Human Resources
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Health and Wellness Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP312	**Human Resources**	**Health and Wellness Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**August 4, 2026**

Under general direction and in coordination with the Department Director and Benefits Manager, coordinate the County's worksite wellness programs for assigned County locations through planning, implementation and evaluation of wellness programs and activities in accordance with established goals and objectives for optimum employee health and promotion of a healthy workplace.

Job Description

Develops, implements, and supports Countywide employee wellness programs aligned with organizational and benefits strategy.

- Uses health and benefits data, including claims and utilization trends, to assess needs, evaluate outcomes, and guide program design and improvement.
- Evaluates program effectiveness and recommends data-driven changes to increase engagement, improve health outcomes, and enhance cost-effectiveness.
- Leads design and continuous improvement of wellness initiatives, including preventive health, behavioral health, fitness, education, and incentive-based programs.
- Partners with County leadership, departments, and benefits stakeholders to align wellness programming with broader employee health and benefits objectives.
- Participates in wellness and benefits governance committees and workgroups to support strategic planning and decision-making.

- Oversees program operations, including scheduling, coordination, and delivery of onsite and virtual wellness initiatives and events.
- Manages vendor relationships, including coordination of services, performance monitoring, and contract support.
- Researches industry trends and best practices to inform program development and innovation.
- Develops wellness communications and materials, including campaigns, presentations, and employee engagement resources.
- Tracks, analyzes, and reports program performance metrics and outcomes to leadership and stakeholders.
- Supports wellness program budgeting, resource planning, and procurement processes.
- Ensures compliance with applicable laws, regulations, and County policies, including benefits-related requirements.
- Maintains accurate program documentation and ensures confidentiality of employee health and benefits-related information.

The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Health, Health Promotion, Human Resources, Business Administration, or related field.
- Five (5) years of experience in program coordination, employee wellness, employee engagement, public health, human resources, or a related field with direct responsibility for employee-facing programs or services.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile.
- Working surface is typically dry.
- Work is done primarily alone and can be done with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties include telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.