

SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: EMPLOYEE WELLNESS SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Director I Workforce and Organizational Development, specialist

plan, organize and evaluate an employee wellness program including enhancement of health and the prevention of disease and disability; assist departments in conducting health-related training as requested; develop and implement program goals and objectives; coordinate projects and

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Public health core functions and public health processes including assessment, development, assurances and evaluations.

Public health topics.

Project management skills, tools and techniques to move strategies from conceptual stage to planning and execution phases.

Budget monitoring and control.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

**ABILITY TO:**

Coordinate, plan, organize and evaluate an employee wellness program including sub-

of health and the prevention of disease and disability.  
Assist departments in conducting health-related training as requested.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information