

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

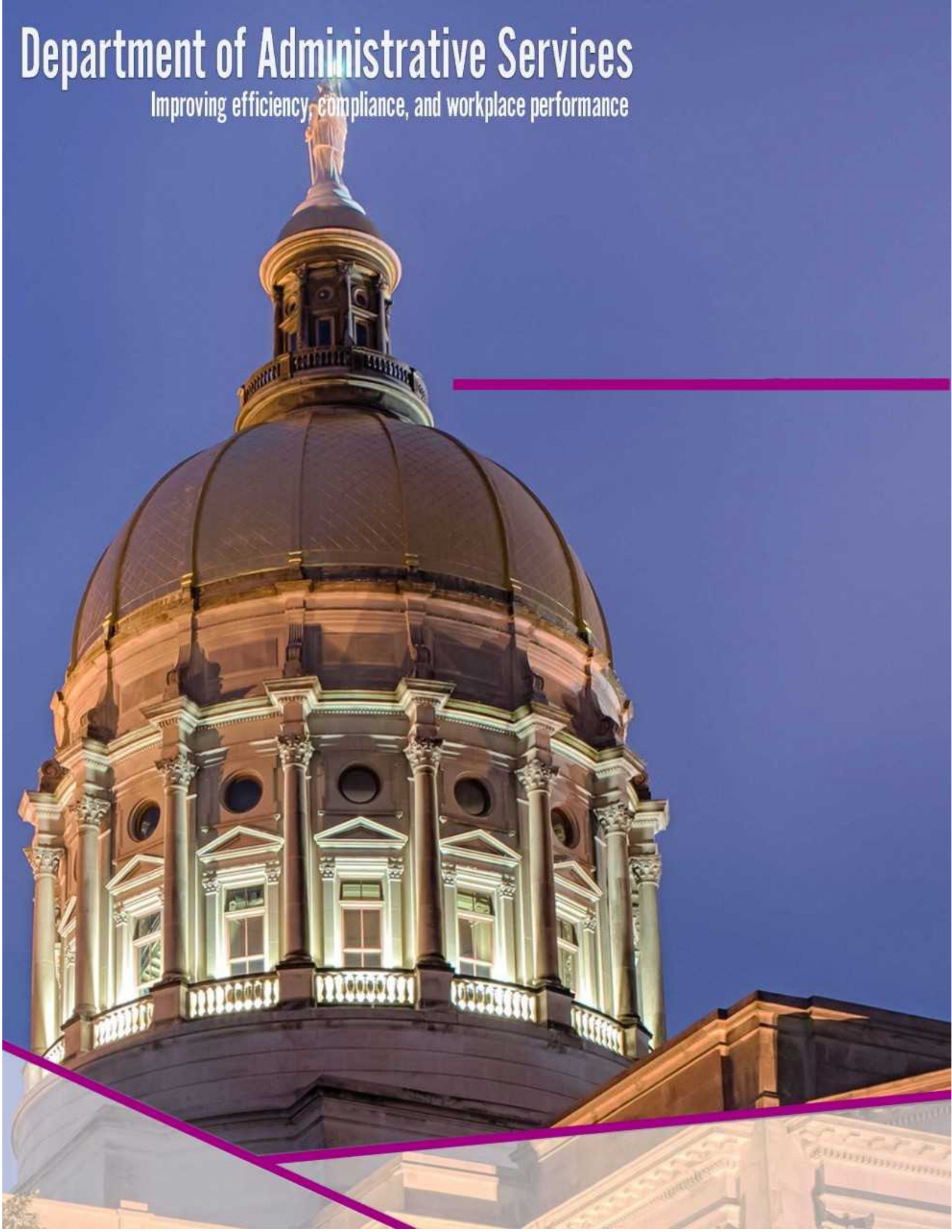


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INTRODUCTION

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 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

