

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

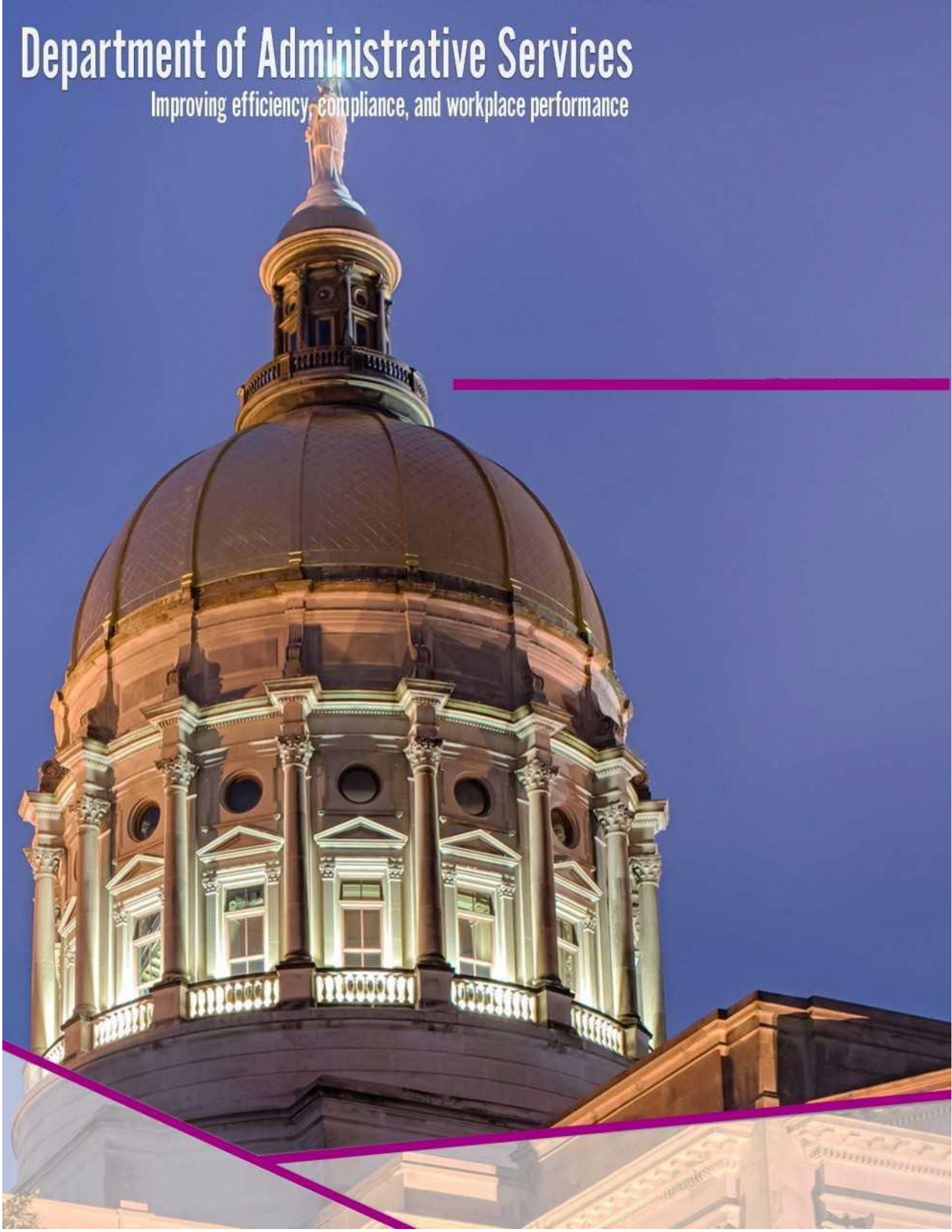


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INTRODUCTION

The purpose of the position analysis tool is to ensure that position duties through the State that meet the criteria for high-risk or federally-regulated transportation duties are included within the appropriate testing programs. (Note that in the text that follows, the position analysis tool will simply be referred to as “tool.”)

This process applies to all executive branch agencies governed by the Rules of the State Personnel Board that wish to add positions to the Pre-employment and Random Substance Abuse testing programs.

Only Drug Testing Coordinators, Human Resource Directors (HRD)s and/or HR Designees can access the tool. The following message displays if the requestor is not in one of the positions listed:

 > [Human Resources Administration](#) > [Substance Abuse Testing](#)

SUBSTANCE ABUSE POSITION ANALYSIS

You are not authorized to submit and conduct the Position Analysis for your entity. Please contact the HR Director for your division to gain approval.

[Select this link to return to the DOAS home page.](#)

GAINING ACCESS TO THE TOOL

In order to gain access to the tool, the requestor must reach out to the agency's HR Director for approval.

