100-000U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HR Support Center

POSITION NUMBER
20005831 (22200.0)

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Drug Free Workplace Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005817 (21000.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	On behalf of Department of Administrative Services (DAS), serves as agency manager for formulating & responsibly directing State of Ohio Drug Free Workplace program; researches policy issues, consults with or subject matter experts & prepares recommendations regarding implementation of program applicable for employees to Administrator of Human Resources Support Center & Administrator of Human Resources Division (HRD) Policy, in view of existing civil service laws & rules & collective bargaining agreement; recommends proposed changes to administrative rules affecting program operations in accordance with Chapter 119 of Ohio Revised Code; drafts requests for proposal to carry out drug testing component of program in consultation with HRD Policy staff; serves as contract manager for drug testing component (e.g. monitors performance of selected vendor; resolves issues pertaining to discrepancies in findings &/or invoicing; serves as liaison between state agencies & selected vendor).	Knowledge of: (1) toxicology of substance abuse, (2) Federal Drug Free Workplace Act of 1988 & amendments*; (3) Chapter 119 administrative rule filing process*; (4) Chapter 124 of Revised Code*; (5) public/business administration or management; (6) collective bargaining agreements. Skill in: (7) operation of personal computer & associated hardware/software (e.g. MS Word, Excel, Access, Internet &/or tracking database); Ability to: (8) define problems, collect data, establish facts & draw valid conclusions; (9) develop complex reports & position papers; (10) develops &/or edits administrative procedures & rules; (11) handle sensitive inquiries & complaints from government officials &/or representatives, union officials & state employees.
30	Administers drug testing program to ensure compliance with Executive Order of Governor, Administrative Rules & Procedures & collective bargaining agreements to evaluate effectiveness of program (e.g. receives & analyzes monthly statistical reports from laboratory & state agencies & determines if drug menu for testing meets Federal &/or State requirements); ensures all agencies are reporting & carrying out program as designed & compiles monthly report to findings & any recommendations for program changes.	Knowledge of: 1, 2*, 3*, 4*, 6. Skill in: 7. Ability to: 8, 9, 11, (12) understand manuals & verbal instructions, technical in nature.

List Position Numbers & Titles of Positions Directly Supervised:
20005833 – Ex. Secretary
20005900 – HR Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 5/15/08

HRD 5-20-08

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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15	Oversees certification to applicable federal agencies that state of Ohio is in compliance with Federal Drug Free Workplace Act (e.g. coordinates preparation & mailing of certifications to federal agencies that will accept a statewide certification); works with state agencies to draft certifications to ensure completeness for federal agencies that will not accept a statewide certification; answers questions from agencies regarding compliance with Federal Drug Free Workplace Act.	Knowledge of: 1, 2*, 3*, 4*. Skill in: 7. Ability to: 8, 9, 11.
10	Recommends methods to deliver educational & training programs to promote a drug free workplace (e.g. contacts/confers with representatives from Employee Assistance Program & Department of Alcohol & Drug Addiction Services to prepare & deliver training on various topics to state employees & to train agency coordinators to ensure compliance with existing civil service laws & rules & federal laws); keeps abreast of information/trends related to drug education & testing through reading publications & attending meetings, seminars &/or workshops.	Knowledge of: 1, 2*, 3*, 4*. Skill in: 7. Ability to: 8, 9, 11, 12.
10	Supervises unit staff in performance of assigned duties (e.g., assigns & reviews work, evaluates recommends/initiates disciplinary action, recommends leave) & ensures on-going training to keep employees abreast of changes in federal regulations & state & federal legal decisions governing drug free workplace & in drug testing.	Knowledge of: 1, 2*, 3*, 4*, (13) supervisory principles/techniques, (14) employee training & development, Skill in: 7. Ability to: 8, 9, 11, 12, (15) establish friendly atmosphere as unit supervisor.
5	Performs other administrative tasks as assigned (e.g. prepares materials for public presentations); responds to verbal & written inquiries regarding existing state Drug Free Workplace Policy.	Knowledge of: 1, 2*, 3*, 4*, 14 Skill in: 7. Ability to: 8, 9, 10, 12.
	This position is overtime exempt	**Position Specific Minimum Qual's:** 18 months exp. in interpretation of drug test results. 12 months exp. in collective bargaining agreements relative to drug testing. 12 months exp. in developing &/or editing workplace policy, administrative procedures & rules. *developed after employment

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20005833 – Ex. Secretary
20005900 – HR Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 5/15/08

HRD 5-22-08