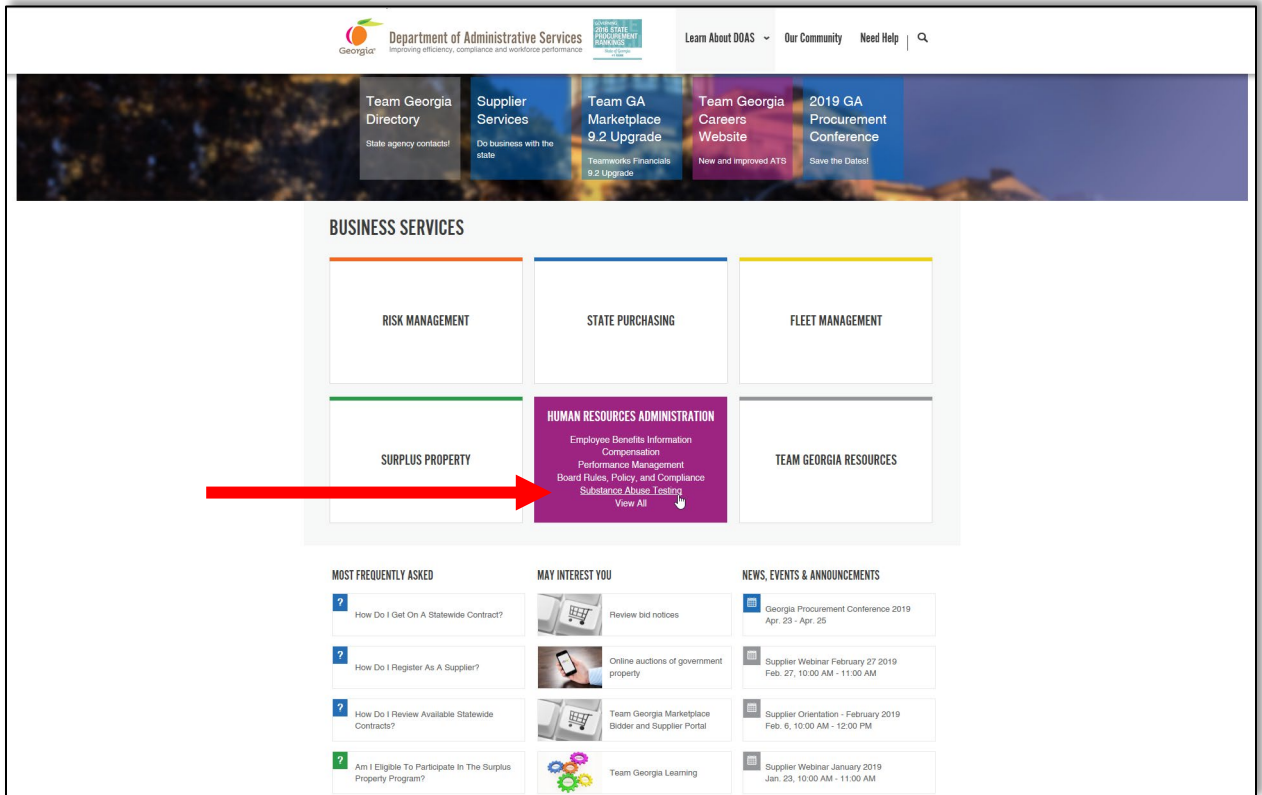
Once access to the tool has been granted, complete the following steps in order to begin answering the questionnaire found within the tool:

