



# Human Resources

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## Health and Wellness Specialist

JOB CODE	JOB FAMILY	PROFILE
<b>JCP312</b>	<b>Human Resources</b>	<b>Health and Wellness Specialist</b>
PAY TYPE	PAY RANGE	REVISION DATE
<b>Hourly</b>	<b>\$29.49 - \$46.57</b>	<b>June 2, 2026</b>

Under general direction and in coordination with the Department Director and Benefits Manager, coordinate the County’s worksite wellness programs for assigned locations by planning, implementing, and evaluating wellness initiatives and activities in alignment with established goals and objectives to promote employee well-being and a healthy workplace.

### Job Description

#### DUTIES AND RESPONSIBILITIES

- Research, develop, and evaluate wellness initiatives designed to foster optimal social, occupational, spiritual, physical, intellectual, and emotional health of employees and their families. Ensure initiatives also target the control of medical expenditures. Evaluate and document participation, satisfaction, and impact on health risk reduction.
- Identify and implement strategic improvements in all areas of health and wellness. Develop and oversee the implementation of plans and reports.
- Develop, coordinate, and conduct wellness classes, seminars, and activities throughout the County.
- Monitor and evaluate program performance; recommend and implement modifications to systems and procedures.
- Coordinate and/or conduct physical fitness assessments and prescribe fitness and wellness programs.
- Prepare printed, filmed, recorded, and oral presentations of employee wellness plans, activities, and programs; disseminate information to County employees through various forms of media and public speaking

engagements.

- Attend meetings or public hearings as assigned by the Department Director or Benefits Manager.
- Participate in the annual budget preparation. Monitor expenditures and recommend necessary adjustments. Prepare effective internal marketing of wellness programs to maximize participation.
- Perform other job-related duties as required or assigned.
- ***\*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 recreation, public administration, business administration, physical education or related field preferred.
- Five (5) years' experience in a professional capacity involving recreation, sports or wellness administration.

## 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.