



TRINITY COUNTY HUMAN RESOURCES POLICY

SUBJECT:	DRUG AND ALCOHOL TESTING POLICY
POLICY NO.:	2024-02
INITIAL DATE PREPARED:	3/1998
LAST DATE REVISED:	
RESOLUTION NO.:	

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I. PURPOSE

It is the intention of this policy to eliminate substance abuse and its effects in the work place. While Trinity County (County) has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public, as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

As well, the County encourages any employee who believes they may have an alcohol or drug dependency or addiction problem, or disability, to obtain assistance through the LEAP/EAP program. These sources of assistance are detailed in Section III (F) and (G) of this policy.

This policy provides guidelines for the detection and deterrence of alcohol and drug use. It also outlines the responsibility of County managers and employees.

In recognition of the public services responsibility to the employees of the County, and the fact that drug and alcohol abuse can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol use is hereby adopted by the Trinity County Board of Supervisors.

II. APPLICATION

This policy applies to all applicants who have been offered a position with the County and to all current employees, including but not limited to, part-time, full-time, permanent and probationary employees, extra help and appointed department heads. This policy addresses the use of alcohol and all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job. If the provisions of federal, state, or local laws or regulations, or those contained in other departmental policies, are more stringent than the provisions contained herein, those more stringent requirements shall prevail.

III. POLICY

- A. It is County policy that employees, while on duty, on standby, on-call, in uniform, on County property or work locations, or in County vehicles, shall not:
1. Consume, or be under the influence of alcohol or drugs. See III(B) regarding medically prescribed medication and drugs;
 2. Possess controlled substances or prescription drugs without being able to produce documentation of a prescription;
 3. Manufacture, sell, provide, distribute, or dispense prescription drugs or controlled substances to any other employee or to any person, unless designated in your job description;

4. Sell, provide, distribute, or dispense alcohol to any other employee or to any person; or,
 5. Have his/her ability to work impaired as a result of the use of alcohol or drugs.
- B. Employees must notify his/her supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of his/her duties. In the event there is a question regarding an employee's ability to safely and effectively perform his/her duties while using such medications or drugs, clearance from a qualified physician may be required.
- C. Notwithstanding any part of this policy, employees are notified that they do not have an expectation of privacy as to any property or areas in which the County maintains sole control or joint control with an employee. The County reserves the right to view, inspect, or search any such areas without advance notice to an employee and without any need for employee consent to such a search. The County shall not, however, search the person of an employee or any personal effects, nor an employee's private vehicle not used for work. In areas not jointly or fully controlled by the County, the County may notify an appropriate law enforcement agency that an employee may have, or is believed to have, illegal drugs in his or her possession.
- D. Refusal to submit immediately to an alcohol and/or drug analysis when requested, based on reasonable suspicion (see Section IV(B)(1)(a)) or any other basis contained in Section IV(B), by County management or law enforcement personnel may constitute insubordination and may be grounds for separate disciplinary action up to and including termination of employment.
- E. Employees reasonably believed to be under the influence of alcohol and/or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the worksite.
- F. The County is committed to providing reasonable accommodations to those employees whose drug or alcohol problem classifies them as disabled under federal and/or state law.
- G. The County has established a voluntary Employee Assistance Program (EAP, LEAP) to assist those employees who voluntarily seek help for alcohol and/or drug problems.
1. Employees who think they may have an alcohol or drug usage problem are invited to voluntarily seek confidential assistance. Such assistance may be found through either the County's Employee Assistance Program, which offers up to three hours of counseling services per six months, or through the County's health insurance program, which includes various provisions for mental health and chemical dependency counseling or through the

employees' private insurance. While the County will be supportive of those who seek help voluntarily, this policy does not preclude the County from taking disciplinary action when necessary, whether or not an employee continues a pattern of substance abuse. Decisions on whether to take disciplinary action will be made on a case-by-case basis.

IV. MANAGEMENT RESPONSIBILITIES AND GUIDELINES

- A. Department heads, managers, and non-management employees who supervise ("Management Staff"), are responsible for reasonable enforcement of this policy in conjunction with the Human Resources Department. The Human Resources Department should be contacted prior to testing under this policy.
- B. The following are grounds for Management Staff to require an employee to submit to a drug and/or alcohol test.

