

**Job Title:**  
**Human Resources Generalist (Drug and Alcohol Coordinator)**

**FLSA STATUS: Exempt**

**SUPERVISION RECEIVED FROM: Human Resources Manager**

**DEPARTMENT: Human Resources**

**WORK SCHEDULE: Monday-Friday 8:00am-4:30pm**

**SUPERVISION EXERCISED OVER: N/A**

### **Summary/Objective**

This position is responsible managing CATS' drug and alcohol testing program. In addition, the position processes a variety of payroll updates, ensuring that actions are entered timely and that all pay change actions are promptly forwarded to the Finance Department. The incumbent also manages the deferred compensation program, processing new applications and updates and verifying contributions.

### **Essential Functions**

1. Responsible for managing CATS; Drug and Alcohol Program. Understands federal and local regulations, and applicability to CATS' positions. Ensures that any changes in regulations are promptly incorporated into CATS' procedures. Works closely with vendors responsible for collection of specimens, testing and reporting of results to ensure proper procedures are followed. Reviews and approves related invoices. Addresses any issues related to testing compliance.
2. Maintains all records related to drug and alcohol testing in accordance with applicable laws and regulations. Ensures complete confidentiality of records and test results.
3. Competes reports related to the program for the US DOT, FTA or other governing bodies.
4. Provides training and guidance to CATS' management and employees regarding the Drug and Alcohol Program, substance abuse awareness, etc.
5. Responsible for completion of DOT/NOT-DOT employee verifications related to drug/alcohol testing.

6. Processes all payroll updates, including pay increases, retroactive payments, final payments, payment for sick/vacation/PTO accruals, Requests to sell PTO, employee status changes, direct deposit and tax withholding adjustments.
7. Oversees the Deferred Compensation Program for CATS' employees. Processes new applications or update forms and verifies contributions. Provides information on the program to employees.
8. Serves as CATS' Health and Wellness Coordinator. Develops and/or coordinates provision of quarterly health initiatives for employees. Provides information to employees on Real Appeal offered through the insurance provider.
9. Prepares reports related to program areas as requested or required.
10. Provides information related to areas of responsibility to CATS' management and prepares data as requested for presentation to management.
11. Attends job related training as needed or required
12. Performs other tasks and assumes other responsibilities as assigned consistent with the goals and objectives of CATS.

## **Competencies**

1. Effective problem solving/analysis skills.
2. Detail oriented and analytical.
3. Effective verbal and written communication skills, including ability to communicate information to staff at various levels within the organization.
4. Ability to work independently, with minimal supervision.
5. Ability to effectively prioritize work.
6. Experience problem solving and mediating
7. Ability to work under pressure and with stringent deadlines.

## **Physical Demands**

The physical demands described here are either minimal, or representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The duties assigned to this position generally performed in a professional office environment while in a sitting position at a desk, but requires occasional standing, walking, climbing stairs, reaching, pulling, and bending. The employee may occasionally perform light lifting and routinely utilizes office equipment such as computers, phones, photocopiers and filing cabinets. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 40 hours per week. Occasional evening and weekend work will be required as job duties demand. This is a salaried position.

## **Travel**

There may be some required traveling for training and conferences, for short periods.

## **Qualifications, Skills and Requirements**

- A bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field from an accredited college or university. An advanced degree with HR certifications is preferred. A high school diploma and a minimum of 5 years of professional human resources experience may substitute.
- A minimum of 1 year of professional level human resources related experience.
- Experience working with drug and alcohol testing programs preferred.
- Experience working in a governmental or public agency setting preferred.
- Understanding of local, state and federal codes, laws, regulations and procedures related to human resources management, employment law and drug testing.
- Advanced knowledge of word processing, spreadsheets, presentation and database software.

**Capital Area Transit System (CATS) is an Equal Employment Opportunity employer. CATS does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.**