

The Human Resources Department

is seeking well-qualified candidates for the position of

WELLNESS PROGRAM MANAGER



COUNTY OF SAN MATEO



The Position

The County of San Mateo Employee Wellness Program is an employee benefit designed to help employees be their healthy best.

The goals of the program are to create healthy workspaces and support healthy employees.

The program adheres to the County's value that a healthy, productive workforce is critical to the success of County Departments in serving the public and their clients.

Having specialized expertise in the area of wellness, with demonstrated success working in the field, the Wellness Program Manager (Program Manager) will recommend, develop, implement, and evaluate goals, objectives, policies, and procedures related to the Wellness Program. The Program Manager will also consult and collaborate with County departments, employees, labor organizations, commissions, Health Care providers, and relevant vendors on areas impacting the wellness initiatives in the County.

In addition, the Manager will have significant responsibility for coordinating and supervising the activities of the staff members and consultants as they work toward achieving the priorities of the program. Some of these main priorities will include monitoring program participation, ensuring performance measures are carried out, and developing and implementing communication plans and activities.

Wellness Initiatives

Current and upcoming initiative for the Wellness Program include:

- Creating a culture of health and wellbeing
- Focusing on the total person through wellness activities
- Expanding opportunities for the Wellness Dividend
- Expanding Mental and Emotional Wellbeing offerings
- Expanding technology with PreventionCloud

The Employee Wellness Program

The Mission - Contribute towards a healthy, productive workforce making the County of San Mateo a great place to work.

Through programs, services, policy development, and program planning the Employee Wellness Program will improve employee health and well-being, empower employees with health education and lifestyle skills that enable them to achieve their best possible health, positively affect employee morale and job satisfaction, optimize performance and productivity, and provide a valued, tangible employee benefit.

The Employee Wellness Program has been recognized for its efforts to improve employee health including being selected as a finalist for the C. Everett Koop National Health Award, receiving the State of California Fit-Business Award, and receiving the American Heart Association Fit Friendly Business Award at both the Gold and Platinum levels.

For comprehensive information regarding the Employee Wellness Program please go to:

- <http://hr.smcgov.org/employee-wellness-program-overview>
- <http://hr.smcgov.org/sites/hr.smcgov.org/files/WellnessBrochure-Web.pdf>



Examples of Duties

Utilizing expertise in the areas of wellness, the Wellness Program Manager will:

- Develop, plan, market, and execute County-wide wellness initiatives and programs
- Create compelling program materials, including promotional pieces
- Coordinate County-wide wellness programs including on-site fitness classes, wellness programs, the annual wellness fair, and lunchtime lectures
- Gather and analyze data to measure success of the wellness programs and initiatives on a quarterly and annual basis
- Liaise with vendors, benefits brokers, the wellness committee, and executive sponsors
- Draft wellness communications and respond to employee questions and concerns



Additionally, the Manager will be responsible to:

- Interview, select, hire, train, supervise, and evaluate program staff
- Write and review policies, procedures, and methods relative to the Wellness Program
- Formulate, recommend, and/or implement actions for program improvement
- Collaborate with department and agency managers and employees regarding wellness initiatives
- Assist in the selection and management of vendors, consultants, and service providers, and oversee compliance of consultants and vendors with contract provisions
- Participate in the establishment of strategic short-term and long-range program goals
- Assist in the development of the program budget
- Communicate effectively via detailed and professional reports and other written communications, including policies and procedures, Board of Supervisor memos, executive summaries, and statistical data
- Prepare and deliver oral presentations designed to educate and explain program services
- Collaborate with information systems staff to identify and evaluate the program's system/database needs and implement new systems or changes as necessary
- Represent the department in meetings with the board, the executive team, labor organizations, and other community organizations or committees
- Perform other related tasks as necessary

Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

A typical way to qualify is:

- Three years of progressively responsible professional-level experience in the field of Human Resources within a public sector environment, specifically in the administration and development of wellness initiatives and programs, with at least one year of experience performing supervisory duties
- A Bachelor's or higher degree is strongly preferred
- A CHES and/or MCHES is also strongly preferred

