

	HUMAN RESOURCES DESKTOP PROCEDURES		
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	APPROVED BY:	DATE REVISED	
	Chief Human Resource Officer	January 31, 2024	

PURPOSE

To provide clarity on which full-time and part-time College positions are deemed safety-sensitive positions and require a pre-employment drug/alcohol screening of primary candidates.

Key Points from [APM 02-1800](#)

- a. The Offices of Risk Management and Human Resources will work together to develop and maintain a list of safety sensitive positions that will require a pre-employment drug screening as a condition of employment. The Office of Human Resources shall inform appropriate hiring administrators and supervisors of positions within their areas that will require pre-employment drug screening.
- b. Administrators and supervisors with authority to recommend the hiring of candidates for employment are responsible for notifying the Office of Human Resources of the name and contact information of the primary candidate for any full-time or part-time safety sensitive position and shall:
 - 1. Advise the primary candidate for a full-time or part-time safety-sensitive position that the College's Drug-Free Workplace Policy requires negative results on a pre-employment drug screening as a condition of employment, and;
 - 2. He/She will be contacted by a representative of the Office of Human Resources with further information and instructions to arrange for the drug/alcohol screening.
- c. The Office of Human Resources will be responsible for contacting designated candidates, arranging the pre-employment drug/alcohol screening, and for notifying the hiring administrator of the results by the most expeditious confidential means.
- d. Unidentified safety-sensitive positions omitted from the following list of position titles due to the creation of a new position, changes to the duties of an existing position, etc. will still require a pre-employment drug screening as a condition of employment.

POSITION TITLES
Assistant Supervisor of Plant Service Workers
Automotive Line Mechanic
Building & HVAC Controls Specialist
Building, Energy & HVAC Controls Manager
Campus Facilities Director
Campus HVAC Facilities Manager



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Chief Human Resource Officer

September 15, 2023

POSITION TITLES
<u>Campus Security Officer in Charge</u>
<u>Center Facilities Supervisor</u>
<u>Central Services Clerk</u>
<u>Central Services Coordinator</u>
<u>Central Services Specialist</u>
<u>Construction Electrical and Mechanical Inspector</u>
Construction Faculty/Adjuncts and Instructional & Program Managers
Criminal Justice Center Faculty/Adjuncts and Instructional & Program Managers
<u>Culinary Worker</u>
<u>Director of Fire Academy of the South</u>
<u>Director of Law Enforcement Training</u>
Director of Security
<u>Driver</u>
Driving Instructors
<u>Fire & Occupational Health & Safety Specialist</u>
Fire Academy Faculty/Adjuncts and Instructional & Program Managers
<u>Fire Equipment Technician</u>
<u>Fire Fighter Training Coordinator</u>
<u>Head Coach</u>
<u>Journeyman</u>
<u>Laboratory Assistant</u>
<u>Laboratory Manager</u>
<u>Maintenance Site Manager</u>
Medical and EMS Faculty/Adjunct and Instructional & Program Managers
Nursing Faculty/Adjunct and Instructional & Program Managers
<u>Nursing Laboratory Coordinator</u>



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POSITION TITLES
Physical Therapy Faculty/Adjunct and Instructional & Program Managers
Pilots and Aviation Faculty/Adjunct and Instructional & Program Managers
Plant Service Workers
Production Stage Manager
Respiratory Therapy Faculty/Adjunct and Instructional & Program Managers
Security Officers - All (Armed and Unarmed)
Senior Plant Service Worker
Senior Security Officer
Supervisor of Plant Service Workers
Tool Room Technician
Tradesworker Specialist
VERC Driver
Warehouse Clerks

Created Date: September 15, 2023

Revision Date: January 31, 2024