After the HR Director receives and reviews a request for access, the HR Director will need to send an email to the following email address indicating whether approval has been given for the requestor to access the tool:

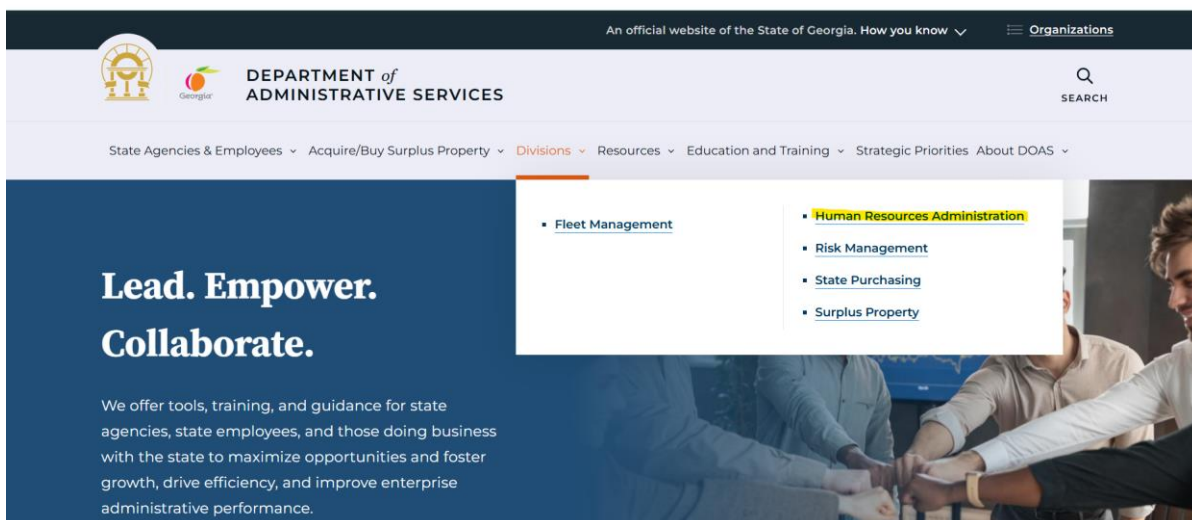
HRA@doas.ga.gov

Upon receipt of the email, the HRA Business Analyst will update the Role in the HRA database and provide access to the tool to the new requestor.

ACCESSING THE QUESTIONNAIRE

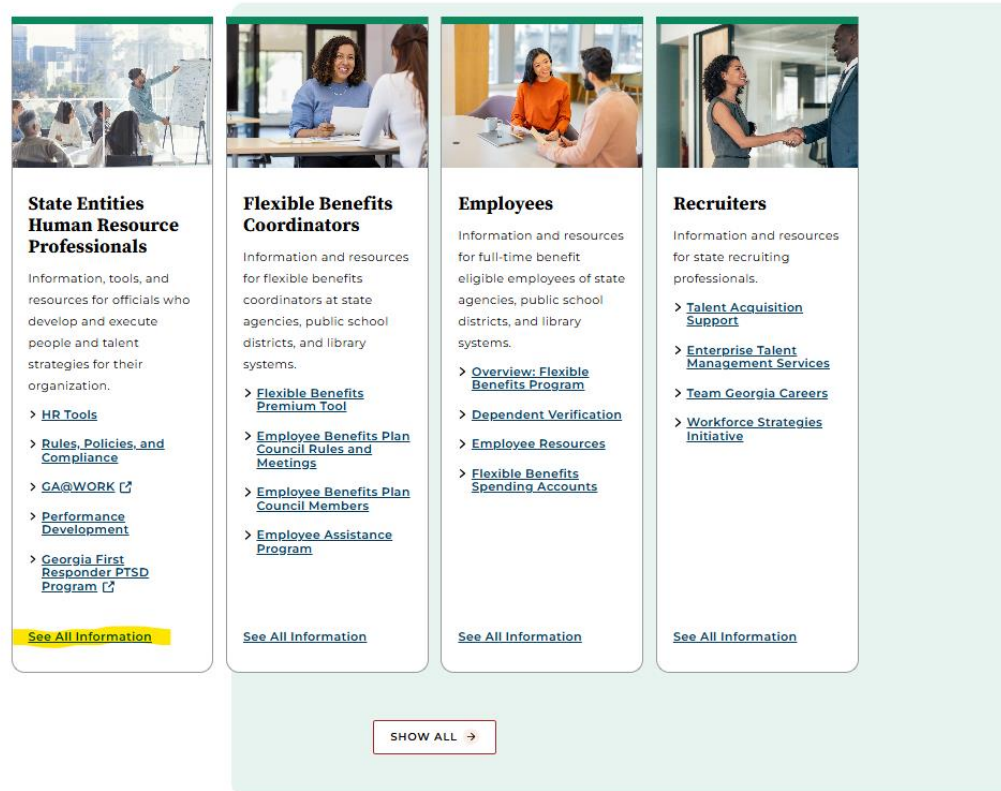
Once access to the tool has been granted, complete the following steps in order to begin answering the questionnaire found within the tool:

1. Go to the DOAS website at: <http://doas.ga.gov/>.
2. Click on the top menu item labeled "Divisions", then "Human Resources Administration".



