

**Class Title: City Wellness Coordinator**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Enhances the health and wellness of city employees, performs research, planning and development of programs and performs administrative duties.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Administers the city employee wellness program by developing, managing, scheduling, implementing and evaluating wellness programs, developing the infrastructure including committees and departmental teams, and developing partnerships with departments and agencies.
2	L	Develops and manages the public safety wellness program by providing oversight of departmental health facilitator training, leading committees, participating in departmental teams, overseeing the public safety fitness assessment facility, supervising interns, and providing pre-employment physical abilities testing.
3	L	Performs other duties by assessing the validity of physical abilities tests, developing and allocating program budget, preparing reports, completing purchasing processes, and maintaining contracts.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	CPR Certification, AED Certification, Health Fitness Instructor Certification
Reading	Work requires the ability to read reports, legal documents, correspondence, contracts, journals, and statistical data.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, meeting minutes, reports, requisitions, policies and procedures, agendas, and presentations.
Managerial	Managerial responsibilities include developing and implementing programs and contracts, and assisting with projects.
Budget Responsibility	Oversees budget preparation of section budget and reviews and approves expenditures of significant budgeted funds for the section and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires the direction of helpers, assistants, seasonal employees, interns, or temporary employees or instructors.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Training, presentations, fitness assessments, leading exercise programs, office equipment
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from office equipment, fitness assessments, leading exercise programs
Lifting	O	Exercise equipment, supplies
Carrying	O	Exercise equipment, supplies
Pushing/Pulling	O	Setting up exercise equipment/maintaining equipment, supplies, fitness assessments, leading exercise programs
Reaching	O	Exercise equipment, supplies, leading exercise programs
Handling	F	Exercise equipment, supplies, paperwork
Fine Dexterity	F	Computer keyboard, using equipment, writing, telephone keypad
Kneeling	R	Leading exercise programs
Crouching	R	Leading exercise programs
Crawling	N	
Bending	O	Leading exercise programs, fitness assessments, setting up/maintaining equipment
Twisting	O	Leading exercise programs, fitness assessments, setting up/maintaining equipment
Climbing	O	Exercise equipment
Balancing	F	On exercise equipment
Vision	C	Computer, desk work, leading exercise programs, fitness assessments
Hearing	C	Staff, supervisor, vendors, telephone, meetings
Talking	F	Staff, supervisor, vendors, telephone, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Free weights and exercise machines, skinfold calipers, measuring tape, arm and leg ergometer, treadmill, sit and reach box, jump ropes, floor mats, arm lift platform, tape recorder, TV/VCR, CPR mask, first aid supplies, automatic electronic defibrillator, computer, fax machine, telephone, pager, copy machine, cellular phone, stopwatch, hand counter, Standard Microsoft Windows and Office software, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	W	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Fitness Facilities

**PROTECTIVE EQUIPMENT REQUIRED:**

OSHA required equipment to clean up after an accident or injury

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)