

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Employee Wellness Administrator	<u>CLASS NUMBER:</u> 60110	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/ Benefits & Wellness	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 060411
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assist. Director, Benefits (060410)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Secretary (060412)		

CLASSIFICATION PURPOSE:

The primary purpose of the Employee Wellness Administrator classification is to develop, implement, and manage programs that improve the health status of employees and family members covered by insurance.

JOB DUTIES:

Plan, implement, and administer programming, assessment activities, and contracts to promote Franklin County health and benefits wellness programs based on analysis of claims data and other sources of wellness and benefits information. Participate on Joint Benefits Committee and chairs wellness subcommittee, and coordinates wellness champion program. Oversee scheduling of onsite and virtual programming. Vendor and contract management. Assist with the development and continual quality improvement of wellness related health plan coverage. Assist with benefits programming planning, special projects, and supports benefits programs.

Research and assess industry trends to ensure the Cooperative is offering the best possible programming to members. Recommend changes to programs and incentives while ensuring programming aligns with annual fiscal plan. Provide leadership to and strategize with onsite vendors and cooperative-dedicated employees. Articulate a vision linking wellness programming, member behavior, and non-wellness programming. Create wellness literature including but not limited to fliers, forms, emails and presentations. Ensure wellness programs and incentives are in compliance with all applicable legislation and policy. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; human relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in health education, communications or related field with four (4) years health benefit or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as

described in the position description.

Employee Name

Employee Signature

Date