

DRUG-FREE WORKPLACE PROGRAM COORDINATOR

NATURE OR WORK IN THIS CLASS:

Employees perform routine to moderately complex administrative support work.

This position is located in the Human Resources Division, Employee-Management Relations Branch and has responsibility for the coordination and administration of the government of Guam Drug-Free Workplace Program (DFWP) for all non-autonomous agencies under the jurisdiction of the Department of Administration in accordance with Executive Order Nos. 95-29 and 2005-18 and the Drug-Free Workplace Program Operating Procedures; and ensures compliance with the Memorandum of Understanding between the Department of Administration and autonomous agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates the DFWP Program for the line departments and agencies ensuring funding availability, and coordinates with the Accounting Division for payments to the contracted laboratory and Medical Review Officer.

Provides assistance, as the primary liaison, to all departments and agencies on the administration of the Drug-Free Workplace Program to include semi and autonomous agencies having an agreement with the Department of Administration.

Maintains the Testing Designated Position (TDP) list for all line departments/agencies and all semi and autonomous agencies participating in the DFWP through a Memorandum of Understanding.

Ensures compliance with all program requirements which includes a certified specimen collection laboratory and a Medical Review Officer with specialty in pharmacology and toxicology. U.S. Health and Human Services and Department of Transportation guidelines.

Schedules each specimen collection for random testing of employees in TDP's; reasonable suspicion testing; accident or unsafe practice testing; voluntary testing; testing as part of; or as follow-up to, counseling or rehabilitation; and applicant testing. Receives all drug test results from the Medical Review Office and notifies the department of those results.

Conducts training on the policies and procedures of the DFWP to all managers, supervisors, and department/agency personnel designated as the DFWP Coordinators.

Prepares all documentation and reports on the DFWP following the requirements of the DFWP Operating Procedures.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Drug-Free Workplace Program laws, regulations, policies, and procedures.

Knowledge of the principles, methods and techniques of personnel administration.

Ability to interpret and apply personnel laws, rules, regulations, procedures, and other program requirements to work problems.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years experience in program administration and one year of experience in the administration of Drug-Free Workplace programs, employee-management relations programs, or other related personnel programs; and graduation from high school; OR

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam Driver's License

ESTABLISHED: April 2007

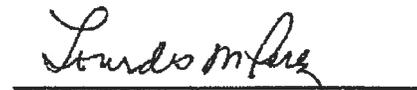
AMENDED :

PAY GRADE: J
STEP 1 \$22,942
STEP 10 \$34,414

HAY EVALUATION:	KNOW HOW:	DI1	152
	PROBLEM SOLVING:	D3 (29%)	43
	ACCOUNTABILITY:	D1C	<u>50</u>
	TOTAL POINTS:		245



Felix P. Camacho
Governor of Guam



Lourdes M. Perez
Director, Department of
Administration