

Posting dates: **4/10/2018 - 4/29/2018**

**ALL APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY**

**All applicants must apply online**

**DALLAS AREA RAPID TRANSIT  
JOB POSTING**

(\* indicates requisition 5471)

Job Title*: <b>Medical Compliance Spl</b>	Pay Grade*: <b>S8/ Starting Salary: \$43,501</b>
Section*: Risk Management Admin	Job Code: 0205A
Division*: Headquarters	FLSA/EEO: Exempt/Professionals
Department*: Finance	

**GENERAL SUMMARY:**

Responsible for providing professional support and specialized knowledge for the medical compliance program to ensure agency compliance with applicable regulations. Partners with and provides advice and guidance to management and employees regarding policies, procedures and compliance initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Analyzes, matches and maintains drug and alcohol test results and supporting documentation to ensure accuracy, completion of testing, and to identify service provider errors/omissions. Problem-solves and coordinates with service providers to resolve issues.
2. Enters data in drug and alcohol testing software, spreadsheets and databases to track substance abuse testing activities.
3. Performs data importing, exporting, and software updating to generate and maintain random selections, pool groups, and reports. Monitors the workflow used to schedule on-site random and follow-up drug and alcohol tests and communicates testing requirements with management. Assists with workflow and operational issues.
4. Prepares status reports, desk audits, and performs field inspections of collection sites and auditing of collectors.
5. Coordinates scheduling and monitors completion of pre-employment and periodic physical examinations with Human Capital and management. Reviews applicant offer letters for consistency and accuracy. Issues medical authorization forms for employees and applicants. Enters physical qualifications and restrictions in database.
6. Reviews documentation submitted by medical services provider for consistency and seeks clarification where required. Reports inconsistencies in medical information and disqualifications to manager.
7. Acts as Designated Employer Representative (DER) when required which includes being on-call 24/7 including nights, weekends and holidays to receive and respond to phone calls/texts from service agents and management.
8. Prepares various reports upon request. Tracks, compiles and analyzes drug and alcohol testing and employee medical data trends and recommends approaches to issues. Responds to external information requests for drug and alcohol test history.
9. Facilitates or provides training or presentations on topics related to the medical compliance program. Identifies training needs for internal clients and safety-sensitive contractors. Tracks training class attendance for required FTA reports.
10. Partners with and advises management and employees on medical compliance regulations, practices, policies, and procedures, including the appropriate use of corrective and disciplinary actions.
11. Coordinates rehabilitation opportunity agreements with management and employees and ensures that written concurrence with terms is obtained.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**Note:** An equivalent combination of related education and experience may be substituted for the below stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

1. Bachelor's degree from an accredited college or university in Human Resources or related field.
2. Three (3) years related experience in Department of Transportation (DOT) drug and alcohol testing program administration, project management, statistical data analysis, training presentation and report generation in a fast-paced office environment.
3. Experience in coordinating the scheduling of on-site collections and monitoring DOT physical completion at the department/division level is desirable.

4. Demonstrated knowledge of DOT 49 CFR Part 40 and Federal Transit Administration (FTA) Part 655 drug and alcohol testing regulations.
5. Proficiency with personal computer and software applications, including Outlook, Windows, Microsoft Excel, Word, Access, and PowerPoint.
6. Proficiency working with Assistant/Assistant Pro, RedArrow or other drug testing administration software program.
7. Ability to balance and coordinate a workload effectively under pressure and handle multiple simultaneous projects. Must be a self-starter.
8. Ability to be dedicated to meeting the expectations and requirements of internal and external customers. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.
9. Ability to use time effectively and efficiently. Values time. Concentrates efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
10. Ability to be action oriented and full of energy for the things he/she sees as challenging. Not fearful of acting with a minimum of planning.
11. Ability to use rigorous logic and methods to solve difficult problems with effective solutions. Can see hidden problems. Is excellent at honest analysis. Looks beyond the obvious and does not stop at the first answers.
12. Ability to be able to write clearly and succinctly in a variety of communication settings and styles. Can get messages across that have the desired effect.
13. Ability to pick up on technical things quickly. Can learn new skills and knowledge. Is good at learning new industry, company, product, or technical knowledge. Does well in technical courses and seminars.

**REPORTING RELATIONSHIP:**

Reports to Manager Medical Compliance \*

**WORKING CONDITIONS:**

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting DART's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

**Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may perform other duties as assigned.

DART is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V

Last Updated: 1/11/2018 doc\_id=1097608012263   
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