

Drug and Alcohol Policy Assignment

Job Class	Job Description	Policy
1309	ACCOUNTANT	5-22
1306	ACCOUNTING ASSOCIATE I	5-22
1307	ACCOUNTING ASSOCIATE II	5-22
1308	ACCOUNTING ASSOCIATE III	5-22
4032	ADMIN ENFORCEMENT ASSOC	5-22
1029	ADMINISTRATIVE ASSISTANT	5-22
1008	ADMINISTRATIVE OFFICE ASSOC	5-22
5208	ARCHITECTURAL PLANS REVIEWER	5-22
2002	ASSISTANT CITY ATTORNEY	5-22
1522	ASSISTANT CITY MANAGER	5-22
5102	ASSISTANT DIRECTOR PW	5-22
1302	ASSISTANT FINANCE DIRECTOR	5-22
5114	ASSISTANT TO DNEP DIRECTOR	5-22
7404	ASST WATER PLANT SUPT	Non-DOT/5-22
7203	AUTOMOTIVE TECHNICIAN	*/5-22
1011	BENEFITS ADMINISTRATOR	5-22
5202	BUILDING INSPECTOR	5-22
5105	BUREAU CHIEF-ENVTL PROGRAMS	5-22
1606	BUS DRIVER I	Transit/5-22
1605	BUS DRIVER II	Transit/5-22
1609	BUS DRIVER TRAINEE	Transit/5-22
1203	BUYER	5-22
5004	CHIEF COMPREHENSIVE PLANNING	5-22
5201	CHIEF OF CODE ENFORCEMENT	5-22
5002	CHIEF OF CURRENT PLANNING	5-22
5003	CHIEF OF HISTORIC PRESERVATION	5-22
2001	CITY ATTORNEY	5-22
1014	CITY CLERK	5-22
1521	CITY COUNCIL ASSOCIATE	5-22
1503	CITY MANAGER	5-22
5111	CIVIL ENGINEER I	5-22
5110	CIVIL ENGINEER II	5-22
5213	COMBINATION INSPECTOR	5-22
6017	COMM HEALTH & AQUATICS SUPVSR	5-22
1509	COMMUNICATIONS OFFICER	5-22
5009	COMMUNITY DEV SPECIALIST	5-22
5008	COMMUNITY DEVELOPMENT ADMIN	5-22
1520	COMMUNITY RELATIONS SPECIALIST	5-22
1508	COMMUNITY SERVICES SPECIALST	5-22
4026	COMMUNITY SRVS SUPERVISOR	5-22
5106	COMPUTER DRAFTSPERSON	5-22
7012	CREW LEADER	FMCSA/5-22
4033	CRIME ANALYST	5-22
6013	DANCE & FITNESS COORDINATOR	5-22
4200	DEP DIR EMERGENCY PREPAREDNESS	5-22
1015	DEPUTY CITY CLERK	5-22
4102	DEPUTY FIRE CHIEF	5-22

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8004	DEPUTY HARBORMASTER	5-22
5101	DIRECTOR OF PUBLIC WORKS	5-22
6001	DIRECTOR OF REC AND PARKS	5-22
1601	DIRECTOR OF TRANSPORTATION	Transit/5-22
5200	DNEP DIRECTOR	5-22
1030	ELECTION/BOARD & COMM ADMIN	5-22
5207	ELECTRICAL INSPECTOR	5-22
5108	ENGINEERING TECHNICIAN II	5-22
5107	ENGINEERING TECHNICIAN III	5-22
5109	ENGINEERING TECHNICIAN IV	5-22
5215	ENVIRONMENTAL COMPLIANCE INSP	5-22
5206	ENVIRONMENTAL PROGRAM COORD	5-22
5210	ENVIRONMENTALIST	5-22
7301	EQUIPMENT OPERATOR I	FMCSA/5-22
7302	EQUIPMENT OPERATOR II	FMCSA/5-22
7303	EQUIPMENT OPERATOR III	FMCSA/5-22
1007	EXECUTIVE OFFICE ASSOCIATE	5-22
7601	FACILITIES MAINT ENGINEER I	Non-DOT/5-22
7600	FACILITIES MAINT ENGINEER II	Non-DOT/5-22
1207	FACILITIES MAINT SUPERVISOR	Non-DOT/5-22
7602	FACILITIES MAINTENANCE TECHNIC	Non-DOT/5-22
4121	FF 1/C	5-22
4129	FF 1/C - INSTRUCTOR	5-22
4127	FF 1/C-FIRE MARSHAL INSPECTOR	5-22
4128	FF 1/C-FIRE MARSHAL INVST	5-22
4115	FF I/II EMT-P	5-22
4112	FF I/II-EMT-I OR CRT	5-22
4116	FF II-FIRE MARSHAL INSP	5-22
4114	FF III	5-22
4120	FF III - TECHNICIAN	5-22
4119	FF III-EMT-I OR CRT	5-22
4122	FF III-EMT-P	5-22
4124	FF III-FIRE MARSHAL INVEST	5-22
4113	FF II-TECHNICIAN	5-22
1301	FINANCE DIRECTOR	5-22
1311	FINANCE OFFICE ADMINISTRATOR	5-22
4109	FIRE ADMIN SPECIALIST	5-22
1018	FIRE ADMINISTRATIVE OFFICER	5-22
4108	FIRE APPARATUS MAINT SPECIALIS	5-22
4103	FIRE BATTALION CHIEF	5-22
4104	FIRE CAPTAIN	5-22
4101	FIRE CHIEF	5-22
4105	FIRE LIEUTENANT	5-22
5212	FIRE SAFETY INSPECTOR	5-22
4126	FIREFIGHTER 1/C ALS	5-22
4110	FIREFIGHTER I	5-22
4111	FIREFIGHTER II	5-22

