



Drug and Alcohol Compliance Representative – DRAFT

Class	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
TBD	Non-Exempt	2 -Professionals	AFSCME	6	01/22/2020	20-002

DEFINITION: Under general direction, coordinates, plans, and implements the drug and alcohol testing program for the District’s safety-sensitive employees; ensures compliance with all Federal Motor Carrier Safety Administration (FMCSA), United States Department of Transportation (USDOT), Federal Transit Administration (FTA), and District rules and regulations pertaining to drug and alcohol testing; performs related duties as assigned.

REPRESENTATIVE FUNCTIONS - may include, but are not limited to the following:

- Coordinates, and implements drug and alcohol testing and compliance activities, including establishing schedules and efficient methods for facilitating the drug and alcohol testing process; coordinates delivery sample specimens with drug and alcohol collection service providers; coordinates with District supervisory staff for the provision of replacement operators to provide proper run coverage when employees are selected for testing.
- Responds to emergency calls from District personnel and to conduct post-accident, reasonable suspicion, drug and alcohol testing, as required.
- Ensures compliance with FMCSA, FTA, USDOT, and District policies, regulations, rules, and guidelines governing the collection of testing samples for the District’s safety-sensitive employees.
- Maintains and develops a variety of confidential records, reports, and files concerning new or ongoing testing programs; may contribute to the production of the annual federal drug test statistical report; logs data; ensures adherence to all rules and regulations governing record maintenance and retention protocols.
- Notifies selected District safety-sensitive personnel of random testing; provides transportation to and from testing locations; maintains strict confidentiality, and dignity of employees being tested.
- Assists in the semi-annual inspections of collection facilities to ensure adherence with USDOT and FTA qualification requirements; ensures compliance with regulations outlined in 49CFR Part 40, and guidelines established in Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49CFR Part 40, Subpart D.
- Designs, delivers, and tracks training of District staff regarding the drug and alcohol testing program, policies and procedures; interprets program guidelines and provides an explanation of the program to managers, supervisors, employees, and union/association representatives.
- Promotes safety awareness; monitors operators in service for adherence to District safety rules and policies.
- Maintains inventory and logistics stock-count of all necessary supplies to implement the District’s drug and alcohol testing program.
- Observes operational needs or problems in the field; reports discrepancies and/or unsafe conditions to appropriate personnel; recommends and implements corrective actions.
- Maintains contact with Operations Control Center (OCC) using multiple systems and District approved technologies.
- Assists Transportation Supervisors in transporting staff involved in an emergency or accident.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Moderate to advanced knowledge of DOT drug and alcohol rules, regulations and policies; principles of conflict resolution; personal computers and commonly used software for spreadsheets, word processing, report preparation, and presentation at the intermediate level of proficiency; principles of program planning; operations, services, and activities of a drug and alcohol testing program; current office procedures, methods, and equipment including computers; principles and practices of record keeping/filing systems.

Ability to: Communicate effectively both orally and in writing; maintain effective communication with employees in a team environment; work with extremely confidential information; maintain composure in stressful situations and resolve satisfactorily resolve complaints while interacting with difficult individuals; continually multi-task and prioritize work; quickly comprehend and analyze all available sources of information and data and adopt effective courses of action; prepare clear and concise reports; establish and maintain filing/record-keeping systems; establish and maintain effective internal and external working relationships with those contacted in the course of work using principles of excellent



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customer service.

Education/Training: Equivalent to completion of the 12th grade. Up to two (2) years of college coursework may be substituted for up to one (1) year of the required experience.

Experience: Three (3) years of experience at a level equivalent to the District's Bus Operator classification or two (2) years in a position requiring knowledge of transit operations and/or drug and alcohol compliance. Examples of relevant positions requiring transit operations and drug and alcohol compliance knowledge include, but are not limited to, the following, Transportation Supervisor, Transportation Supervisor Assistant, Transit Office Manager, Assistant Program Specialist, Program Specialist (assigned to Drug and Alcohol Compliance).

License Requirements: Must possess or obtain, and maintain a valid Class C California Driver License, and meet the District's driving standards.

Special Requirement: Must be willing to: (1) work outside regular business hours as required (2) travel between the various District divisions and other locations as needed.

Special Environmental Requirements: Employees in this position work in an office environment and in the field. The office environment is typified by moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The field environment may expose the incumbent to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely drive a District vehicle to travel between District facilities and off-site locations as needed and (3) walk, stand, kneel and bend at off-site locations.

Established Date: Resolution #
Revision Date: