

**MAJOR FUNCTION**

This is specialized professional and administrative work involving the City's human resources wellness initiatives. The incumbent has the responsibility for the delivery of health and wellness programs as part of the Human Resources strategic plan. Responsibility areas include providing education, resources and opportunities to the employees of the City to live healthier lives, as well as coordinating City wellness events, seminars, and various preventive health programs. The incumbent is expected to work independently in carrying out program responsibilities and varied assignments without detailed instructions. Work is subject to review by the Employee Engagement Manager through reports, conferences, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops, plans, coordinates and implements the wellness initiatives, events, activities and seminars for the City of Tallahassee. Maintains total wellbeing programming to reduce health risk, medical costs and encourage healthy lifestyles. Works with vendors and other human resources associates to administer the wellness initiatives. Lead lunch and learn seminars throughout the year promoting health and wellness initiatives. Partners with the Benefits Program Coordinator to lead the wellness side of the annual wellness-benefit event. Coordinates with wellness and health exhibitors to obtain health screenings and various health improvement and educational information. Markets the City's wellness program through employee communications and creates materials to increase awareness and employee participation. Contributes to benefits newsletter and department newsletter. Updates and maintains the City's ReFresh ReImagine You Health intranet site. Conducts research, analyzes findings and recommends program changes. Assists with the planning and implementation of signature events including but not limited to the Annual Men's Health Event and Wellness and Retirement Conference. Manage and oversee part-time fitness staff and prepare fitness class schedules. Responsible for the annual maintenance and oversight of the city's owned fitness rooms. Prepares budget requests associated with wellness area and provides recommendations for expenditure of appropriated funds. Maintains statistical data and prepares analytical reports. May prepare City Commission agenda items. Writes requests for proposals and bid specifications. Evaluates contracts and recommends contract awards to support service needs. Coordinates the oversight and implementation of a wellness incentive platform. Assist as needed other work inside the Employee Engagement Division. Monitors contract vendor compliance. Performs related work as required.

**Other Important Duties**

Keep abreast of current national wellness and wellbeing initiatives and activities. Serves as a team member on ad-hoc department-wide or city-wide project teams as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Thorough knowledge of health, wellness and fitness, including industry-wide accepted methods, laws, practices and regulations. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to work independently. Ability to present facts and recommendations effectively, orally and in writing. Ability to make public presentations and conduct informational and educational sessions. Ability to develop creative program materials, including promotional pieces. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of microcomputers and associated databases, software programs and peripherals necessary to successful job performance.

Minimum Training And Experience

Possession of a bachelor's degree in public, personnel, or business administration, human resources, occupational health and safety, communications, sports medicine, fitness, health and wellness or a related field, and four years of professional experience that includes employee benefits, health and fitness programs, wellness programs or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-28-16

Revised: 11-13-19

08-30-23