

# 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.

Coordinate activities with internal committees and department teams; develop partnerships with external agencies and resources; provide educational health presentations and training programs.

Develop promotion and publicity plans for the wellness program throughout the County Office of Education; prepare news releases and articles on health topics and develop information for newsletters and other publications; coordinate health fairs, health screenings and various health-related workshops.

Provide direction to wellness champions; compile statistical summaries of participant and wellness champions activity data, class attendance and equipment inventories to ensure proper 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.

**ABILITY TO:**

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.

Serve as a healthy role model for employees, exemplifying a lifestyle that reflects healthy behavior, wellness and good nutrition.

Operate a computer and standard office equipment.

Facilitate meetings and prepare information to present to groups.

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

Modify systems, procedures and programs within area of responsibility.

Establish and maintain cooperative and effective working relationships with others.

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.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

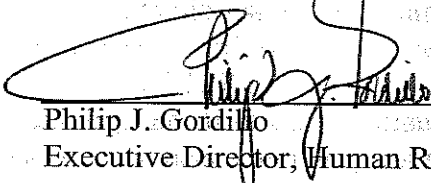
**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
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, Human Resources

7/01/11  
Date