

## EMPLOYEE HEALTH AND WELLNESS MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** The Employee Health and Wellness Manager is responsible for implementing and administering a comprehensive health and wellness strategy for City of Mesa employees, their dependents, and retirees. The position serves as the key interface between the City and contracted medical staff who provide primary care services at the City's Health and Wellness Center. Duties include: helping resolve service and operational concerns at the Wellness Center; acting as the point of contact at the Wellness Center to support the holistic approach of the Wellness Center by coordinating Wellness 360 class offerings that support chronic disease management as well as mental and emotional health; developing and implementing a strategic plan for Mesa Wellness 360 program in conjunction with wellness staff to ensure health and wellness needs of the City of Mesa employees, dependents, and retirees are being met; overseeing the development and implementation of the program to include, but not limited to on-site health and wellness center education, lifestyle management programs, biometric/preventive or diagnostic screenings, preventive care, education, and disease management education; monitoring and tracking various metrics that show the effectiveness of wellness initiatives as well as Wellness Center services and is responsible for meeting key health and wellness objectives; and partnering with Wellness Center operations/medical professionals, employee benefits administrators, worker's compensation/safety administrators, as well as other related vendors/providers to ensure fluid and appropriate wellness program offerings to the employee/dependent/retiree population. The incumbent will be responsible for communicating and supporting Citywide and/or department specific health and wellness programs and initiatives that engage and focus employees on healthy living practices and creating a general wellness/medical prevention culture within the City of Mesa.

The Employee Health and Wellness Manager will also be responsible for managing a Health and Wellness team to include any 3<sup>rd</sup> party vendor services; managing a Wellness budget and incentives, including the management of the Wellness Center and the Wellness 360 platform vendor; overseeing, developing, and implementing the expansion of the new Health and Wellness Center, including working with various departments to offer services that meet needs of employees, dependents, and retirees; continuing to expand the current culture of wellness by considering population health when driving decision making of new programs and services; and overseeing annual Citywide Peer Support mental health service with Mesa Fire personnel and other team members from across the City. This classification will be responsible to perform other duties as required.

**Distinguishing Features:** This classification has been designated as non-classified, non-merit system, at-will position. An employee in this classification exercises considerable initiative with latitude for independent judgement. This class is supervised by the Human Resources Director. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in a health and wellness related field. At least three (3) years of experience in developing, marketing, teaching, and evaluating employee health and wellness programs.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Experience coordinating or managing day to day operations of a medical clinic.

## **ESSENTIAL FUNCTIONS**

The listed examples below do not include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Plans, implements, and facilitates activities and projects related to work place wellness, disease prevention, and healthy lifestyle programs including: health awareness and educational campaigns; behavior change programs; immunizations; health fairs; and health screenings. Oversees individual and group behavior change programs including health improvement programs, one-on-one health coaching, and meeting presentations. Organizes wellness committees and provides guidance to wellness committee leaders to bring about productive meetings. Communicates and interfaces with third party wellness providers including medical professionals at employee health centers.

**Manual/Physical:** Operates a vehicle requiring a standard Class D Arizona Driver's License to travel to work sites and health care facilities as needed. Operates a variety of standard office equipment such as a calculator, personal computer (PC), or laptop.

**Mental:** Continually evaluates program data to measure return on investment and identify opportunities to improve impact. Maintains accurate records and ensures confidentiality of data collected. Contributes to creating outcome focused management reports based on the identified business plan goals and objectives. Prioritizes own work daily.

### **Knowledge/Skills/Abilities:**

Knowledge of:

marketing and communication strategies;  
employee health and wellness programs;  
employee wellness center operations;  
contract development and maintenance;  
Healthcare Reform and preventive healthcare wellness strategies;  
Health Insurance Portability and Accountability Act (HIPAA) laws and guidelines;  
basic financial record keeping and reporting;

modern office methods, procedures, and equipment, including computer hardware and software applications; and  
research techniques and report preparation.

Skills in:

developing and maintaining employee health and wellness programs;  
public speaking;  
Microsoft Office suite of software at an intermediate or advanced level; and  
publishing and presentation software usage at an intermediate or advanced level.

Ability to:

exhibit a “champion” mentality that passionately supports the City’s health and wellness mission;  
perform extensive research, make independent analysis, and report findings;  
coordinate the development and implementation of relevant policies and procedures;  
retrieve data and design reports based upon user needs;  
maintain a high degree of accuracy in processing detailed statistical and financial data; and  
effectively interact and establish an excellent working relationship with employees and health and wellness center medical professionals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 56

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