3. On the next webpage, scroll down to the section labeled “Who We Serve” and click on “See All Information” at the bottom of the tile labeled “State Entities Human Resource Professionals”.

Who We Serve



State Entities Human Resource Professionals

Information, tools, and resources for officials who develop and execute people and talent strategies for their organization.

- > [HR Tools](#)
- > [Rules, Policies, and Compliance](#)
- > [GA@WORK](#)
- > [Performance Development](#)
- > [Georgia First Responder PTSD Program](#)

[See All Information](#)

Flexible Benefits Coordinators

Information and resources for flexible benefits coordinators at state agencies, public school districts, and library systems.

- > [Flexible Benefits Premium Tool](#)
- > [Employee Benefits Plan Council Rules and Meetings](#)
- > [Employee Benefits Plan Council Members](#)
- > [Employee Assistance Program](#)

[See All Information](#)

Employees

Information and resources for full-time benefit eligible employees of state agencies, public school districts, and library systems.

- > [Overview: Flexible Benefits Program](#)
- > [Dependent Verification](#)
- > [Employee Resources](#)
- > [Flexible Benefits Spending Accounts](#)

[See All Information](#)

Recruiters

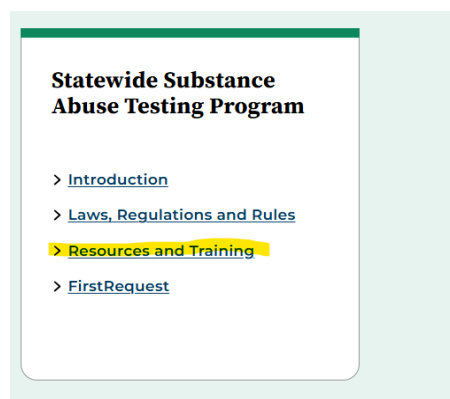
Information and resources for state recruiting professionals.

- > [Talent Acquisition Support](#)
- > [Enterprise Talent Management Services](#)
- > [Team Georgia Careers](#)
- > [Workforce Strategies Initiative](#)

[See All Information](#)

[SHOW ALL](#)

4. Next, scroll to the last of nine categories on the webpage labeled “Statewide Substance Abuse Testing Program” and click on “Resources and Training”.



Statewide Substance Abuse Testing Program

- > [Introduction](#)
- > [Laws, Regulations and Rules](#)
- > [Resources and Training](#)
- > [FirstRequest](#)

- At the next screen, there are two sections on the webpage. Scroll to the second section labeled “Resources” and click on “Automated Substance Abuse Testing Position Analysis”.

Resources

[Reasonable Suspicion Checklist](#)[Collection Sites](#)[Procedures for Onsite Testing](#)[Substance Abuse Automated Position Analysis How to Guide](#)[Automated Substance Abuse Testing Position Analysis](#)

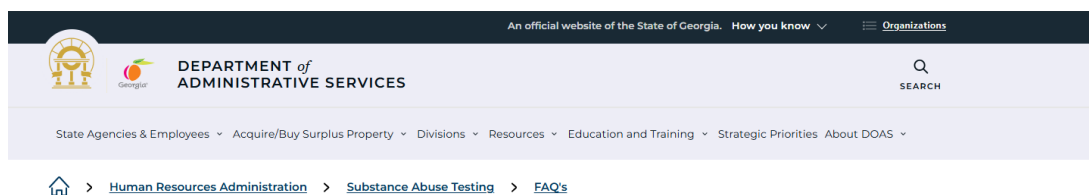
Provide information about a position to help you determine whether it meets the criteria for Substance Abuse testing. Sign in or create an account using your state-issued email address.

[Substance Abuse Professionals \(SAP\)](#)

SAPlist is the #1 online directory for SAPs. If an employee has a positive test result, a refusal to submit to testing, or a violation that doesn't involve a test, they must complete a SAP return-to-duty process before returning to agency safety-sensitive functions.

[Drug Testing Coordinator Checklist](#)

- On the webpage that appears on your screen, click on the “Next” button to log in.



Substance Abuse Position Analysis

Welcome to the Automated Substance Abuse Position Analysis tool! Use the following pages to enter information about a position to help you determine whether it meets the criteria for Substance Abuse testing. At the end of the process, you will be provided a Drug Test Indicator Code to enter into TeamWorks HCM. For tracking purposes, you are required to Sign In or Create An Account using your state-issued email address.