1. Go to the DOAS website at: <http://doas.ga.gov/>.
2. Click on the Human Resources Administration button.

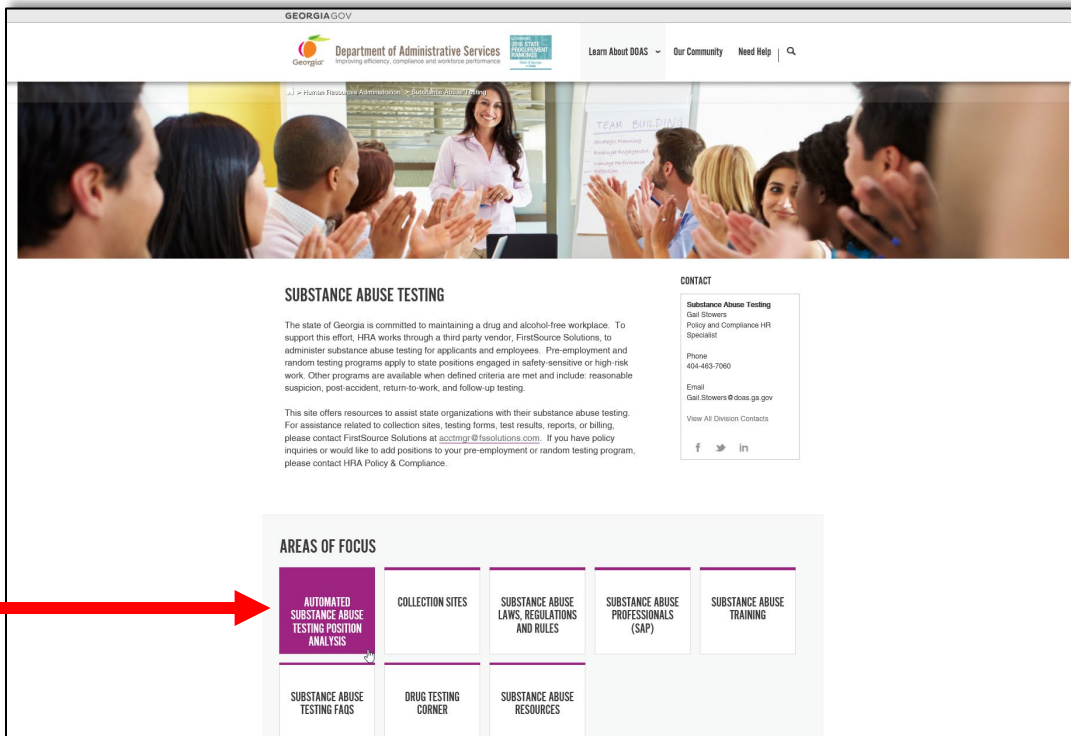


HUMAN RESOURCES ADMINISTRATION

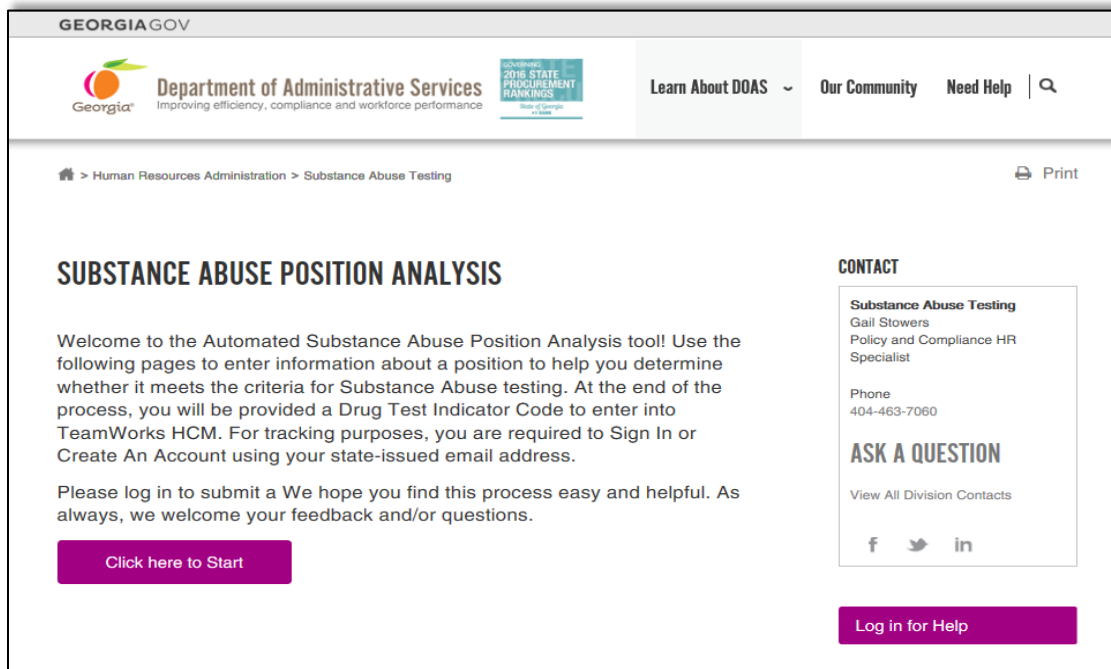
3. Place your mouse over the **Human Resources Administration** box and a menu list will display (See below).

