State College St	HUMAN RESOURCES DESKTOP PROCEDURES			
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	DESIGNATED SAFETY SENSITIVE POSITIONS		1 OF 3	
	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 preemployment 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 1	September 15, 2023		

POSITION TITLES

Campus Security Officer in Charge

Center Facilities Supervisor

Central Services Clerk

Central Services Coordinator

Central Services Specialist

Construction Electrical and Mechanical Inspector

Construction Faculty/Adjuncts and Instructional & Program Managers

Criminal Justice Center Faculty/Adjuncts and Instructional & Program Managers

Culinary Worker

Director of Fire Academy of the South

Director of Law Enforcement Training

Director of Security

Driver

Driving Instructors

Fire & Occupational Health & Safety Specialist

Fire Academy Faculty/Adjuncts and Instructional & Program Managers

Fire Equipment Technician

Fire Fighter Training Coordinator

Head Coach

Journeyman

Laboratory Assistant

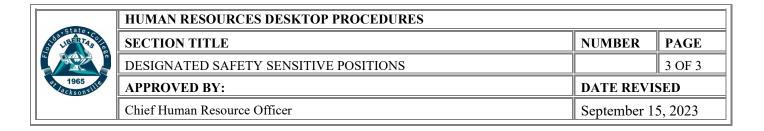
Laboratory Manager

Maintenance Site Manager

Medical and EMS Faculty/Adjunct and Instructional & Program Managers

Nursing Faculty/Adjunct and Instructional & Program Managers

Nursing Laboratory Coordinator



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

<u>Tradesworker Specialist</u>

VERC Driver

Warehouse Clerks

Created Date: September 15, 2023

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