Please log in to submit a We hope you find this process easy and helpful. As always, we welcome your feedback and/or questions.

[NEXT](#)

Contact Substance Abuse Testing

Gail Stowers
Policy and Compliance
HR
Specialist

Phone
404-463-7060




[Ask a Question](#)[View All Division Contacts](#)

- When logging in, the User Name is your state issued email address. Use your State of Georgia (SOG) password. This is the same password you use when logging into your computer.




If you have forgotten your password or username, click on the “Forgot your username or password?” link at the bottom of the screen so that the password or username can be emailed to you.

An official website of the State of Georgia. How you know ▾ Organizations

  **DEPARTMENT of ADMINISTRATIVE SERVICES**  SEARCH

State Agencies & Employees ▾ Acquire/Buy Surplus Property ▾ Divisions ▾ Resources ▾ Education and Training ▾ Strategic Priorities About DOAS ▾


 > Support Login


PLEASE LOG INTO THE GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CUSTOMER HUB TO CONTINUE


Username
State employees, please use your state email, e.g. pat.davis@doas.ga.gov

Password

LOG IN →

[Forgot your User Name?](#) 

[Forgot your Password?](#) 

[Create an Account](#) 

- If there is no account setup for you, an account will need to be created. Click on the third link in the image above labeled “Create An Account.”

9. In order to create an account, complete the fields found in the image below. When inserting your email information, be sure to use your workplace email address which is already registered in the HRA database.

The screenshot shows the 'Create an Account' page on the Department of Administrative Services website. The header includes the state seal, the department name, and navigation links. The main content area has a breadcrumb trail and the title 'Create an Account'. Below the title are six input fields: 'First Name *', 'Last Name *', 'Email Address *' (highlighted in yellow), 'Username *', 'Password', and 'Verify Password'. A 'CREATE ACCOUNT →' button is at the bottom.

DEPARTMENT of ADMINISTRATIVE SERVICES

State Agencies & Employees ~ Acquire/Buy Surplus Property ~ Divisions ~ Resources ~ Education and Training ~ Strategic Priorities About DOAS ~