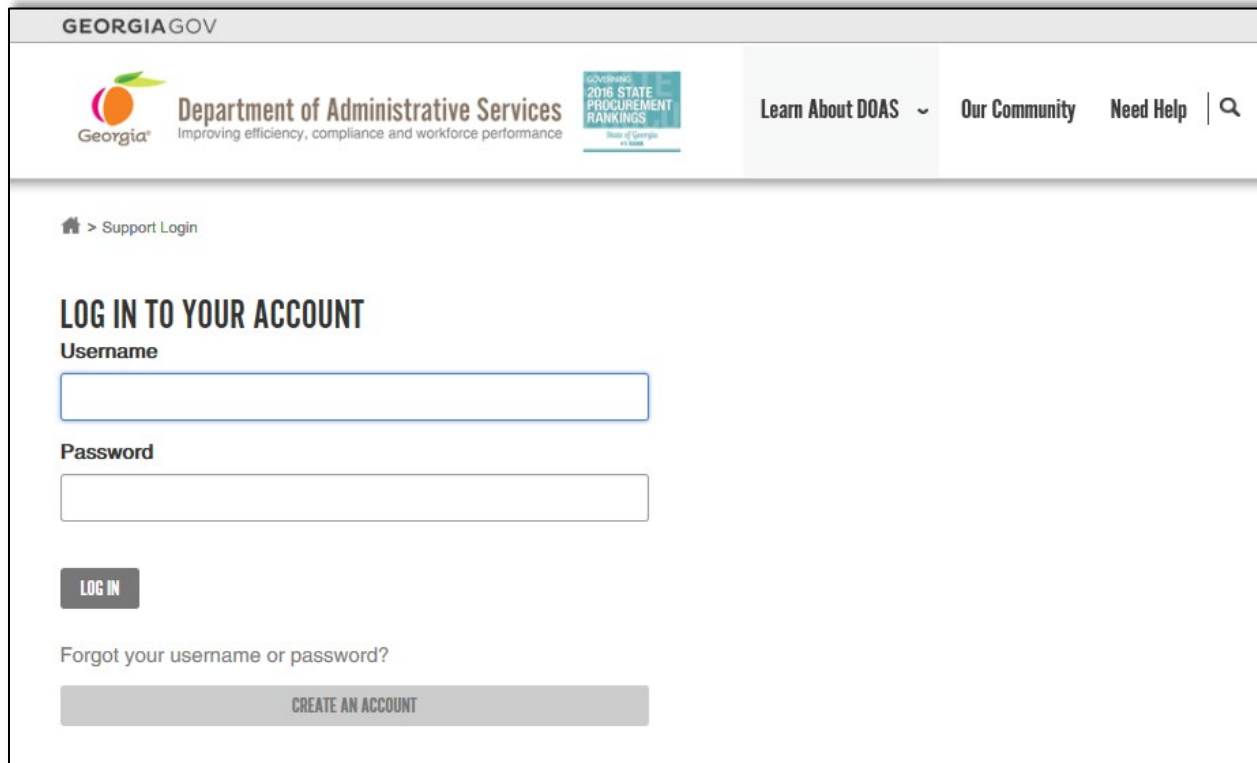


4. Click on the **Substance Abuse Testing** menu item.
5. At the next screen, a series of boxes or options appear under **Areas of Focus** section of the screen (See below).
6. The position analysis tool is the first option on the page.
7. Click on the Automated Substance Abuse Testing Position Analysis box.