1. *Reasonable Suspicion Testing:*

- (a) Management Staff may direct that an employee submits to a drug/alcohol test when there is a "reasonable suspicion" that an employee is intoxicated and/or under the influence of drugs or alcohol while on the job, subject to stand-by duty, or on call.

"Reasonable suspicion" is a belief based on objective facts sufficient to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired, or so that the employee's ability to perform his/her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

- (i) Slurred speech;
- (ii) Movements (e.g. unsteady, fidgety, dizzy);
- (iii) An odor of alcohol, or other odor signifying the presence of drugs on the breath, body, or clothing;
- (iv) Dilated pupils or constricted pupils or difficulty focusing eyes;
- (v) Unsteady walking and/or movement;
- (vi) Unusual speech (e.g. slurred, slow, distracted, inability to verbalize);

- (vii) An accident involving damage to County property, or bodily injury;
 - (viii) Physical altercation;
 - (ix) Verbal altercation;
 - (x) Unusual behavior or emotions (e.g. argumentative, agitated, irritable, drowsy);
 - (xi) Possession of alcohol or drugs;
 - (xii) Information obtained from a reliable person with personal knowledge;
 - (xiii) Substandard work or unusual changes in work performance, provided, however, that substandard work or changes to work performance may not be the sole grounds for suspicion.
- (b) Any Management Staff or designee directing an employee to submit to a drug and/or alcohol test shall clearly document in writing the objective facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol. Written documentation will be preserved in the employee's medical file.
- (c) Once the Management Staff has determined that an employee may be under the influence of drugs or alcohol, that individual should immediately remove the employee to a private area, and, in the presence of a second Management Staff, interview the employee as follows:
- (i) The Management Staff should state the facts that support his or her preliminary conclusion that the employee may be under the influence of, or in possession of drugs or alcohol. The interview should not disclose the names of any other employees that have provided information.

If reasonable suspicion is based solely on a report to the County from an informant, and the identity of the informant is known to the County, the identity of the informant shall be provided to the Union subject to the Union's express agreement that the information is "attorney's eyes only". The agreement for release of the informant's identity shall have the effect of a protective order over the informant's identity and any statement they may have provided. Any

further distribution of the identity or statement/s of the informant shall be strictly prohibited.

- (ii) The interviewer should ask the employee if he or she is under the influence of, or in possession of drugs or alcohol and invite the employee to explain his/her conduct.
 - (iii) If the interviewer is not fully satisfied by the employee's responses, or if the employee fails to respond, as to whether they are in possession of, have consumed, or are under the influence of drugs or alcohol and with the explanation of the employee's conduct they should direct the employee to submit to a drug and/or alcohol test.
- (d) Any Management Staff encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this policy. Refusal constitutes a positive test under this policy. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the manager or supervisor should detain the employee for a reasonable time until the employee can be safely transported home.
- (e) Management Staff shall notify their Department Head or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area jointly or fully controlled by the County. If the Department Head or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Head or designee shall notify the appropriate law enforcement agency.

2. *Pre-Employment Testing:*

All applicants will be subject to "suspicionless" drug test as a condition of employment after a job offer is made but before the employee begins working. As part of the Drug-Free Workplace Act of 1988, all employers who enter in a federal contract for the procurement of property or services valued at \$100,000 or more, or that receive any federal grant, are subject to comply with drug testing. Receipt by the County of satisfactory test results is required prior to employment, and failure of a drug or alcohol test other than cannabis, or marijuana, will automatically disqualify a new applicant for employment from consideration of employment for a period of one hundred twenty (120) days. The presence of cannabis, or marijuana, will not disqualify an applicant or be used against them when being considered for employment pursuant to SB700. If the applicant is applying for a Federally Monitored/Safety Sensitive position, the presence of cannabis/marijuana will automatically disqualify the applicant for

employment from consideration of employment for a period of one hundred twenty (120) days. Current employees who promote, demote or transfer positions, or positions which require a federal background investigation or clearance, shall obtain a negative test result prior to assignment to a federally monitored position. Applicants who undergo pre-employment drug testing will be tested for the following classes:

- Active Psychoactive compounds in cannabis or marijuana
- Cocaine
- Opiates- opium and codeine derivatives
- Amphetamine and Methamphetamines
- Phencyclidine- PCP

A non-exhaustive listing of all classifications and positions which require a federal background investigation or clearance within County service are attached hereto as Exhibit "A".