Home > Create a New Account

Create an Account

First Name *

Last Name *

Email Address *

Username *

Password

Verify Password

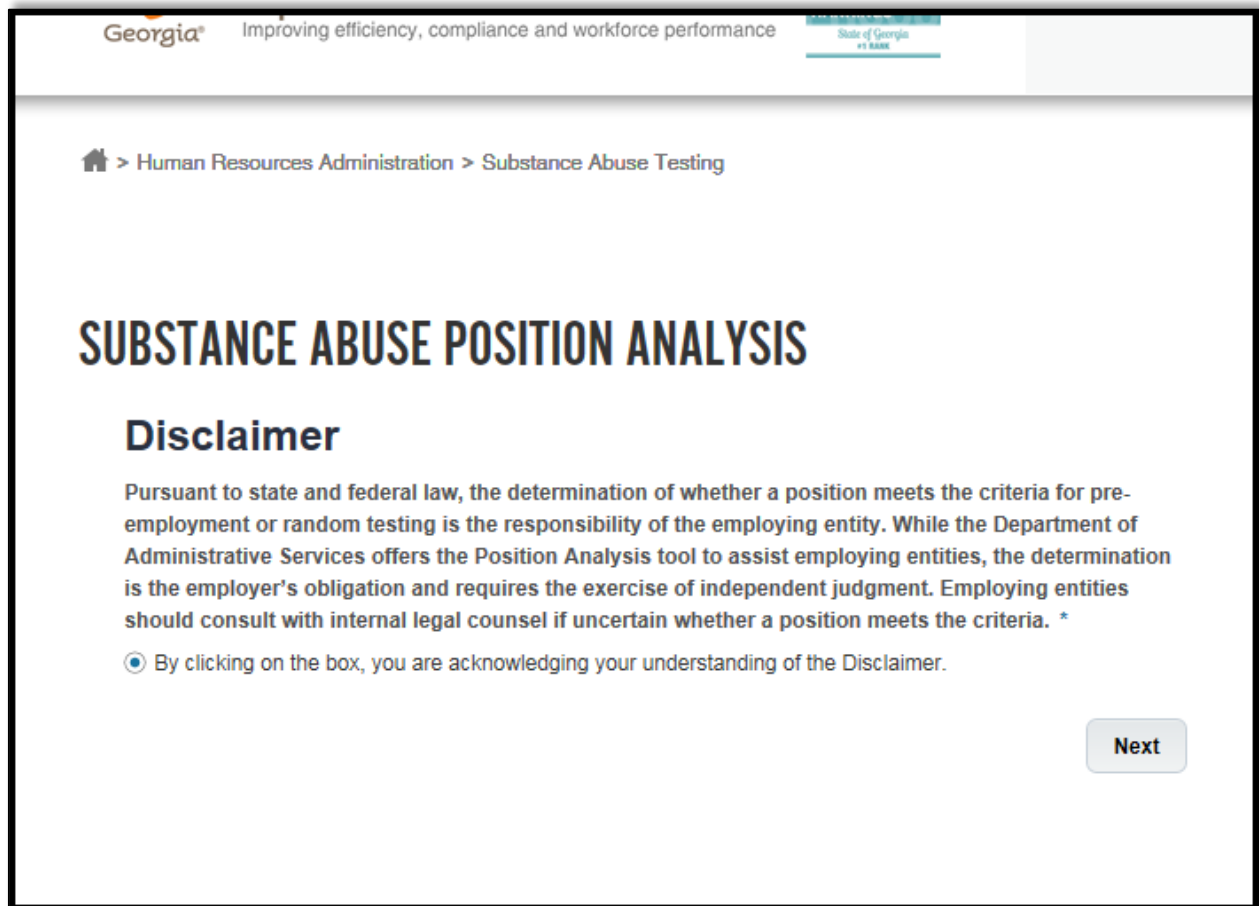
CREATE ACCOUNT →

Once you have finished inserting information into the above boxes, click on the **“Create Account”** button.

After clicking on the button, complete the position analysis questionnaire. If you are not able to begin the questionnaire due to errors, send an email to HRA@doas.ga.gov. The assigned HRA representative will research the issue and contact you with a resolution.

COMPLETING THE QUESTIONNAIRE

Prior to starting the questionnaire, the first screen shows a disclaimer. You must acknowledge the disclaimer before proceeding.



The screenshot shows a web application interface for the State of Georgia. At the top, there is a header with the Georgia logo and the text "Improving efficiency, compliance and workforce performance". Below the header, there is a breadcrumb trail: "Home > Human Resources Administration > Substance Abuse Testing". The main heading is "SUBSTANCE ABUSE POSITION ANALYSIS". Below this, there is a section titled "Disclaimer". The disclaimer text states: "Pursuant to state and federal law, the determination of whether a position meets the criteria for pre-employment or random testing is the responsibility of the employing entity. While the Department of Administrative Services offers the Position Analysis tool to assist employing entities, the determination is the employer's obligation and requires the exercise of independent judgment. Employing entities should consult with internal legal counsel if uncertain whether a position meets the criteria. *". Below the disclaimer text, there is a radio button with the text "By clicking on the box, you are acknowledging your understanding of the Disclaimer." and a "Next" button.

After reading the Disclaimer, Click the **Next** button at the bottom of the page to continue.

The items listed below are mandatory fields that you must be complete.

- Department ID
- Job Title
- Job Code

 > Human Resources Administration > Substance Abuse Testing

SUBSTANCE ABUSE POSITION ANALYSIS

Position Analysis for Substance Abuse Testing

Provide Your Department ID *

Provide Information About the Job Being Evaluated

Job Title *

Job Code *

Does this position regularly perform “high-risk” duties (specifically, duties in which inattention to duty or errors in judgment while on duty have the potential for significant risk of harm to the employee or others)? *

☐ Yes ☐ No

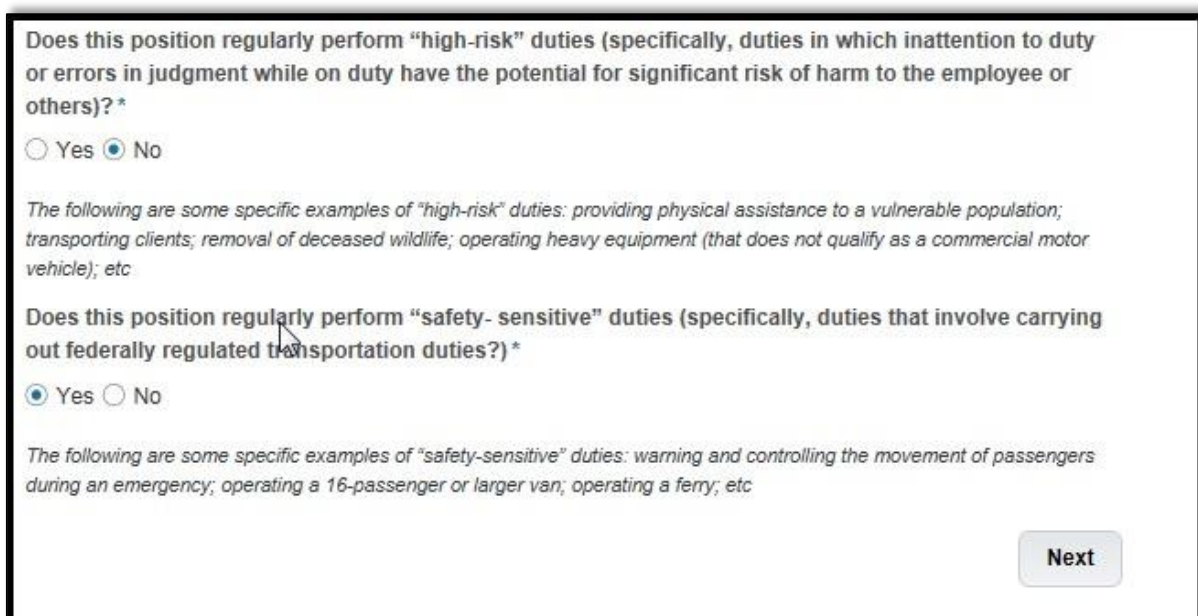
The following are some specific examples of “high-risk” duties: providing physical assistance to a vulnerable population; transporting clients; removal of deceased wildlife; operating heavy equipment (that does not qualify as a commercial motor vehicle); etc