- Once you click on the first option, the login page to start the Electronic Substance Abuse Testing Position Analysis displays (See below).





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> Support Login

LOG IN TO YOUR ACCOUNT

Username

Password

LOG IN

Forgot your username or password?

CREATE AN ACCOUNT

9. 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 so that the password or username can be emailed to you.

If there is no account setup for you, an account will need to be created. Click on the “Create An Account.” (See image below).

PLEASE LOG IN TO THE DOAS CUSTOMER PORTAL TO CONTINUE

LOG IN OR CREATE AN ACCOUNT

10. 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.

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at Scale

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> Create a New Account

CREATE AN ACCOUNT

Email Address *

Username *

Password

Verify Password

First Name *

Last Name *

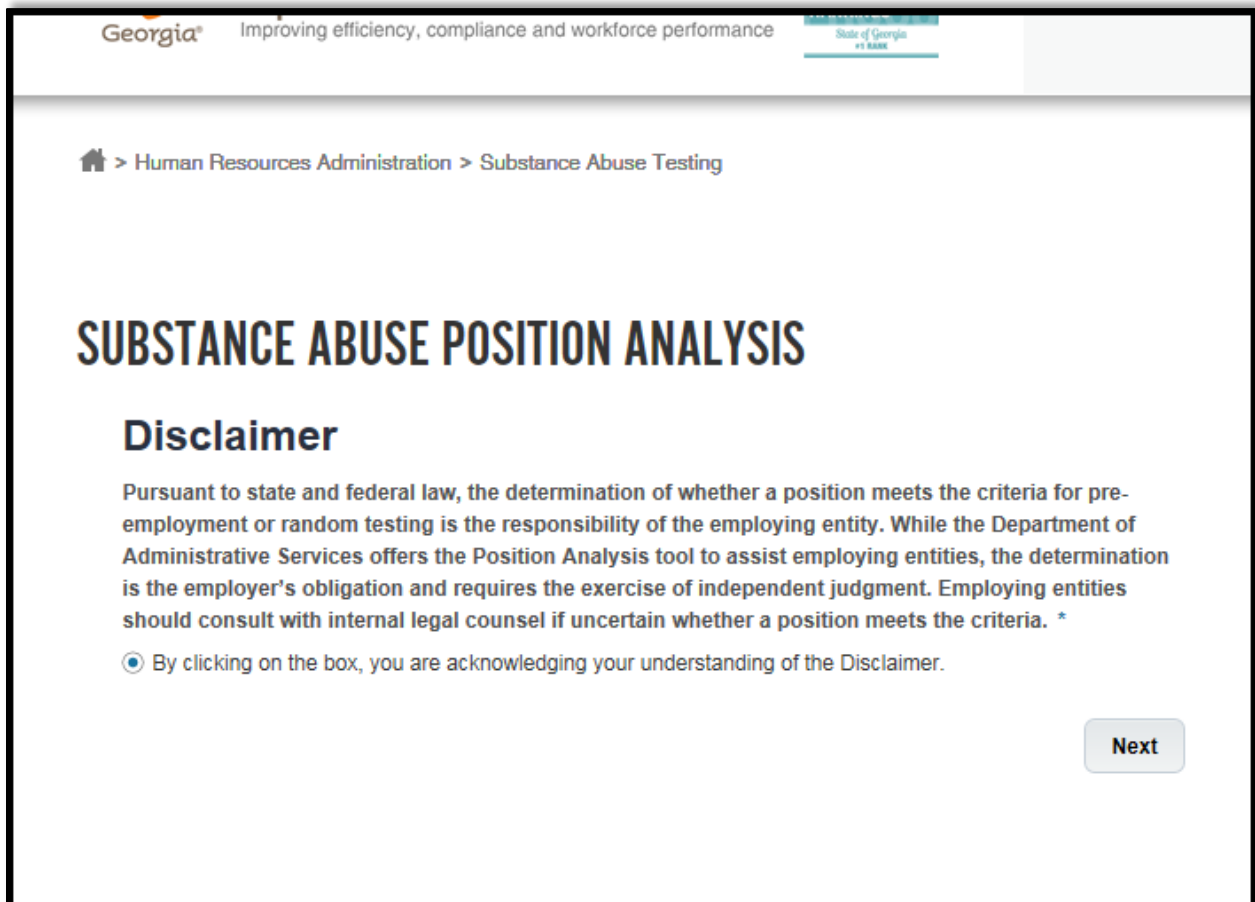
CREATE ACCOUNT

