

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Human Resources Analyst I (Wellness & Training)
Department: Human Resources
Revised: September 2018

Class : Professional
FLSA: Non-exempt

This job description supersedes any prior description for the Human Resources Analyst I (Wellness) classification.

GENERAL DESCRIPTION

Responsible level work in the wellness and training section of the Human Resources Department. Responsible for planning, coordinating, implementing, and evaluating health and wellness programs and events, as well as, supervisory training and acts as co-chair of the County's Wellness Committee. Guidance is received when new or unusual situations occur, and work is reviewed for accuracy and judgment in the application of policies and instructions. Most contacts are with employees and outside vendors. Work is performed under the general supervision of the Assistant Director/Benefits and Risk Management and is evaluated through conferences and review of records and reports.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, coordinates, implements, and evaluates health and wellness programs and events.

Acts as co-chair of the County's Wellness Committee which includes facilitating monthly meetings and planning programs and events.

Coordinates and organizes the annual Health and Benefits Fair with Wellness Committee members.

Develops new and improved wellness activities to increase employee involvement; and creates programs that excites employees to improve their health and develop a mindset of "wellness".

Schedules and coordinates annual biometric screenings.

Leads and guides the County's Wellness Committee; manages and coordinates the Nurse Practitioner Clinic services, coordinates the Health Risk Assessments and Biometric Screenings; organizes and participates in the Annual Health and Wellness Benefits Fair; and develops recommendations for wellness initiatives for employees.

In coordination with the Assistant Director/Benefits and Risk Management, researches, develops, and implements supervisory and employee training programs; researches and schedules training programs presented by outside vendors; facilitates in-house training video series and coordinates on-line training.

Manages the performance review process and ensures that performance appraisals are received for all full-time employees.

Serves as the primary back-up for Benefits.

OTHER JOB FUNCTIONS

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of health and wellness programs, employment law, human resources practices, and training and development

Skills in presentation and public speaking.

Ability to train employees effectively.

Ability to exercise judgment and discretion in making decisions.

Ability to plan and evaluate programs and events.

Ability to communicate effectively both orally and in writing..

Ability to establish and maintain effective working relationships with employees, administrative officials, outside vendors, and the general public.

Ability to understand and carry out complex oral or written instructions and to work independently.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Health and Wellness, Human Resources, Training and Development, Business Administration or related field and one to two years of experience in health and wellness, human resources, training, or related field; or an Associate's Degree from an accredited college or university in Health and Wellness, Human Resources, Training and Development, Business Administration, or related field and three years of experience; or high school diploma and five years of related experience; or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**