold to the second of the seco

Develop promotion and publicity plans for the wellness program throughout the County Office and develop information for approximate newsletters and other publications; coordinate health fairs, health screenings and various health-screenings and various health-screenings and various health-screenings.

Provide direction to wellness champions; compile statistical summaries of participant and the wellness champions activity data, class attendance and equipment inventories to ensure proper pages and detailed program evaluation; assure customer satisfaction of program activities.

Assist staff to complete health assessment plans to determine health and wellness needs; assemble data from a variety of sources for use in assessment and planning of health education and wellness programs; conduct needs and interest surveys; consult with community agencies, advisory groups, task forces and the medical community to coordinate, advise and advance public health education program purposes and practices.

Assist with program budget development and transactions; monitor monthly expenditures.

Serve as a member of and participate in the activities of the Health Care Cost Containment Committee; make presentations at leadership meetings as directed.

Analyze, interpret, and report research findings and recommendations; ensure the timely completion of assigned projects.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to various sites to conduct work.

## OTHER DUTIES:

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Public health core functions and public health processes including assessment, development, assurances and evaluations.

Public health topics.

Project management skills, tools and techniques to move strategies from conceptual stage to planning and execution phases.

Budget monitoring and control.

Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Operation of a computer and assigned software.

Public speaking techniques. The cookies and the cookies and the cookies and the cookies are considered to the cookies and the cookies are considered to the cookies and the cookies are considered to the cookies are co

ABILITY TO: Coordinate, plan, organize and evaluate an employee wellness program including enhancement of health and the prevention of disease and disability. The transfer of the second second final transfer of the second se

Assist departments in conducting health-related training as requested. And the measure departments in conducting health-related training as requested.

neurons and Develop and implement program goals and objectives. And the advantage and the advantage of the program goals and objectives.

Coordinate projects and special events as assigned as a second of the control of the configuration of the configur

the December Provide direction to wellness champions; the discussion and the provide direction to wellness champions;

Serve as a healthy role model for employees, exemplifying a lifestyle that reflects healthy the same behavior, wellness and good nutrition and a way in a problem as well as the same perfect that is a second to

Operate a computer and standard office equipment. The standard office equipment and standard office equipment and standard office equipment. The standard office equipment and standard office equipment and standard office equipment.

suppression Collect, assemble and analyze data, preparing reports, and monitoring progress.

as the Modify systems, procedures and programs within area of responsibility.

taken as the Establish and maintain cooperative and effective working relationships with others, and the same and a same are the than it is a second of a second of the control of Manager or greater wear,

Plan and organize work.

Meet schedules and timelines.

Prepare and maintain records and reports related to assigned activities.

# EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in health education, health promotion, nutrition, physical education or related field and three years of related experience.

and the constitution and was produced for a constitution of the co

# LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

### WORKING CONDITIONS:

# **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

### PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

and the second of the second of the second

and the large that is a consequent from the continue of the co

objektivan matematika antipropore enformatione en kalende en 1999.

the Marijana and the growth of the State of the Committee of the Committee

THE PARTY OF THE COURT OF SECURISHING AND ADMINISTRATION OF THE PROPERTY OF TH

a a compression de la descripció de la compressió de compressió de compressió de la compressió de compressió d

Exercises and weather agonal subjects of the subject and the s

utters parament. In termedicable met authore dan preparament, errennum en pur parament. Parament en problem pe All times parament in the transporter de contraction de commente de commente de commente de commente de comment

> . De tradition de la la la participat de la company de la la company de la company

and distributed by a first of complete distributed was selected as the contract of the contrac

ous com a gregorian<mark>t</mark>e de seconomentado de sabre de calacidade de propieda de la compación de la comprese de comb

un unterminadificative esta en esta especia especia de la massa de la compete de la compete de la compete de l En esta esta configue de la competicación de la compete de la configue de la compete de la configue de compete En esta de configue de la compete de la configue de la configue de la configue de la compete de la configue de la compete de la configue del la configue de la configue del la configue de la

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulder and horizontally.

Approved by Personnel Commission: June 23, 2011

Philip J. Gordillo /

Executive Director, Viuman Resources is crass on its endinger and account of the contract of t

Santa Clara County § Office of Education