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 interface for the Substance Abuse Position Analysis tool. At the top, the Georgia logo and tagline "Improving efficiency, compliance and workforce performance" are visible, along with the State of Georgia logo and "eS BANK". The breadcrumb trail reads "Home > Human Resources Administration > Substance Abuse Testing". The main heading is "SUBSTANCE ABUSE POSITION ANALYSIS". Below this is a section titled "Disclaimer" with the following text: "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 text is a radio button with the label "By clicking on the box, you are acknowledging your understanding of the Disclaimer." and a "Next" button at the bottom right.

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

Home > 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

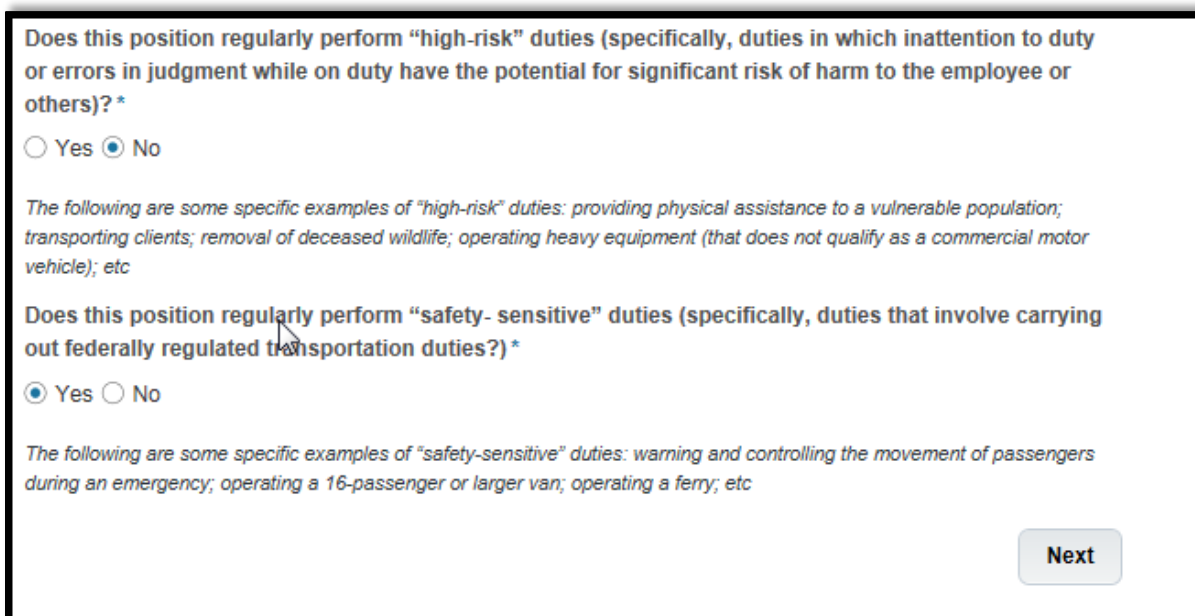
The following are some specific examples of “high-risk” duties: providing physical assistance to a vulnerable population; transporting clients; removal of deceased wildlife; operating heavy equipment (that does not qualify as a commercial motor vehicle); etc

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

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.