Characteristics of the **Ideal Candidate** include:

- Demonstrated experience **managing a wellness**, or similar program in a public sector setting
- Knowledge of industry **trends and best practices**
- A **positive, approachable, politically astute leader** with a management style that quickly fosters trust, loyalty, respect, commitment and partnership from the community, other organizations, department staff and employees
- A **customer-focused and collaborative leader** that establishes and maintains effective working relationships with a diverse group of individuals
- **Outcome focused** and offers innovative approaches to meet organizational goals
- An **effective and persuasive communicator**, both orally and in writing
- A **team builder** who welcomes new, creative ideas and appreciates different perspectives
- Ability to work with individuals at **all levels** of the organization
- **Creativity, flexibility, initiative**, and a good sense of humor
- Adept at prioritizing tasks, **handling multiple responsibilities** and producing clear and comprehensive results
- **Dedicated and committed to excellence**, with a high level of critical thinking and analytical skills and experience being decisive and able to make tough, but fair decisions



The Human Resources Department

Through strategic partnerships and collaboration, the Human Resources Department recruits, develops, and retains a high performing and diverse workforce and fosters a healthy, safe, well-equipped, and productive work environment for employees, their families, departments, and the public in order to maximize individual potential, increase organizational capacity, and position San Mateo County as an employer of choice.

The Human Resources Department is committed to developing and providing innovative services that support and align with County and department goals. Key areas of focus during the next five years will involve expanding work-delivery models through the Agile Organization initiative, implementing new succession planning programs, and expanding employee engagement efforts.

Toward the goal of expanding employee engagement efforts, the Human Resources Department will champion employee wellness, work-life balance, flexible work arrangements, and employee incentive options as cost-effective workforce strategies.

San Mateo County

San Mateo County provides a picturesque setting, combined with an incredible array of activities which truly represent the California lifestyle at its finest. Bordered on the west by the majestic Pacific Ocean, on the north by San Francisco, on the east by the scenic San Francisco Bay, and on the south by the world famous Silicon Valley, San Mateo County offers a wide range of recreational pursuits, economic opportunities and numerous attractions. The 750,000 residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographic location in the heart of the San Francisco Peninsula.



How to Apply

This is an **Open and Promotional** recruitment. **Anyone may apply.** Current San Mateo County employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, SEIU or AFSCME represented extra-help, or temporary position prior to the final filing date will receive five points added to their final passing score on this examination.

The examination process will consist of an application screening (weight: pass/fail) based on the submitted application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%).

Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations, or further evaluation of work experience may be conducted to group applicants by level of qualification. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California, and applicants must participate at their own expense.

Applications for this position will only be accepted online.
Apply online at <http://jobs.smcgov.org>

Responses to the Supplemental Questionnaire must be submitted in addition to the standard County employment application form. A resume will not be accepted as a substitute for the required application materials.

1. Describe how your education and experience have prepared you to serve as the Wellness Program Manager for a public sector agency with 6,000 employees and 2,400 retirees.
2. Describe an innovative wellness program you introduced and managed. Describe how you developed/determined the best program, with whom you had to collaborate for approval of the program, and how you initiated/rolled-out the program.
3. Describe your experience developing measures for evaluating program performance, including data collection, analysis, and reporting. Then, give an example where your recommendations led to program improvements.
4. Give an example of a program you managed that required you to work collaboratively with a wide variety of individuals, groups, decision-makers, and health-care providers toward a common wellness program goal.
5. Describe your experience managing program staff, consultants, and an agency-wide wellness committee.

San Mateo County is an Equal Opportunity Employer.

For questions, please contact Chet Overstreet, Talent Acquisition Supervisor,
coverstreet@smcgov.org

RECRUITMENT SCHEDULE

Recruitment Opening: ...October 10, 2019

Final Filing Date:October 30, 2019

Application Screening
(tentative): November 5, 2019

Panel Interviews
(tentative): November 20 and/or 21, 2019

The annual salary range for this position is

\$102,627 - \$128,315

In addition to salary, the County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents. Visit <https://hr.smcgov.org/Management-Benefits-At-A-Glance> for details.