A non-exhaustive listing of federally monitored classifications within County service are included in Exhibit "B".

3. *Random Testing:*

Federally monitored positions will be subjected to random, unannounced testing for drugs and/or alcohol use at any time, including periods of extended leaves. Each such employee shall have an equal chance at selection for random testing and shall remain in the selection pool even after being tested. The basis for random selection shall be by a scientifically valid random number generation method. Employees who undergo random drug testing will be tested for the following five classes:

- Marijuana
- Cocaine
- Opiates - opium and codeine derivatives
- Amphetamines and Methamphetamines
- Phencyclidine- PCP

Employees may also be subject to a breath alcohol test (BAT).

4. ***Return-To-Duty Testing:***

All federally monitored employees who previously tested positive for drugs and/or alcohol will be entered into a substance abuse program and must successfully complete the program as well as test a negative prior to returning to work. Employees will be required to undergo unannounced randomly scheduled drug and alcohol testing during the period of their re-entry contract. This also applies to any employee who has previously tested positive for drugs and/or alcohol and consented to random testing as a term of their re-entry contract.

5. ***Post-Accident Testing:***

Employees will be required to undergo post-accident testing if they are involved in an accident while driving a County owned or controlled Commercial Vehicle under the following circumstances:

- (a) If the accident results in injury or death, or;
- (b) When the employee receives a citation under state or local law for a moving traffic violation arising from the accident or when any vehicle requires towing from the accident scene. An employee in such an accident is required to report it as soon as possible to his/her supervisor and Risk Management.

6. ***Possession of Drugs or Alcohol as part of Official Duties:***

Certain employees may be required, as part of their official duties, to be in possession of alcohol or drugs. Possession of drugs or alcohol alone, required of an employee in the course of discharging their duties as employees of the County, shall not be deemed reasonable suspicion under this section. However, employees who are involved in drug prevention or enforcement work are nevertheless subject to testing in the absence of reasonable suspicion. This includes, but is not limited to, employees involved in under-cover drug work, evidence storage, court presentations and similar roles related to prevention of drug and/or alcohol abuse.

- C. If an employee refuses an order to submit to a drug and/or alcohol test, he or she shall be reminded by Management Staff of the requirements and potential disciplinary consequences of such refusal. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, and the employee refuses to be tested, the Management Staff shall contact law enforcement if the employee attempts to operate a motor vehicle or there is a potential danger to the employee or others. For the purpose of discipline, the County may consider the failure to submit to a drug or alcohol test as tantamount to a positive test.
- D. Management Staff will be trained to recognize symptoms of substance abuse and become involved in this control process. Alcohol and/or drug abuse will not be

tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

V. EMPLOYEE RESPONSIBILITIES

An employee must:

- A. Not report to work or be subject to duty while his/her ability to perform job duties is impaired due to on-duty or off-duty alcohol or drug use;
- B. Not possess or use impairing drugs (illegal drugs or prescription drugs without a prescription) during working hours or while subject to duty, on breaks, during meal periods or at any time while on County property;
- C. Not directly or through a third party sell or provide drugs to any person, including any employee, while either the employee or other employees are on duty or subject to being called, unless designated in their job description;
- D. Submit immediately to an alcohol and/or drug test when requested, based on reasonable suspicion (see Section IV(B)(1)(a)) or any other basis contained in Section IV(B), by a Management Staff or designee;
- E. Notify his/her supervisor, before beginning work, when taking any medication or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of County equipment;
- F. Provide within 24 hours of request bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.
- G. Job positions that fall under guidance of the federal government must adhere to all effective laws and are subject to discipline, up to and including termination, if found in violation.

VI. MEDICAL EXAMINATION AND PROCEDURE

- A. The drug and/or alcohol examination may test for any substance which could impair an employee's ability to effectively and safely perform the function of his/her job, including, but not limited to, alcohol, prescription medications, heroin, cocaine, morphine and its derivatives, P.C.P., methadone, barbiturates, amphetamines, marijuana and other cannabinoids;

No testing shall be conducted in public, and no spectacle shall be made of an employee being tested.