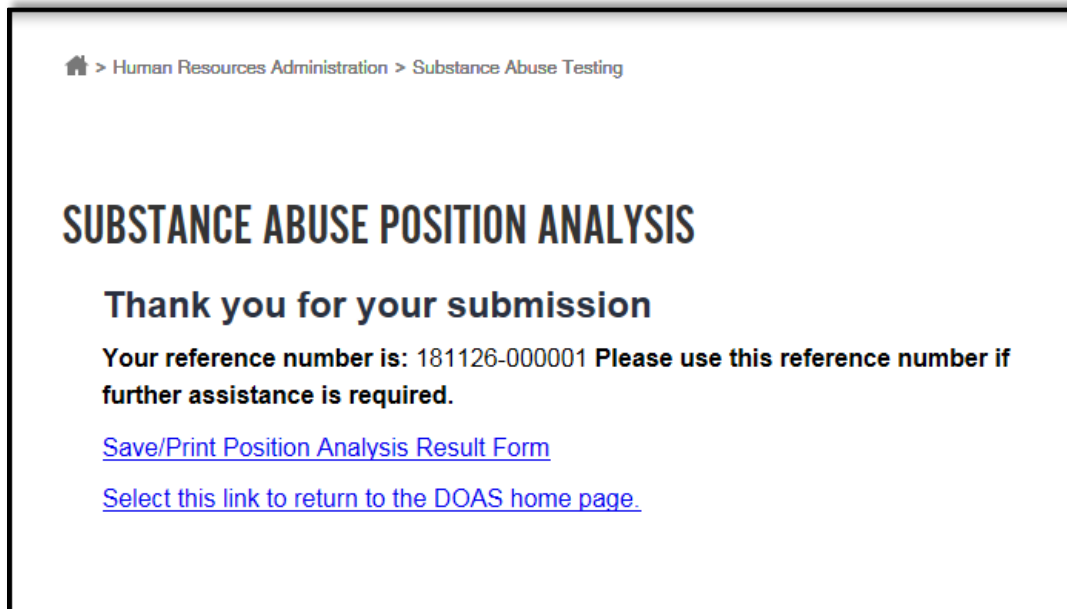
ANSWERING NO TO THE FIRST QUESTION

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.



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.

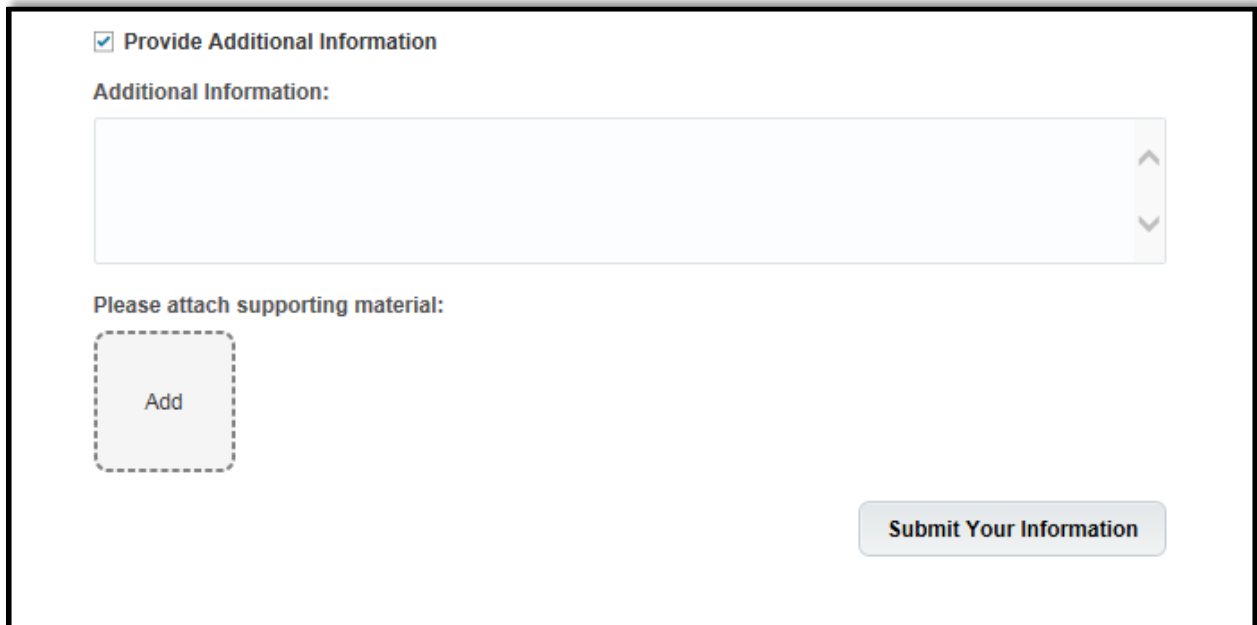
If you have further information regarding the job duties that may indicate qualification for pre-employment and random testing, please provide the information below and click **Submit Your Information**.

