



Administrative applications for the following position are being accepted by the Office of Human Resources by 5:00 pm CST on **Friday** _____. **A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above). Caution: When attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.** Appointment is subject to residency requirements, a criminal background check, drug/alcohol test and credential verification. Non MPS employees must submit official transcripts confirming a Bachelor's Degree. No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #39034** at www.milwaukee.k12.wi.us >>> career opportunities >>> **apply online for administrative positions** and follow the link.

**HEALTH & PRODUCTIVITY MANAGEMENT COORDINATOR
DEPARTMENT OF EMPLOYEE BENEFITS AND COMPENSATION SERVICES
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER**

The Health & Productivity Management Coordinator position is not included within any Milwaukee Public Schools bargaining unit and reports to the Director of Benefits and Insurance Services.

Nature of Work:

Under the direction of the Director of Employee Benefits and Compensation Services, the Health & Productivity Management Coordinator assists in the development and leadership of the district's joint Health and Productivity Management program (H&PM). This individual is responsible for the implementation, administration, and evaluation of the district's H&PM program including day-to-day operations and oversight of Program vendors.

Essential Functions:

- Develops and coordinates internal and external systems for the management and delivery of the district's comprehensive H&PM program to maximize the effectiveness of and participation in the program.
- Manages and coordinates the day-to-day operations of the program in accordance with the program design and provides ideas, leadership and promotion of the program with emphasis in the key areas of education, member participation and satisfaction.
- Coordinates program implementation with vendors and local providers including the ongoing development of effective delivery systems for each program component.
- Develops and assesses information from numerous sources to regularly evaluate member interest and program effectiveness and recommends future direction and development of the program.
- Facilitates and directs regular meetings with the H&PM committee to solicit feedback, set priorities, develop a work plan for program activities and informally evaluate progress toward the completion of established goals and program activities.
- Monitors and oversees contract deliverables and ensures performance guarantees are met by participating vendors.
- Serves as the primary liaison to identify strategies and systems to coordinate health and productivity management with various district programs such as employee health, dental, workers compensation, sick leave, employee assistance program and student wellness and nutrition.

- Creates and maintains a health and productivity management module on the district's website.
- Provides assistance as needed in the administration of the district's health benefit programs including special projects as assigned.
- Develops, recommends and monitors a budget for the program including coordination of data for the measurement of program effectiveness.

Minimum Qualifications

- Bachelor's degree in Health Education/Wellness, Health Promotion, or a closely related field from an accredited college or university
- Two or more years of responsible, direct, hands-on experience in the management of worksite health and productivity management programs
- Residence in City of Milwaukee within one year of appointment and throughout employment

Desirable Qualifications:

- Certifications in Wellness Education, CPR, First Aid, Physical Therapy, Physical Fitness or equivalent
- Experience working in a large organization working with joint labor management committees

Knowledge, Skills, and Abilities Required:

- Thorough knowledge of health and productivity management programs including program promotion, assessment and vendor management
- Strong organizational, communication and interpersonal skills
- Ability to work effectively with a diverse group of internal and external customers
- Demonstrated skills in writing, design and development of program publications and public speaking
- Technological literacy and experience working with human resource information systems and databases with proficiency in using Word, Outlook, PowerPoint and Excel
- Knowledge of research methods, practices and related skills
- Creative, flexible thinker who is a quick study and responds well under pressure
- Effective communicator who can easily and clearly explain and promote a comprehensive health and productivity management program and solicit and command program buy-in and participation
- Ability to juggle numerous projects with varying, set deadlines

The salary range is 12 months (, 260 days).

APPLY ONLINE FOR JOB OPENING #39034. For further information contact Janet A. Cleary, Manager – Office of Staffing Services by email at clearyja@milwaukee.k12.wi.us.

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.