



## MANAGER OF SUBSTANCE ABUSE PROGRAMS

JC: 000295

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: January 2021

*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**

Under general direction, develops, manages and oversees the operations and activities of the District's Drug and Alcohol Program; counsels and advises all levels of management regarding drug and alcohol regulatory compliance and medical services policies and procedures; creates, implements and oversees initiatives that support intervention plans and strategies; and performs other duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full-scope managerial level classification responsible for managing the districtwide substance abuse program, with full responsibility for formulating, administering and managing policies and programs with significant impact to the organization. This classification manages and oversees, through subordinate professional staff, the planning of future delivery of services to the district. This classification is distinguished from the Director of Human Resources classification in that the former is responsible for managing the District's substance abuse program, whereas the latter is responsible for directing the activities of all functional areas of the Human Resources Department.

### **REPORTS TO**

Director of Human Resources

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

1. Develops, manages and oversees the District's Drug and Alcohol Program, including the Drug and Alcohol Testing Program, programs for employees who test positive, and education and training for employees and supervisors.
2. Coordinates and monitors all components of the federally mandated alcohol and drug testing and substance abuse program, including pre-employment, reasonable suspicion, post-accident, random testing, return-to-duty, evaluation and assessment, after-care monitoring, and follow-up.
3. Provides oversight, training, counseling and advice to all levels of the District regarding drug and alcohol regulatory compliance and related medical services policies and procedures.
4. Interprets, analyzes, write policies and procedures and implements federal, state and local

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regulations and updates pertaining to alcohol and drug testing of safety-sensitive employees and contractors.

5. Selects, supervises and reviews assigned staff; and, assigns, directs, coordinates and reviews the day-to-day work and ongoing work plans for assigned staff.
6. Creates, implements and oversees initiatives that support intervention plans and strategies.
7. Secures and maintains external contracted services for Occupational Medical Services (OMS) and Employee Assistance Program (EAP).
8. Oversees contractual agreements between the District and service agents performing DOT/FTA related testing and EAP post award.
9. Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- All compliance requirements outlined in Department of Transportation regulation 49 CFR Part 40, as well as all other federal, state and local laws and regulations related to substance abuse in public transit agencies
- Principles and practices of human resources program development and administration
- Principles and practices of contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State, and local laws, codes and regulations

#### **Skill/Ability in:**

- Overseeing and participating in the management of a comprehensive human resources program
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of department goals, objectives and procedures
- Overseeing the work of contracted consultants and plan administrators
- Analyzing problems, identifying alternative solutions, projecting consequences or proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- 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**

Possession of a Bachelor's degree from an accredited college or university in human resources management, public administration, business administration or a closely related field.

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### **Experience**

The equivalent of five (5) years of full-time progressively responsible human resources management experience in the area of substance abuse programs, which must have included at least two (2) years of supervisory and administrative experience.

### **Substitution**

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

## **WORKING CONDITIONS**

### **Environmental Conditions**

Office environment; exposure to computer screens.

### **Physical Conditions**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0136 – Human Resources Managers  
**Safety Sensitive:** No