- B. Transportation:

- 1. Management Staff shall arrange for the employee's transportation to and from the laboratory or County facility for all drug and/or alcohol testing,

except random testing or as agreed as a party of a reentry contract. The employee will remain with the Management Staff or designee until results are obtained or their scheduled work day ends, at which time the Management Staff or designee shall arrange for transporting the employee home pending results. If results are not obtained the same day as tested, the employee will remain on paid administrative leave until results are received;

2. If an employee refuses to be transported to and from the testing facility and wants to drive, the Management Staff must inform the employee that if they do decide to drive, the police will be contacted. Management Staff should then identify the vehicle and license plate number of the employee who is driving.

VII. RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS

- A. A positive result from a drug and/or alcohol test may result in disciplinary action, up to and including discharge;
- B. If the drug screen is positive, the employee must provide within 24 hours of request a bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of the valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action up to and including discharge.
 1. Pursuant to California Assembly Bill 2188 AB 2188 will expand the anti-discrimination provisions of the Fair Employment and Housing Act (FEHA) With the introduction of AB 2188, the Fair Employment and Housing Act will now include protection against discrimination based on an employee's cannabis, or marijuana, use outside of work hours
- C. Discipline: Employees found in possession of drugs and/or alcohol or who test positive for drug and/or alcohol or violate any terms of this policy are subject to discipline, up and to including termination.

VIII. CONFIDENTIALITY

Laboratory reports or test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Human Resources Director or designee. The reports or test results may be disclosed to County management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

- A. Following the passing of Senate Bill 700, employers are unable to ask employees about their past use of cannabis, or marijuana, or use any information available to them about their past use of cannabis, or marijuana, in the hiring or employment process.

EXHIBIT "A"

Job Classifications

CLASSIFICATION TITLE

ACCOUNT CLERK I
ACCOUNT CLERK I - MSS
ACCOUNT CLERK II
ACCOUNT CLERK II - MSS
ACCOUNT CLERK III - MSS
ACCOUNTANT I
ACCOUNTANT I - MSS
ACCOUNTANT I - NR
ACCOUNTANT II
ACCOUNTANT II - MSS
ACCOUNTANT II - NR
ACCOUNTANT III
ACCOUNTING BENEFITS TECHNICIAN
ACCOUNTING BENEFITS TECHNICIAN - NR
ACCOUNTING TECHNICIAN - MSS
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN I - NR
ACCOUNTING TECHNICIAN II
ACCOUNTING TECHNICIAN II - NR
ACCOUNTING TECHNICIAN, SENIOR
ACCOUNTING TECHNICIAN, SENIOR - NR
ADMINISTRATIVE CLERK I
ADMINISTRATIVE CLERK I - NR
ADMINISTRATIVE CLERK II
ADMINISTRATIVE CLERK II - NR
ADMINISTRATIVE CLERK SENIOR
ADMINISTRATIVE COORDINATOR I
ADMINISTRATIVE COORDINATOR I - NR
ADMINISTRATIVE COORDINATOR II
ADMINISTRATIVE COORDINATOR II - NR
ADMINISTRATIVE SERVICES OFFICER
AG COMMISSIONER/SEALER WEIGHTS & MEASURES
AGRICULTURAL BIOLOGIST I