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1610	FLEET MAINTENANCE SPECIALIST	*/5-22
1613	FLEET MAINTENANCE SUPERVISOR	*/5-22
1612	FLEET MAINTENANCE TECH II	*/5-22
1616	FLEET MAINTENANCE TECH III	*/5-22
1611	FLEET MAINTENANCE TECHNICIAN I	*/5-22
7220	FLEET MANAGER	Non-DOT/5-22
1617	FLEET PARTS SPECIALIST	Non-DOT/5-22
6100	FRONT DESK SUPERVISOR	5-22
7201	GARAGE SUPERVISOR	*/5-22
1113	GIS COORDINATOR	5-22
1114	GIS TECHNICIAN	5-22
8001	HARBORMASTER	5-22
8002	HARBORMASTER OFFICE ADMIN	5-22
4031	HISPANIC COMMUNITY LIAISON	5-22
1023	HISTORIC PRESERVATION ASST	5-22
6007	HORTICULTURIST	5-22
1026	HR OFFICE ADMINISTRATOR	5-22
1519	HS OFFICER & OMBUDSMAN	5-22
1025	HUMAN RESOURCES ASSOCIATE I	5-22
1501	HUMAN RESOURCES DIRECTOR	5-22
7406	INSTRUMENTATION TECHNICIAN	Non-DOT/5-22
1614	LEAD BUS DRIVER	Transit/5-22
1010	LEGAL ASSISTANT	5-22
1019	LEGISLATIVE AND POLICY ANALYST	5-22
1507	MARKETING SPECIALIST - TRANSP	5-22
6200	MARKETING/MBRSHP COORDINATOR	5-22
7004	MASON I	Non-DOT/5-22
7005	MASON II	Non-DOT/5-22
5211	MECHANICAL/LIFE SAFETY INSPECT	5-22
7407	METER TECHNICIAN I	Non-DOT/5-22
7408	METER TECHNICIAN II	FMCSA/5-22
1112	MIT ADMIN SUPPORT ANALYST	5-22
1101	MIT ANALYST	5-22
1103	MIT MANAGER	5-22
1106	MIT NETWORK ENGINEER	5-22
1104	MIT SPECIALIST	5-22
1105	MIT WEB DEVELOPER	5-22
1700	MOBILITY & PARKING SPECIALIST	5-22
1001	OFFICE ASSOCIATE I	5-22
1002	OFFICE ASSOCIATE II	5-22
1005	OFFICE ASSOCIATE III	5-22
1006	OFFICE ASSOCIATE IV	5-22
2003	PARALEGAL	5-22
6010	PARK FOREMAN	Non-DOT/5-22
4012	PARKING ENFORCEMENT OFF SUPER	5-22
4011	PARKING ENFORCEMENT OFFICER I	5-22
4021	PARKING METER COLLECTOR I	5-22

