

**City of Dallas
Classification Specification**

Title:	Chief Wellness Officer	Class Code:	24108
Application:	Career Series	Pay Grade:	MISC
Supplemental/ Code:	Supervisory/ 0	FLSA Status:	Exempt
Safety Sensitive:	AD	Established:	10/1/2014
CDL:	No	Revised:	10/01/2015

Position Purpose

Plans and implements a comprehensive, holistic and inclusive wellness initiative and events for the City of Dallas; which includes, strategic planning through the development of program guidelines and processes.

Essential Functions

1. Establishes and develops the framework of wellness through the design of various health programs throughout the City of Dallas.
2. Oversees, manages, and recommends program management tools and technology; and evaluate other solutions to better serve the wellness program.
3. Provides data metrics and draft updates to measure the impact and outcomes of the programs objectives.
4. Promotes the implementation of wellness programs, activities and services across the City of Dallas.
5. Communicates internally with city departments and externally with vendors to coordinate wellness activities and programs.
6. Encourages employee participation through the development of various health and wellness programs.
7. Develops scopes of work (i.e., tasks and milestones) and project budgets to forecast project schedules and objectives.
8. Establishes and builds relationships with key vendors, consultants, and community partners to promotion advance health objectives.
9. Represents the City of Dallas in all health and wellness initiatives.
10. Performs related duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of local, state, and federal laws and regulations relevant to programs areas and of the principles and practices of public administration and management.

Thorough knowledge of business management principles, practices, and techniques.

Knowledge of regulatory and legislative trends affecting healthcare and wellness.

Knowledge of evolving technology.

Knowledge of the principles of public administration.

Knowledge of principles and practice of personnel management.

Demonstrated strength at collaboration across various functions.

Ability to plan, direct, and coordinate the work of others through subordinates.

Ability to work with a diversified group of individuals.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees, general public and consultants and contractors effectively about structural, mechanical, and electrical concerns.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards

Work performed under normal office conditions.

Occasional exposure to outside conditions while at job sites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.