

SNOHOMISH COUNTY JOB DESCRIPTION

WELLNESS & BENEFIT COORDINATOR

Spec No. 2349

BASIC FUNCTION

To perform a variety of detailed Human Resources tasks with emphasis on promoting employee health and wellness, assisting with employee benefits and supporting other HR functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and develops the employee wellness program and works with outside vendors for service delivery; implements wellness related activities such as health screenings, lunch and learn seminars, flu shots, fitness classes, etc.
2. Assists in the presentation of programs, schedules events, selects speakers and presenters for various benefit/wellness events; develops and disseminates communication and promotional material related to wellness events and presentations.
3. Stays current on national wellness initiatives and activities to help develop programs to increase employee participation; works cross-functionally within the County to organize and coordinate wellness initiatives to promote employee engagement.
4. Assists the Benefit and Leave Administrator in the coordination of various employee benefits and wellness related activities.
5. Works with benefits vendors and wellness providers to assist in the timely resolution of issues monitors vendor services; evaluates vendor compliance with performance guarantees; participates in the RFP selection process.
6. Provides employees and/or beneficiaries information about County benefits; responds to employee benefit issues or concerns. Drafts, as appropriate, correspondence and documentation related to benefits, ADA, FMLA, and other leaves.
7. Represents the county and human resources in meetings and discussions related to benefits and wellness.
8. Prepares necessary benefit and wellness related reports; audits as necessary.
9. Performs data entry and other clerical work as appropriate.
10. Cross-trains Central HR staff on necessary job functions for this position.
11. In consultation with Benefit and Leave Administrator, researches and interprets federal, state, and county policies as well as other laws, rules, and regulations related to human resources, benefits plan management, and health care reform.
12. Maintains confidentiality of all information deemed sensitive in nature, including all personnel, payroll, accounting, and finance records and reports.

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STATEMENT OF OTHER JOB DUTIES

13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in human resources, business or public administration or closely related field; AND, four (4) years of experience in employee benefits, FMLA and other medical leaves which includes one (1) year of demonstrated coordination of wellness programs; OR, any equivalent combination of training and experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS:

Must sign a confidentiality agreement as a condition of employment.

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of human resources administration
- principles and practices of wellness programs and benefits administration
- planning techniques and principles for human resources
- federal and state disability laws, regarding employees with disabilities, specifically ADA/ADAAA and FMLA
- rules and regulations pertaining to federal, state, and local laws
- Microsoft Office Suite; word processing, spreadsheet, database and email
- collective bargaining agreements
- elements of effective supervision
- communicate effectively, both orally and in writing
- trends in employee wellness
- Human Resources Information System (HRIS)
- build consensus among individuals with conflicting viewpoints

Ability to:

- identify, design, recommend, and implement solutions to wellness and healthcare benefits challenges
- prepare clear and concise and descriptive reports, including findings and recommendations
- organize and implement large events and employee outreach endeavors
- gather, analyze, and evaluate data
- manage projects in a customer-oriented, high volume, deadline-driven organization
- interpret statistical data used in analysis and interpretation of health and wellness data

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KNOWLEDGE AND ABILITIES (Continued)

- motivate management, supervisors, and staff to accept good health and wellness practices
- communicate effectively both orally and in writing, which includes making effective formal presentations to diverse audiences
- deal tactfully with superiors, peers, government agency representatives, and the general public
- gather analyze and evaluate a variety of data and maintain accurate records
- manage vendor contracts and relationships organize tasks
- lead a small team and work in a team environment
- establish and maintain effective work relationships in a team-oriented, multi-cultural workforce
- plan and organize work and work with minimal supervision
- provide high volume of work with competing priorities and deadlines
- manage conflict and initiate collaborative solutions
- use current office technology and software
- maintain accurate records

SUPERVISION

The employee receives general direction from management. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to work sites throughout the county. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2012

Revised: April 2013

Revised and retitled: June 2018, Benefit Plans Administrator

EEO Category: 2 - Professional

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous