



DRUG TESTING COORDINATOR

JC: HF108
PB: 04
FLSA: Exempt

PC : 755
BU: 08 (NR PT), 91 (NR FT)
Created: May 1997
Revised: March 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Oversees and coordinates the District's drug and alcohol testing activities; serves as District liaison with external contractors, internal supervisor and employees; implements program goals and objectives, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class coordinates the District's random drug and alcohol testing programs. This position acts as the District's liaison with external contractors, internal supervisors and employees as it relates to random drug testing. This position requires a working knowledge of federal regulations pertaining to drug and alcohol testing, sensitivity to collective bargaining agreements and confidentiality issues and involves the exercise of considerable independent judgment and tact. This class is distinguished from other human resources management classes in that the duties relate specifically to the Federally mandated random drug and alcohol testing procedures and issues.

REPORTS TO

This position reports to the Principal Personnel Analyst in Employee Services, Department of Human Resources.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Oversees and coordinates random alcohol and drug testing activities; counsels managers, supervisors and employees regarding the drug and alcohol testing program.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing random drug and alcohol testing services, implements policies and procedures.
3. Monitors program performance; recommends and implements modifications to systems and procedures.
4. Assists in training supervisors, managers and employees regarding the District's drug testing program policies and procedures; interprets program guidelines to manager, supervisor, employees and union/association representatives.

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5. Coordinates drug testing results with the Medical Review Officer; ensures proper notification and employee action.
6. Assists in the periodic recruitment and selection of contractors including the drug testing laboratory, on-site collection agent and Medical Review Officer.
7. Maintains records and develops reports concerning new or ongoing programs and program effectiveness; maintains records for drug and alcohol testing; maintains and files reports.
8. Assists in monitoring program compliance with laws, rules and regulations related to provisions of random drug testing and related services.
9. Maintains awareness of new developments in the field of random drug testing; incorporates new developments as appropriate into programs.

QUALIFICATIONS

Knowledge of:

Basic operations, services and activities of a random drug and alcohol testing program.

Principles and practices of drug testing program development and implementation.

Drug and alcohol testing rules and procedures administered by the Department of Transportation.

District Substance Abuse program policies, rules and applications.

Current office procedures, methods and equipment including computers.

Basic theories and principles of human resources.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Related Federal, State and local laws, codes and safety regulations.

Skill in:

Coordinating and directing random drug and alcohol testing programs.

Identifying and evaluating applicable resources and programs.

Recommending and implementing goals and objectives for providing drug testing services.

Maintaining strict confidentiality of work performed.

Interpreting and explaining District, Federal and State laws, rules, regulations, policies and procedures.

Maintaining accurate and precise records and preparing reports.

Working irregular hours including nights and weekends.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

An Associate degree with major courses in business administration, social science or a related field from an accredited college.

Experience:

Two (2) years of (full-time equivalent) verifiable experience in drug related programs.

Other Requirements:

Must be able to work irregular hours including nights and weekends and holidays.

Must be able to quickly learn Federal and District policies and procedures relating to the random drug testing program.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. An Associate degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive employee contact.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC: 02

Safety Sensitive Designation: No