

UW HEALTH JOB DESCRIPTION

FITNESS CENTER ANALYST

Job Code: 930015	FLSA Status: Exempt	Mgt. Approval: L. Milbrandt	Date: 3.2019
Department: Fitness Center		HR Approval: nnl	Date: 3.2019

JOB SUMMARY

The Fitness Center Analyst position is responsible for supporting the cost center manager in the efficient operation of the UW Health Sports Medicine Fitness Center and its related programs. A primary purpose of this position is to design and support programming applications for existing and new systems. Responsibilities in the daily operation of the center include: designing and enhancing computer applications to manage the Research Park Fitness Center, related programs and research projects, managing computer databases, analyzing systems to assess the effectiveness and financial viability of the programs, updating and expanding the website, providing professional training to new employees, administering participant incentive programs, speaking with members and community about fitness programming.

MAJOR RESPONSIBILITIES

Information Systems Analyst:

- Optimize third party software to manage facility, including class registration, membership sales, facility access and tracking reporting.
- Generate reports that update managers and team leaders on enrollment numbers, revenue projections, trends over seasons etc. Provide data supporting objective decision-making. Provide regular reports for management regarding status of projects.
- Update, maintain and enhance participant databases
- Design and implement computerization of routine tasks to include evaluation summaries, exercise prescriptions, incentive programs and educational materials
- Use computer skills to design flyers, announcements, newsletters and other related graphic materials for the Center
- Provide ongoing training and support for staff for all applications and software
- Serve as a liaison/contact with UW Health IS department
- Provide after-hours support for facility update communications to facility users (ie weather closures and class cancelations) and computer issues
- Design and maintain website information in collaboration with Communications department and IS

Fitness Center Responsibilities:

- Assist in administering exercise testing on low and high-risk populations.
- Assist in training new staff in assessment skills (medical history, exercise inventory, resting data, body composition analysis, flexibility screening, submaximal endurance testing and strength testing).
- Design, develop and enhance forms and written materials to simplify and clarify enrollment procedures for participants, physicians and other medical care staff.
- Design and develop incentive programs for members and class participants of the Sports Medicine Center
- Collaborate with Class Team Leaders to triage medical history for new and returning class participants and ensure they are in the appropriate class

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Exercise Physiology, Kinesiology or related field
	Preferred	Master's Degree in Exercise Physiology, Kinesiology or related field
Work Experience	Minimum	2 years of experience in kinesiology or related field
	Preferred	<ul style="list-style-type: none"> • Experience in medically based fitness center or healthcare • Experience working with wide range of ages and health status • Experience with database development and management • Experience with registration software (such as Active Net)
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Basic Life Support/CPR • Automatic External Defibrillator Certification (AED)
	Preferred	<ul style="list-style-type: none"> • Basic Life Support/CPR • Automatic External Defibrillator Certification (AED) • Advanced Cardiac Life Support Certification

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Ability to have flexible schedule including nights and weekends • Working knowledge of chronic diseases and the role of exercise • Working knowledge of common medications and their effect on exercise • Risk assessment to determine appropriateness of participation in programs • Knowledge and mastery of use of exercise testing equipment, protocol selection, indications and contraindications and termination criteria for exercise testing • Excellent computer skills to work in a network environment. • Ability to independently evaluate, develop, design, implement and modify applications • Spreadsheet analysis, word processing and graphics skills
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.