

COMPLIANCE COORDINATOR

Department: Human Services

Classification: Competitive

Specification Number: 1840

Approved: 2/27/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree and one (1) year of administrative or supervisory experience in a program dealing with substance abusers; or,
- b) Graduation from a standard senior high school and five (5) years of experience as a counselor or educator in an organized program dealing with substance abusers, one (1) year of which has been in an administrative or supervisory capacity.

NECESSARY SPECIAL REQUIREMENT

Registration as a New York State Credentialed Substance Abuse Counselor (CSAC) at the time of appointment and maintenance of that registration during the course of employment.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title coordinates and monitors for compliance the town's drug and alcohol testing procedures for holders of Commercial Driver's Licenses, under the provisions of the mandated Omnibus Transportation Employee Testing Act. Responsibility is included for explaining employer policy and procedures and the impact of test failure to affected employees, and for maintaining records and confidentiality. Work is reviewed by an administrative supervisor through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Coordinates the random testing program by: maintaining records;
- Serves as a liaison with those who perform the testing, a medical review officer and employees;
- Contacts employees who have positive alcohol and/or drug test results, explains impact and refers them to a counseling or rehabilitation program in conformance with employer policy;
- Maintains oversight of follow-up tests and procedures for those who have tested positive;
- Assists in updating testing policies and in distribution of any amendments;
- Provides information for those reporting for random testing;
- Ensures compliance with the Employee Testing Act and confidentiality of the results of testing;
- Prepares reports for the in-house or contracted test provider.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the Omnibus Transportation Employee Testing Act requirements; good knowledge of the current literature and sources of information regarding drug and alcohol abuse problems; ability to establish working relationships with those apprehensive about or adversely affected by testing procedures; ability to organize and maintain program procedures and records; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.