AGRICULTURAL BIOLOGIST II
AGRICULTURAL FIELD AIDE
AGRICULTURAL PROGRAM ASSOCIATE I
AGRICULTURAL PROGRAM ASSOCIATE II
ANIMAL CARE ATTENDANT
ANIMAL CONTROL OFFICER
ANIMAL CONTROL OFFICER/SHELTER SUPERVISOR
APPRAISER I
APPRAISER II
ASSESSMENT TECHNICIAN I
ASSESSMENT TECHNICIAN II
ASSISTANT AUDITOR/CONTROL - ACCOUNTANT
ASSISTANT CHIEF PROBATION OFFICER (Management)
ASSISTANT ENGINEER I
ASSISTANT ENGINEER II
ASSISTANT PLANNER
ASSISTANT TREASURER/TAX COLLECTOR
ASSOCIATE ENGINEER I
ASSOCIATE ENGINEER II
ASSOCIATE PLANNER
AUDITOR/CONTROLLER
BEHAVIORAL HEALTH DEPUTY DIRECTOR - CLINICAL
SERVICES
BEHAVIORAL HEALTH ADMINISTRATIVE SPECIALIST
BEHAVIORAL HEALTH ASSISTANT DIRECTOR
BEHAVIORAL HEALTH CASE MANAGER I
BEHAVIORAL HEALTH CASE MANAGER II
BEHAVIORAL HEALTH COMPLIANCE OFFICER
BEHAVIORAL HEALTH DEPUTY DIRECTOR - QUALITY
ASSURANCE
BEHAVIORAL HEALTH TRIAGE MANAGER
BOARD OF SUPERVISOR
BRANCH DIRECTOR - MSS
BUILDING & GROUNDS MAINTENANCE LEADWORKER
BUILDING & GROUNDS MAINTENANCE WORKER I
BUILDING & GROUNDS MAINTENANCE WORKER II
BUILDING INSPECTOR I
BUILDING INSPECTOR II
BUSINESS MANAGER - NR
BUSINESS MANAGER
CHIEF APPRAISER
CHIEF FISCAL OFFICER - MSS
CHIEF PROBATION OFFICER

CHIEF INFORMATION AND SOCIAL MEDIA OFFICER
CODE COMPLIANCE SPECIALIST I
CODE COMPLIANCE SPECIALIST II
CODE COMPLIANCE SPECIALIST LEADWORKER
COMMUNITY HEALTH NURSE I - MSS
COMMUNITY HEALTH NURSE II - MSS
COMMUNITY HEALTH NURSE III - MSS
COMMUNITY HEALTH WORKER I - MSS
COMMUNITY HEALTH WORKER II - MSS
COMMUNITY MENTAL HEALTH NURSE I
COMMUNITY MENTAL HEALTH NURSE II
CORRECTIONAL DEPUTY SHERIFF/DISPATCHER I
CORRECTIONAL DEPUTY SHERIFF/DISPATCHER II
CORRECTIONAL DEPUTY SHERIFF/DISPATCHER III
COUNTY ADMINISTRATIVE OFFICER
COUNTY CHIEF FINANCIAL OFFICER
COUNTY CLERK/RECORDER/ASSESSOR
COUNTY LIBRARIAN
CUSTODIAN
CUSTODIAN/OFFICE MAINTENANCE WORKER - MSS
DEPUTY AGRICULTURE COMMISSIONER/SEALER OF WEIGHTS-
MEASURES
DEPUTY CLERK/RECORDER/ASSESSOR
DEPUTY COUNTY ADMINISTRATIVE OFFICER/BUDGET
OFFICER
DEPUTY COUNTY CLERK/RECORDER I
DEPUTY COUNTY CLERK/RECORDER II
DEPUTY COUNTY CLERK/RECORDER III
DEPUTY DIRECTOR BEHAVIORAL HEALTH BUSINESS SERVICES
DEPUTY DIRECTOR OF HEALTH & HUMAN SERVICES - MSS
DEPUTY DIRECTOR OF TRANSPORTATION
DEPUTY DIRECTOR SOLID WASTE
DEPUTY DISTRICT ATTORNEY I
DEPUTY DISTRICT ATTORNEY II
DEPUTY DISTRICT ATTORNEY III
DEPUTY DISTRICT ATTORNEY IV
DEPUTY PROBATION OFFICER I
DEPUTY PROBATION OFFICER II
DEPUTY PROBATION OFFICER III
DEPUTY SHERIFF I
DEPUTY SHERIFF II
DEPUTY SHERIFF III
DIRECTOR OF BEHAVIORAL HEALTH

