

January 11, 2022

**TITLE:** Employee Relations Administrator (Drug and Alcohol Administrator)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Human Resources  
**PAY RANGE:** \$1,913.67 - \$2,870.52 per week (\$99,511 – \$149,267 estimated annual)  
**APPLICATION DEADLINE:** **Continuous Recruitment (Open Until Filled)**  
**WORK LOCATION:** San Carlos, CA

**GENERAL DESCRIPTION:**

The Employee Relations Administrator for the San Mateo County Transit District (SamTrans), who reports to the Manager of Employee Relations, is responsible for managing SamTrans' Drug and Alcohol Program as well as assisting in the administration of the District's employee and labor relations programs and its' related activities.

**Examples of Essential Functions:**

- Serves as Program Manager for SamTrans' Drug and Alcohol Testing Program.
- Responsible for drug and alcohol testing and compliance activities. Ensures compliance with FTA, USDOT, and District policies, regulations, rules, and guidelines governing the collection of testing samples for the District's safety-sensitive employees.
- Responsible for training Safety Sensitive Employees, their supervisors, and managers in accordance with FTA and USDOT regulations.
- Oversees the DMV Pull Notice Program in compliance with state and federal regulations.
- Assist with the consultation, analyses, and recommendations to managers and supervisors on disciplinary issues, corrective actions, and non-represented employee grievances.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Monitor and evaluate employee performance. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives.

**Examples of Duties:**

- Oversee the day-to-day administration and program management of the Drug and Alcohol program rules and policies.
- Responsible for the compliance of random, pre-employment, and post-accident testing requirements under the FTA and USDOT regulations. Oversee the establishing of schedules and efficient methods for facilitating the drug and alcohol testing process; coordinates delivery sample specimens with drug and alcohol collection service providers.
- Responsible for the administration of the DMV pull notice program including verification of DMV required documentation for classifications requiring a commercial driver license.
- Represents the District on DMV and USDOT audits.
- Provide technical and professional support and training for matters related to drug and alcohol testing and DMV pull notice programs.
- Develop and maintain a positive working relationship with all managers, supervisors, and employees.
- May serve as designee at arbitration hearings, Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH) proceedings.
- Conduct or assist supervisors in employee investigations.
- Assist Manager, Employee Relations with review of all proposed disciplinary actions for consistency, accuracy, and compliance with District policies and procedures and applicable employment laws.
- Evaluate job performance of staff, which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**Supervision:** Works under the guidance of the Manager, Employee Relations who develops goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- BS/BA degree in Human Resources or a related field.
- Three (3) years' of professional level experience in drug and alcohol program management.
- One (1) years' experience managing or directly supervising staff or three (3) years' experience at a senior analyst level.

**Preferred Qualifications:**

- Must have experience with administering a USDOT regulated drug and alcohol testing program.
- Experience with DMV pull notice program audits.
- Experience with unions in the workplace.
- Experience with workplace investigations, collective bargaining, and grievance resolution.
- Must have effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire. This is a continuous Recruitment (Open Until Filled). A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.