

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC SAFETY DRUG SCREENING SPECIALIST

POSITION CODE: 37006
Effective: 08/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, travels to agency facilities and worksites statewide to administer, monitor and evaluate drug testing. Transports specimen collections to laboratories for testing. Documents, compiles and submits reports on travel details and activities to supervisory and administrative staff. Serves as a subject matter resource on drug screening policy and procedures and explains these procedures as needed. Maintains and enforces agency administrative directives. Participates in planning and developing policy and procedures for the operation of the program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Travels to designated facilities and/or work locations with prior approval by superiors and must be available to accomplish assignments at any time on any work shift; collects and prepares urine samples for laboratory testing of donors on a random basis or on a predetermined basis such as in cases of reasonable suspicion, pre-employment testing of permanent employees, volunteers or contractual workers or testing of adult and juvenile offenders.
2. Monitors screening to ensure tests are completed in a timely manner; maintains control of specimens and testing materials to ensure proper handling and storage; maintains daily tallies of collections performed; may need to observe actual urine drop of donors when required; records specimen results; reviews and updates information in database; chooses a less used work area to administer tests and monitors to ensure cleanliness.
3. Travels to perform specimen drop-off at various lab sites in a timely manner; may need to perform re-test when initial test result did not render a valid result; plans and schedules tests for assigned areas and informs superiors of the schedules; makes all necessary travel arrangements for testing in the most cost effective way for the agency; informs superiors of any issues that may arise; generates all drug test reports to provide to superiors.
4. Maintains confidentiality of the individuals selected for screening and the drug screening process; maintains proper communication with all individuals involved in the collection process; follows the agency's administrative directives for drug screening; audits sites where pre-employment drug screening is administered to assure that the agency's drug screening policy and procedures are adhered to and followed.

PUBLIC SAFETY DRUG SCREENING SPECIALIST (continued)

5. Serves as a subject matter resource and interprets the policy and procedures of the drug screening program to donors and other professionals; assists agency trainers in training personnel in the techniques associated with drug collection; attends and participates in meetings; may need to testify as it relates to the collection process and to the interpretation of policy and procedures; ensures facility administrators are notified when positive tests occur.
6. Advises supervisor and administrative staff on the development and implementation of policy and procedures for the program; reviews existing procedures to make recommendations for improvements.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in criminal justice, healthcare or a related field.

Requires one year of professional experience in a public or private organization preferably working in a correctional or laboratory setting.

Requires a valid appropriate driver's license.

Knowledge, Skills and Abilities

Requires extensive knowledge of the agency's drug policy and procedures.

Requires ability to be accurate and consistent while performing screening procedures.

Requires ability to become certified and recertified in all required drug screening courses.

Requires ability to assure confidentiality of all individuals selected for the drug screening process and all documentation as related to drug screening.

Requires ability to effectively interpret and disseminate information on the agency's drug screening program, policy and objectives to others and to testify as a technical expert.

Requires ability to travel on a variety of shifts, which includes overnight stays, in performance of duties.