DIRECTOR OF BUILDING & PLANNING
DIRECTOR OF HEALTH & HUMAN SERVICES
DIRECTOR OF HUMAN RESOURCES
DIRECTOR OF TRANSPORTATION
DISTRICT ATTORNEY
DISTRICT ATTORNEY INVESTIGATOR I
DISTRICT ATTORNEY INVESTIGATOR II (Management)
ELIGIBILITY SPECIALIST I - MSS
ELIGIBILITY SPECIALIST II - MSS
ELIGIBILITY SPECIALIST III - MSS
ELIGIBILITY SPECIALIST SUPERVISOR - MSS
ELIGIBILITY SPECIALIST TRAINEE - MSS
EMERGENCY OPERATIONS MANAGER - MSS
EMPLOYMENT & TRAINING SUPERVISOR - MSS
EMPLOYMENT & TRAINING WORKER I - MSS
EMPLOYMENT & TRAINING WORKER II - MSS
EMPLOYMENT & TRAINING WORKER III - MSS
ENGINEER SENIOR
ENGINEERING AIDE I
ENGINEERING AIDE II
ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II
ENVIRONMENTAL COMPLIANCE SPECIALIST I (County Wide)
ENVIRONMENTAL COMPLIANCE SPECIALIST II (County Wide)
ENVIRONMENTAL HEALTH SPECIALIST I
ENVIRONMENTAL HEALTH SPECIALIST II
ENVIRONMENTAL HEALTH TECHNICIAN I
ENVIRONMENTAL HEALTH TECHNICIAN II
EQUIPMENT SHOP FOREMAN
EVIDENCE TECHNICIAN I
EVIDENCE TECHNICIAN II
EVIDENCE TECHNICIAN III
FACILITIES OPERATIONS SUPERINTENDENT
FACILITIES OPERATIONS SUPERVISOR
FOOD SERVICES MANAGER - CORRECTIONS
GATE ATTENDANT I
GATE ATTENDANT II
GRANTS CORDINATOR I
GRANTS CORDINATOR II
HEALTH EDUCATION SPECIALIST I
HEALTH EDUCATION SPECIALIST II
HEALTH EDUCATION SPECIALIST SUPERVISOR
HEALTH PROGRAM COORDINATOR I

HEALTH PROGRAM COORDINATOR II
HEALTH PROGRAM COORDINATOR III (LEADWORKER)
HEALTH SERVICES PROGRAM MANAGER I
HOUSING CASE MANAGER
HUMAN SERVICES PROGRAM MANAGER I - MSS
HUMAN SERVICES PROGRAM MANAGER II - MSS
INFORMATION SYSTEMS SPECIALIST I
INFORMATION SYSTEMS SPECIALIST II
INFORMATION SYSTEMS SPECIALIST III
INFORMATION SYSTEMS SPECIALIST, SENIOR
INTEGRATED CASE WORKER II - MSS
INTEGRATED CASE WORKER III - MSS
JAIL COMMANDER
LEAD MECHANIC
LEGAL SECRETARY - SENIOR
LEGAL SECRETARY I
LEGAL SECRETARY II
LEGAL SECRETARY III
LIBRARY ASSISTANT I
LIBRARY ASSISTANT II
LIBRARY ASSISTANT III
LOSS PREVENTION SPECIALIST I
LOSS PREVENTION SPECIALIST II
MAINTENANCE WORKER/CUSTODIAN
MECHANIC I
MECHANIC II
MECHANIC III
MEDICAL RECORDS COORDINATOR
MENTAL HEALTH CLINICIAN I
MENTAL HEALTH CLINICIAN II
MENTAL HEALTH CLINICIAN III
MENTAL HEALTH SERVICES ACT COORDINATOR I
MENTAL HEALTH SERVICES ACT COORDINATOR II
MENTAL HEALTH SERVICES ACT COORDINATOR III
NETWORK ADMINISTRATOR
OFFICE ASSISTANT I - MSS
OFFICE ASSISTANT II - MSS
OFFICE ASSISTANT III - MSS
PARTS & SERVICE TECHNICIAN I
PARTS & SERVICE TECHNICIAN II
PEER SPECIALIST
PERSONNEL ANALYST I
PERSONNEL ANALYST II