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

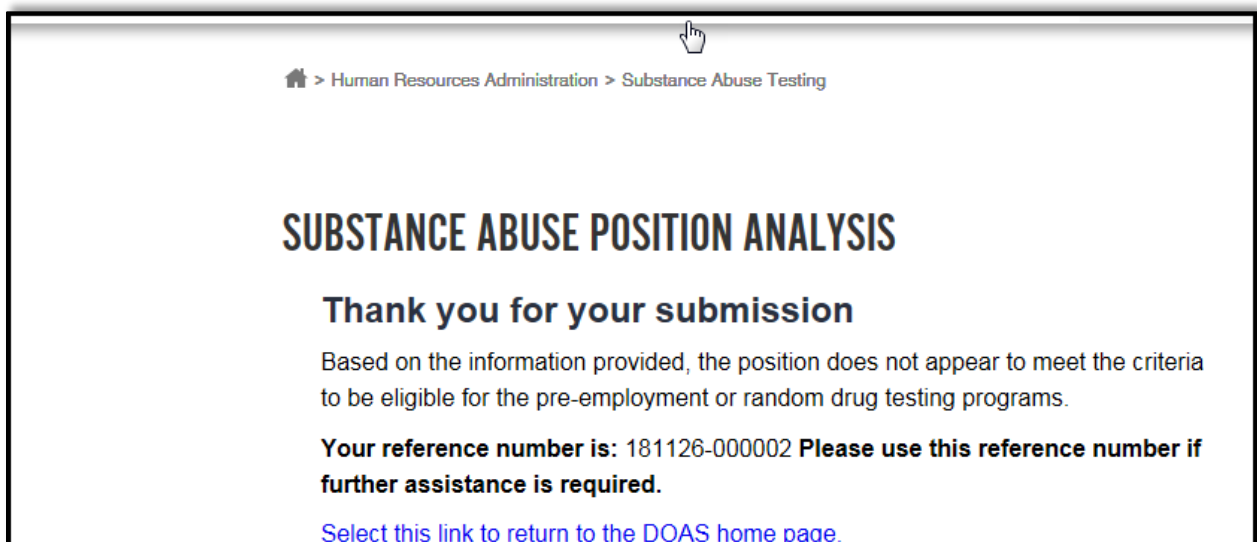
If you disagree with the results, you may submit additional information by clicking on the Box titled "Provide Additional Information" Request for position review.



The screenshot shows a web form with the following elements:

- A checked checkbox labeled "Provide Additional Information".
- A label "Additional Information:" above a large, empty text input field with a vertical scrollbar on the right.
- A label "Please attach supporting material:" above a dashed rectangular box containing the word "Add".
- A button labeled "Submit Your Information" located at the bottom right of the form.

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 confirmation page with the following content:

- A breadcrumb trail: Home > Human Resources Administration > Substance Abuse Testing.
- A heading: **SUBSTANCE ABUSE POSITION ANALYSIS**.
- A sub-heading: **Thank you for your submission**.
- 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.
- Text: **Your reference number is: 181126-000002 Please use this reference number if further assistance is required.**
- 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.