

COUNTY OF SOLANO
CLASS SPECIFICATION
WELLNESS COORDINATOR

CLASS SUMMARY:

The Wellness Coordinator performs paraprofessional level responsibilities to assist the County's wellness vendor in planning, developing, administering, and promoting a countywide employee wellness and work/life balance program; coordinates program activities with other county services and community partners; and oversees related administrative duties.

This class is distinguished from the:

Coordinator - Programs class which performs professional level activities to develop, coordinate, and promote an assigned program that provides resources and/or services to the County organization, individual members of the public, or the community at-large.

Manager - Programs class which is responsible for the overall administrative and fiscal aspects of assigned programs including developing and implementing goals, objectives, policies, and procedures.

ESSENTIAL DUTIES:

This class specification represents core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Assists in planning, developing, coordinating, implementing, promoting, and evaluating the County's worksite wellness program and associated initiatives and activities. Collaborates in developing and establishing program objectives, priorities, and performance targets.

Develops, recommends, and administers the program's annual operating budget and monitor expenses. Assists in negotiating contracts with service providers. Administers and monitors program's contracts with outside vendors and service providers.

Assists in planning, implementing, and coordinating promotional strategies. Publicizes the program through various media and awareness campaigns, health fairs, seminars, presentations, meetings, training programs, and special events; establishes and maintains the County's wellness intranet website; prepares and publishes newsletters; maintains resource library; and develops, updates, and disseminates program handbook and other literature.

Performs community outreach; liaisons and develops partnerships and establishes linkages with community groups, businesses, and other resources and service providers. Serves as liaison to other wellness-related committees and task forces as needed. Serves as liaison between the workplace and partnered resources. Recruits, trains, coordinates department wellness ambassadors. Chairs, staffs, and/or serves on committees and groups involved with employee wellness activities.

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ESSENTIAL DUTIES: (Continued)		
<p>Monitors the effectiveness of wellness initiatives, activities, and delivery; collects, compiles, analyzes, and reports on program effectiveness, related activities, and administrative matters; and prepares management and operational reports and documentation.</p> <p>Researches potential new programs and program changes and makes recommendations to management on design, cost, and/or administrative changes.</p> <p>Maintains confidential information, files, and records.</p> <p>Performs other duties of a similar nature and level as assigned.</p>		

Training And Experience:

An Associate of Art's Degree in wellness, health, fitness or another related field and two years of administrative level experience related to the area of assignment is required. A concentration in program and service delivery is desired. An equivalent combination of education and/or experience sufficient to perform the essential duties of the class may be substituted on a year-by-year basis.

Licensing/Certification Requirements:

State of California Driver's License Class C

- Knowledge of:**
- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statues
 - Administrative principles applicable to the functions of health and wellness programs, resources, and services
 - Health and wellness trends, theories, practices, health risk, and cost relationships; employee work/life balance challenges and issues
 - Budget management principles and practices
 - Principles and procedures of program development, coordination, implementation, supervision, and evaluation
 - Health and medical terminology
 - Principles of pubic speaking and group presentations

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Knowledge of: (Continued)

- Principles and procedures of program marketing and promotion
- Principle and practices of adult training and education
- Project and program research methods and techniques
- Recordkeeping and report preparation practices
- Intermediate computer skills in Microsoft Office based software programs; and publishing and website software applications

Skills in:

- Working under pressure to meet timelines and handling multiple and changing priorities
- Communicating effectively, both orally and in writing with individuals in face-to-face one-on-one settings, small and large group settings, by phone and e-mail
- Marketing and promotion
- Collecting, analyzing, interpreting and reporting research findings and recommendations
- Problem-solving and sound decision-making
- Interpreting and applying laws, regulations, codes, and policies
- Using a variety of computer-based technologies for word processing, spreadsheets, website development and maintenance, and publications
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience

ADA Requirements:

Positions in this class typically require climbing, kneeling, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Requirements:

May require independent travel

Class History Information:

Approved by Civil Service Commission June 11, 2008