PERSONNEL TECHNICIAN
PROBATION ASSISTANCE
PROBATION CORRECTIONS COUNSELOR - SENIOR
PROGRAM MANAGER I
PROPERTY ROOM TECHNICIAN
PUBLIC HEALTH ANALYST I
PUBLIC HEALTH ANALYST II
PUBLIC HEALTH NURSE I
PUBLIC HEALTH NURSE II
PUBLIC HEALTH NURSE III
PUBLIC HEALTH NURSING SUPERVISOR
QUALITY ASSURANCE COORDINATOR I
QUALITY ASSURANCE COORDINATOR II
REVENUE RECOVERY OFFICER I
REVENUE RECOVERY OFFICER II
REVENUE RECOVERY OFFICER, SENIOR
RISK & LOSS PREVENTION MANAGER
ROAD MAINTENANCE FOREMAN
ROAD MAINTENANCE WORKER I
ROAD MAINTENANCE WORKER II
ROAD MAINTENANCE WORKER III
ROAD MAINTENANCE WORKER, LEAD
ROAD SUPERINTENDENT
SECRETARY I - MSS
SECRETARY II - MSS
SENIOR FINANCIAL ANALYST
SENIOR FINANCIAL ANALYST - NR
SHERIFF LIEUTENANT/DEPUTY DIRECTOR OF OES (Management)
SHERIFF RECORDS TECHNICIAN I
SHERIFF RECORDS TECHNICIAN II
SHERIFF RECORDS TECHNICIAN III
SHERIFF SERGEANT
SHERIFF/CORONER
SOCIAL SERVICES AIDE - MSS
SOCIAL WORKER I - MSS
SOCIAL WORKER II - MSS
SOCIAL WORKER III - MSS
SOCIAL WORKER IV (MASTERS) - MSS
SOCIAL WORKER SUPERVISOR I (NON-MASTERS) - MSS
SOCIAL WORKER SUPERVISOR II (MASTERS) - MSS
SOLID WASTE ANALYST
SOLID WASTE EQUIPMENT OPERATOR/DRIVER I
SOLID WASTE EQUIPMENT OPERATOR/DRIVER II

SOLID WASTE EQUIPMENT OPERATOR/DRIVER III
SOLID WASTE TECHNCIAN I
SOLID WASTE TECHNICIAN II
SOLID WASTE TECHNICIAN III
STAFF SERVICES ANALYST I
STAFF SERVICES ANALYST I - MSS
STAFF SERVICES ANALYST II
STAFF SERVICES ANALYST II - MSS
STAFF SERVICES ANALYST III - MSS
STAFF SERVICES MANAGER - MSS
SUBSTANCE ABUSE SPECIALIST I
SUBSTANCE ABUSE SPECIALIST II
SUBSTANCE ABUSE SPECIALIST III
SUBSTANCE USE DISORDERS PROGRAM MANAGER
SUPERVISING ACCOUNT TECHNICIAN - PAYROLL
SUPERVISING ACCOUNTANT - MSS
SUPERVISING DEPUTY PROBATION OFFICER (Management)
SUPERVISING STAFF SERVICES ANALYST - MSS
TRANSIT COORDINATOR
TRANSIT DRIVER
TRANSPORTATION AIDE
TRANSPORTATION AIDE/CUSTODIAN
TRANSPORTATION COORDINATOR
TRANSPORTATION PLANNER I
TRANSPORTATION PLANNER II
TRANSPORTATION PLANNER, SENIOR
TRANSPORTATION PLANNING TECHNICIAN I
TRANSPORTATION PLANNING TECHNICIAN II
TREASURER/TAX COLLECTOR
UNDERSHERIFF (Management)
VEHICLE ABATEMENT OFFICER
VETERANS SERVICES OFFICER
VICITM WITNESS ADVOCATE I
VICTIM WITNESS ADVOCATE II
VICTIM WITNESS COORDINATOR
WIC NUTRITION ASSISTANT I

EXHIBIT "B"

Federally Monitored Job Classifications

ROAD MAINTENANCE FOREMAN
ROAD MAINTENANCE WORKER I
ROAD MAINTENANCE WORKER II
ROAD MAINTENANCE WORKER III
ROAD MAINTENANCE WORKER, LEAD
ROAD SUPERINTENDENT
SOLID WASTE EQUIPMENT OPERATOR/DRIVER I
SOLID WASTE EQUIPMENT OPERATOR/DRIVER II
SOLID WASTE EQUIPMENT OPERATOR/DRIVER III
TRANSIT COORDINATOR
TRANSIT DRIVER



TRINITY COUNTY

Human Resources Policy

Drug and Alcohol Testing Policy

This policy shall supersede any previous policies adopted on this topic.

A handwritten signature in blue ink, appearing to read "Ric Leutwyler", is written over a horizontal line.

Dated: 10/4/2024

Ric Leutwyler, Chairman
County of Trinity, Board of Supervisors