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Job Class	Job Description	Policy
4020	PARKING METER COLLECTOR II	5-22
6002	PARKS ADMINISTRATOR	5-22
6011	PARKS MAINTENANCE WORKER I	Non-DOT/5-22
7003	PARKS MAINTENANCE WORKER II	Non-DOT/5-22
6311	PARKS MAINTENANCE WORKER III	Non-DOT/5-22
6008	PARKS TURF SPECIALIST	5-22
6015	PARKS & FACILITIES DIVISION CHIEF	5-22
1013	PERMITS ADMINISTRATOR	5-22
1028	PERMITS ASSOCIATE	5-22
4201	PIO & QUARTERMASTER	5-22
5007	PLANNER	5-22
5001	PLANNING DIRECTOR	5-22
5012	PLANNING OFFICE ADMINISTRATOR	5-22
5205	PLUMBING/UTILITY INSPECTOR	5-22
6300	PMRC FACILITY SUPERVISOR	5-22
4030	POL EXTERNAL AFFAIRS OFFICER	5-22
1205	POLICE ADMINISTRATIVE CLERK	5-22
4003	POLICE CAPTAIN	Police General Orders/5-22
4001	POLICE CHIEF	Police General Orders/5-22
4014	POLICE COMMUNICATIONS OPER 1	5-22
4013	POLICE COMMUNICATIONS OPER 2	5-22
4006	POLICE CORPORAL	Police General Orders/5-22
4019	POLICE ID SPECIALIST	5-22
4004	POLICE LIEUTENANT	Police General Orders/5-22
4002	POLICE MAJOR/DEPUTY CHIEF	Police General Orders/5-22
4009	POLICE OFFICER	Police General Orders/5-22
4007	POLICE OFFICER 1/C	Police General Orders/5-22
4017	POLICE PLANNING ANALYST	5-22
4016	POLICE PROPERTY COORDINATOR	5-22
1004	POLICE RECORDS SPECIALIST	5-22
4005	POLICE SERGEANT	Police General Orders/5-22
1201	PROCUREMENT OFFICER	5-22
5204	PROPERTY MAINTENANCE INSPECTOR	5-22
5115	PUBLIC WORKS ANALYST	5-22
5209	PUBLIC WORKS INSPECTOR	5-22
7101	PUBLIC WORKS SERVICE WORKER	Non-DOT/5-22
7010	PUBLIC WORKS SUPERVISOR	Non-DOT/5-22
5103	PW BUREAU CHIEF-ENGINEERING	5-22
1016	PW COMMUNICATIONS OP	Non-DOT/5-22
7001	PW MAINTENANCE WORKER I	Non-DOT/5-22
7002	PW MAINTENANCE WORKER II	Non-DOT/5-22
6014	RECREATION DIVISION CHIEF	5-22
6004	RECREATION LEADER I	5-22
6005	RECREATION LEADER II	5-22
6009	RECREATION OFFICE ADMIN	5-22
6006	RECREATION PROGRAM SUPERVISOR	5-22
6003	RECREATION SPORTS SUPERVISOR	5-22

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Job Class	Job Description	Policy
1017	RECRUITMENT/EMPLOYEE RELATIONS	5-22
4300	RISK ANALYST	5-22
1304	SENIOR ACCOUNTANT	5-22
1202	SENIOR BUYER	5-22
5005	SENIOR PLANNER	5-22
5203	SENIOR PROP MAINT INSPECTOR	5-22
1204	SENIOR PURCHASING CLERK	5-22
1511	SMBE COORDINATOR	5-22
5010	SR COMPREHENSIVE PLANNER	5-22
5011	SR TRANSPORTATION PLANNER	5-22
6016	STANTON CENTER MANAGER	5-22
5214	STORMWATER MANAGEMENT ENGINEER	5-22
7104	SUPERINTENDENT-PW SERVICES	Non-DOT/5-22
7402	SUPERINTENDENT-PW UTILITIES	Non-DOT/5-22
4027	SYSTEMS SUPPORT SPECIALIST	5-22
5113	TRAFFIC ENGINEER	5-22
7014	TRAFFIC TECHNICIAN I	FMCSA/5-22
7015	TRAFFIC TECHNICIAN II	FMCSA/5-22
7016	TRAFFIC TECHNICIAN III	FMCSA/5-22
1009	TRAINING PROGRAM ADMINISTRATOR	5-22
1602	TRANS GRANTS SPECIALIST	5-22
1604	TRANS SUPERINTENDENT	Transit/5-22
1607	TRANSPORTATION INSPECTOR	5-22
1608	TRANSPORTATION SPECIALIST	Transit/5-22
1603	TRANSPORTATION SUPERVISOR	Transit/5-22
7411	UNDERGROUND UTILITY LOCATOR	FMCSA/5-22
7409	UTILITY MECHANIC II	FMCSA/5-22
7415	UTILITY MECHANIC III	FMCSA/5-22
7405	UTILITY SUPERVISOR	Non-DOT/5-22
1024	WARRANT CONTROL CLERK	5-22
4022	WARRANT CONTROL/RECORDS SUPER	5-22
7410	WATER PLANT MECHANIC	FMCSA/5-22
7417	WATER PLANT OPERATOR IV	Non-DOT/5-22
7403	WATER PLANT SUPERINTENDENT	Non-DOT/5-22
7412	WATER PLANT TECHNICIAN I	Non-DOT/5-22
7413	WATER PLANT TECHNICIAN II	Non-DOT/5-22
7414	WATER PLANT TECHNICIAN III	Non-DOT/5-22

***Policy assignment is contingent upon the types of vehicles on which most of the work is performed.**

POLICY KEY: 5-22 = City of Annapolis Rules and Regulations of the Personnel System Section 5-22
 FMCSA = City of Annapolis CDL (FMCSA) Drug and Alcohol Testing Policy
 Non-DOT = City of Annapolis Non-DOT Drug and Alcohol Testing Policy
 Transit = Annapolis Transit Drug and Alcohol Testing Policy