Next

QUESTION SECTION

The purpose of the first question is to determine if the position performs “high-risk” duties. You must answer either “Yes” or “No” to this question. The answer that you select determines the path that the questionnaire will follow. Select your answer and click **Next** at the bottom of the page.

1. After clicking on the **Next** button, continue answering the questions that display on the screen. (See image below)



Does this position regularly perform “high-risk” duties (specifically, duties in which inattention to duty or errors in judgment while on duty have the potential for significant risk of harm to the employee or others)? *

☐ Yes ☒ No

The following are some specific examples of “high-risk” duties: providing physical assistance to a vulnerable population; transporting clients; removal of deceased wildlife; operating heavy equipment (that does not qualify as a commercial motor vehicle); etc

Does this position regularly perform “safety- sensitive” duties (specifically, duties that involve carrying out federally regulated transportation duties?) *

☒ Yes ☐ No

The following are some specific examples of “safety-sensitive” duties: warning and controlling the movement of passengers during an emergency; operating a 16-passenger or larger van; operating a ferry; etc

Next

2. Once you answer the two questions, click the **Next** button.
3. Depending on how you answer the first and second questions, the system may prompt the Transportation Checklist or pull up a list of the different categories.
4. Regardless of the screen showing, you must answer the questions that apply to your position.

ANSWERING YES TO THE FIRST QUESTION

If the first question is “**Yes**,” then a list of categories appear. You may check multiple categories (See example below).

Does this position regularly perform “high-risk” duties (specifically, duties in which inattention to duty or errors in judgment while on duty have the potential for significant risk of harm to the employee or others)? *

☒ Yes ☐ No

The following are some specific examples of “high-risk” duties: providing physical assistance to a vulnerable population; transporting clients; removal of deceased wildlife; operating heavy equipment (that does not qualify as a commercial motor vehicle); etc

Read through the categories listed below and select all choices relevant to your job title.

☐ Transportation

☐ Law Enforcement Public Safety

☐ Non-Law Enforcement

☐ Healthcare

☒ Social Services

☒ Hazardous Materials

☐ Food Services

☐ None of the above

Next

1. Click **Next**.
2. Then, complete the questions that apply to your position.
3. When you have completed the form. Click on the **Submit** button. After submitting, you will receive a results link. See image below.

