

POSITION SUMMARY

This position performs a key role in the planning, development, and implementation of learning activities with the Department of Administration (DOA). This position utilizes a developmental approach to plan, implement and evaluate the effectiveness of educational program strategies for state employees. The purpose of this position is to promote employee health, engagement, productivity, and satisfaction while supporting enterprise wellness.

The individual in this position is expected to manage multiple tasks, communicate with multiple agencies, and work with limited supervision to achieve employee wellness goals.

This position is located in the DOA Division of Personnel Management, Bureau of Affirmative Action and by its nature and location, the incumbent may be privy to confidential records, information and conversations that directly affect the employer-employee relationship and include agency-wide management activities and decisions that directly affect classified and unclassified staff. The incumbent must use discretion and judgment in managing and providing information regarding sensitive and confidential matters related to management policies, decisions, and alternative courses of action and strategies that affect employees and contract administration.

PERCENT GOALS AND WORKER ACTIVITIES

35% A. Wellness Initiative

- A1. Collaborate with state agencies and external businesses (e.g., benefit providers) to identify and evaluate wellness education programs and policies.
- A2. Collaborate with multiple internal and external stakeholders to maintain working alliances and referral networks, and to maximize available resources and services available to employees.
- A3. Conduct employee needs and health assessments to gather information for the development of wellness initiatives.
- A4. Collaborate with Employee Assistance Program (EAP), Employee Trust Funds (ETF) and state agencies to coordinate health promotion services and support agency wide wellness efforts.
- A5. Identify high risk populations and seek feedback from various groups, and collaboratively develop and recommend research-based programming.

25% B. Wellness Planning and Development

- B1. Lead the design and implementation of enterprise-wide employee wellness initiatives by applying management/policy changes and best practices.
- B2. Collaborate with ETF in developing social marketing, print materials and web content related to employee wellness.
- B3. Research and design wellness programming for agencies' implementation.
- B4. Recommend and provide consultation to agency wellness coordinators on programmatic wellness workshops. Present workshops to agency employees.
- B5. Participates in matters which deal with the employer's strategy such as proposals to design the health insurance premium costing structure based on wellness participation.

15% **C. Wellness and Support**

- C1. Convene the Well Wisconsin Programming Committee to support collaborative wellness initiatives across agencies. Serve as primary staff and support.
- C2. Seek opportunities to collaborate with other agencies to extend and enhance their wellness services. Respond to requests for support of wellness initiatives.
- C3. Advise and assist agencies with wellness initiatives. Connect individuals with research on and evidence of effective program strategies.
- C4. Provide guidance on collaboration and connection with other agency resources.
- C5. Interact with community organizations regarding citywide and statewide aimed at wellness promotion.
- C6. Provide support, recommendations, and guidance to contracted vendor in administering the biometric screening events.
- C7. Schedule at least twice a year onsite biometric screening events for employees.
- C8. Work with health insurance providers and employees in resolving incentive reward issues.
- C9. Maintain the Well Wisconsin website.

10% **D. Communication**

- D1. Promote efforts focused on wellness promotion in collaboration with DOA and ETF.
- D2. Contribute content to communications and marketing web sites.
- D3. Contribute to the development of social media and social marketing strategies for wellness promotion.
- D4. Proactively develop and respond to requests to provide information to employees and agencies.
- D5. Develop and maintain an up-to date data package to describe wellness and wellness promotion and activities.
- D6. Develop standard presentations that can be adjusted and updated for use of the agencies' wellness coordinators.
- D7. Respond to requests for information, data and presentations for the wellness coordinators and their agency.

5% **E. Professional Development and Growth**

- E1. Continually update knowledge in the areas of wellness, change management, evaluation and continuous planning and improvement tools.
- E2. Continue professional growth in project management and coordination strategies with an emphasis on group facilitation, managing logistics, assessment and evaluation methods and effective communication methods.
- E3. Attend several wellness conferences per year.
- E4. Lead/initiate improvements in area of responsibility and in the continued development of wellness programming.

5% **F. Demonstrate respect and the practice of civility in the workplace.**

- F1. Communicate via oral, written, and electronic media with diverse populations in a diverse environment.
- F2. Develop positive working relationships with staff.
- F3. Develop positive working relationships with collaborative partners and customers.
- F4. Demonstrate respect for others through personal actions and behavior.
- F5. Recognize others' achievements and contributions to the workplace.
- F6. Resolve conflicts in a timely, constructive, and respectful manner.

- F7. Exhibit a commitment to continuous quality and process improvement.
- F8. Demonstrate flexibility and adaptability to change.
- F9. Demonstrate commitment to customer orientation and excellence through professional actions and behaviors.
- F10. Lead/initiate improvements in area of responsibility.
- F11. Lead/initiate improvements in the development of the organizational climate and culture.

5% **G. Function as Enterprise Coordinator for the Employee Assistance Program.**

- G1. Negotiate the statewide EAP contract
- G2. Provide consultation regarding the EAP to state agencies.

KNOWLEDGE AND SKILLS AND ABILITIES

1. Knowledge in health promotion, health education, or similar field.
2. Experience in workplace wellness programming including experience working with multiple locations/work environments.
3. Content knowledge in the areas of wellness, change management, evaluation and continuous planning and improvement tools.
4. Knowledge or willing to learn of the work challenges associated with the functions of different state agencies.
5. Knowledge of project management and coordination strategies with an emphasis on group facilitation, managing logistics, assessment and evaluation methods, and effective communication methods.
6. Knowledge of organizational development strategies.
7. Knowledge of and skills at measurement and program evaluation.
8. Knowledge of technology including computer software programs, presentation technology, and Web-based systems (including MS Word, Excel, Power Point, Internet Explorer).
9. Exceptional communication skills both written and verbal.
10. Able to work effectively at all levels in an organization.
11. Excellent active listening skills.
12. Problem solving and root cause identification skills.
13. Strong analytic and decision making abilities.
14. Must be a team player and able to work with and through others.
15. Ability to influence others and work toward a common vision or goal.

SPECIAL REQUIREMENTS

A Criminal Background Check Will Be Conducted

ADDITIONAL REQUIREMENTS

SCHEDULE COMMENTS

Standard business hours, Monday through Friday