

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****EMPLOYEE WELLNESS PROGRAM MANAGER**

SALARY SCHEDULE: ADMINISTRATIVE – M

COST CENTER: HUMAN RESOURCES (9023)

QUALIFICATIONS:

- Bachelor's Degree from an accredited education institution. Specialization in Human Resources.
- Minimum of three (3) years experience in a human resources environment working in employee wellness or benefit programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the general human resources policies and procedures.
- Knowledge of employee benefit programs.
- Knowledge of employee labor laws.
- Knowledge of employee wellness programs.
- Ability to communicate effectively both orally and in written form.
- Ability to problem solve.

REPORTS TO:

Director of Risk Management and Employee Benefits

JOB OBJECTIVE:

To lead the development and implementation of comprehensive wellness programs that enhance employee health, increase productivity and foster a positive workplace culture.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Analyze health claims data, health related indicators, employee interest surveys and health risk assessment results to identify areas for improvement of the Wellness program.
- Implements appropriate Wellness programs and initiatives in support of employee health related risk factors and employee feedback
- Participate on various committees across the district to include Health and Wellness
- Assist in the development of internal communications for employees to promote communication of critical information to employees
- Promote and assist with wellness screenings and vaccine clinics
- Collaborate with District benefit providers and business partners
- Oversee the daily operation of the Wellness Center
- Evaluate the effectiveness of wellness programs and make necessary adjustments
- Establish partnerships with local health organization and wellness providers
- Lead initiatives to integrate wellness programs with other HR function, such as employee engagement, development and performance management.
- Promote HR programs to create an efficient and conflict-free workplace
- Work closely with school and district staff to support improvement initiatives
- Perform other incidental tasks consistent with the goals and objectives of this position.

EMPLOYEE WELLNESS PROGRAM MANAGER (Continued)

- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11