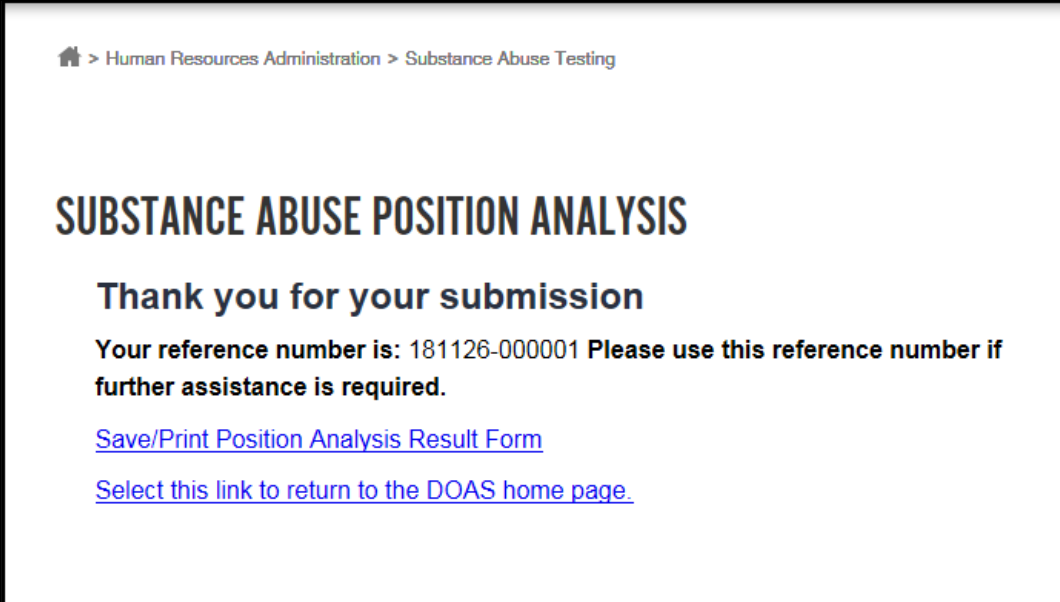
ANSWERING NO TO THE FIRST QUESTION

If the first question is “**No**,” then a list of questions pertaining to Transportation will appear.

ACCESSING THE RESULTS

The results show the following information:

- A reference number that you can use as a Service Request Number if you need to make inquiries regarding the results.
- A link to allow you to print or save the Position Analysis Results Form.
- A link to return to the DOAS home page.



The screenshot shows a web page with a breadcrumb trail at the top: a home icon followed by "> Human Resources Administration > Substance Abuse Testing". The main heading is "SUBSTANCE ABUSE POSITION ANALYSIS" in bold, dark blue text. Below this is a "Thank you for your submission" message in bold, dark blue text. The reference number "181126-000001" is displayed in bold, dark blue text, followed by the instruction "Please use this reference number if further assistance is required." in bold, dark blue text. At the bottom, there are two blue, underlined links: "Save/Print Position Analysis Result Form" and "Select this link to return to the DOAS home page."

Home > Human Resources Administration > Substance Abuse Testing

SUBSTANCE ABUSE POSITION ANALYSIS

Thank you for your submission

Your reference number is: 181126-000001 Please use this reference number if further assistance is required.

[Save/Print Position Analysis Result Form](#)

[Select this link to return to the DOAS home page.](#)

When you click on the results link, you will be directed to a copy of the results. You have the capability to print the Result Form or save it.

CRM – POSITION ANALYSIS RESULTS REPORT

Agency: Administrative Services, Department of
Dept. Code: XXXXXXXXXX
Contact Name: HRD
Contact Email: HRD@doas.ga.gov
Phone Number: 404/000-0000

POSITION INFORMATION


JOB TITLE	JOB CODE	PREPARED BY
Campus Police	ITP123	DOAS - HRA Policy & Compliance

STATUS SUMMARY

P.O.S.T. Certified position. This position should be coded in PeopleSoft/TeamWorks as A Code - P.O.S.T. Certified (30% drug tested)

****Note:** Multiple results may appear on the Status Summary page. There should also be a status summary that produces information on the N code if the position is not eligible for drug testing.

If your position is not approved for Substance Abuse Testing, the following message displays.

 > Human Resources Administration > Substance Abuse Testing

SUBSTANCE ABUSE POSITION ANALYSIS

Not Approved for Substance Abuse Testing

Based on the information provided, the position does not appear to meet the criteria to be eligible for the pre-employment or random drug testing programs.

If you have further information regarding the job duties that may indicate qualification for pre-employment and random testing, please provide the information below and click **Submit Your Information**.

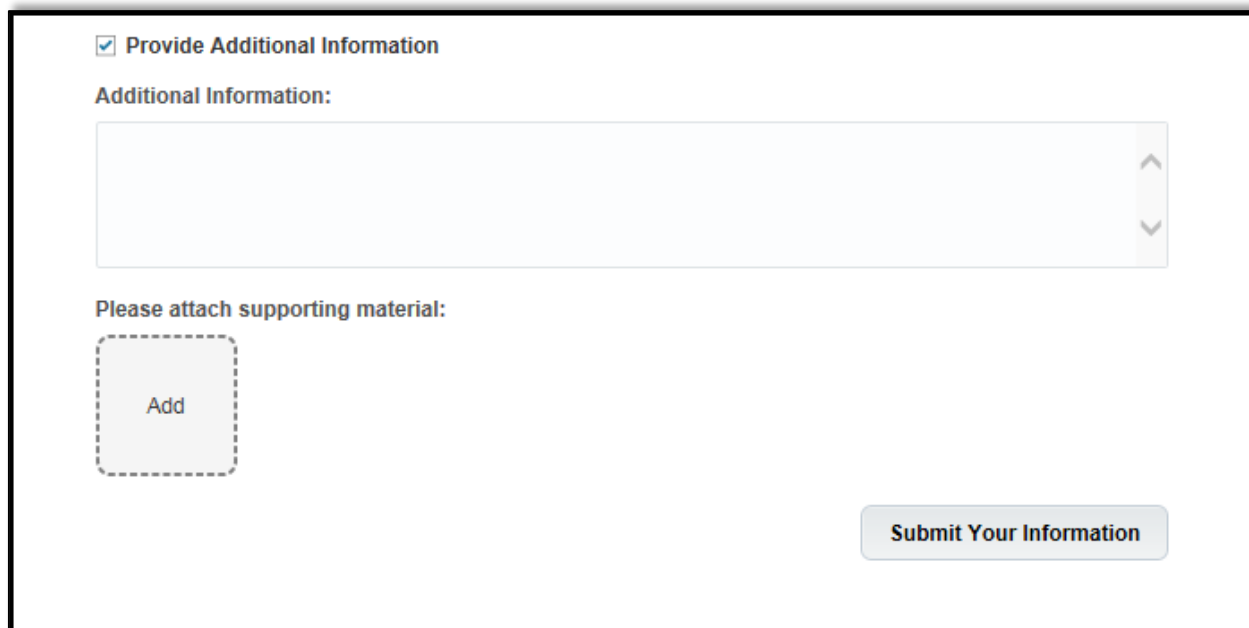
You should receive a response within 5 business days.

[If you have no additional information select this link to return to the DOAS home page.](#)

☐ Provide Additional Information

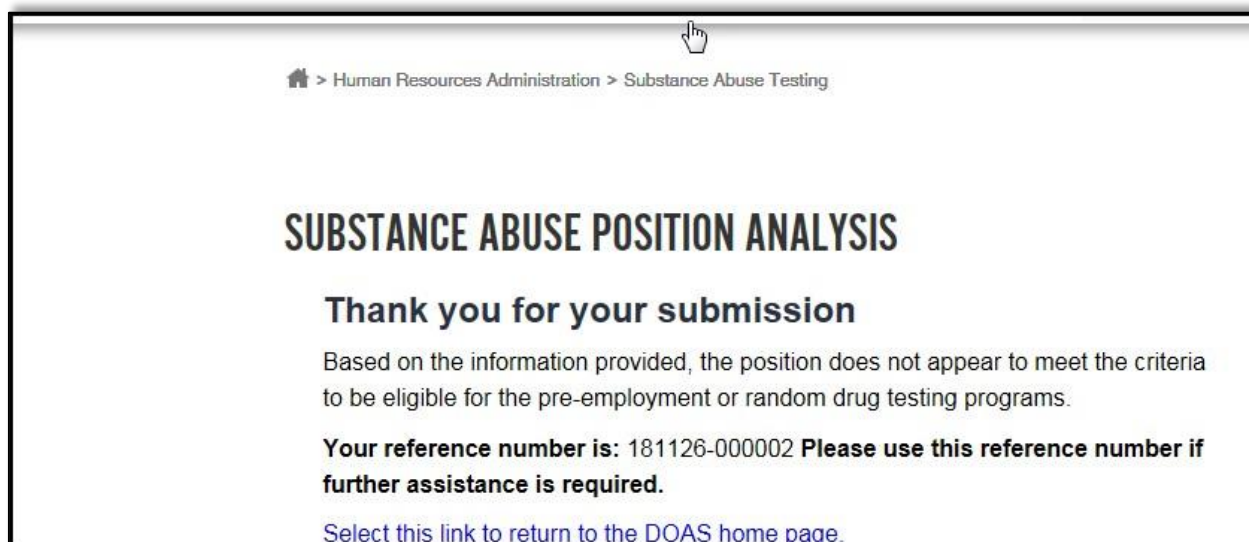
Submit Your Information

If you disagree with the results, you may submit additional information by clicking on the Box titled “Provide Additional Information” Request for position review.



The screenshot shows a web form titled "Provide Additional Information". At the top, there is a checked checkbox labeled "Provide Additional Information". Below this, the text "Additional Information:" is followed by a large, empty text input field with a vertical scrollbar on the right. Underneath the input field, the text "Please attach supporting material:" is displayed. Below this text is a dashed rectangular box containing the word "Add". In the bottom right corner of the form, there is a button labeled "Submit Your Information".

Click the ‘Submit Your Information’ button. The page below displays with the reference number. The reference number is the Service Request.



The screenshot shows a web page titled "SUBSTANCE ABUSE POSITION ANALYSIS". At the top, there is a breadcrumb trail: "Home > Human Resources Administration > Substance Abuse Testing". Below the breadcrumb trail, the title "SUBSTANCE ABUSE POSITION ANALYSIS" is displayed in large, bold, black letters. Underneath the title, the text "Thank you for your submission" is displayed in bold. Below this, the text "Based on the information provided, the position does not appear to meet the criteria to be eligible for the pre-employment or random drug testing programs." is displayed. Below this, the text "Your reference number is: 181126-000002 Please use this reference number if further assistance is required." is displayed. At the bottom, there is a link: "Select this link to return to the DOAS home page."

If there are questions or the application requires further review. The Policy and Compliance team will contact you.

