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GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

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HRD NO.: OG12-0248

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MEMORANDUM

To: All Non-Autonomous and Autonomous Agencies/Departments
From: Director, Department of Administration
Subject: Drug-Free Workplace
RE: Test Designated Position List

Buenas yan Háfa Adai! As defined by the Drug-Free Workplace Policy Program, all Test Designated Positions (TDP) are required to undergo "random" drug testing. These positions have been deemed "Safety Sensitive", especially in the areas of health, public safety, which includes positions that require firearms use, the performance of life threatening procedures, counseling, psychotherapy, the handling and/or dispensing of medications, laboratory employees and other positions as determined by the Department of Administration with the concurrence of the Attorney General's Office.

The list of TDP's found in the Department of Administration's Drug-Free Workplace Program (DFWP) Operating Procedures, dated December 5, 1995, may not have included any positions that were added over the years. Therefore, please see attached revised listing of positions that are required to undergo "random" drug testing. More importantly, if there are any employees occupying positions that have been identified as a TDP and have not received their Individual General Notice, please have them complete the Individual General Notice.

Lastly, the attached List is subject to change based upon a written request from an appointing authority or as deemed necessary by the Drug-Free Workplace Program with the concurrence of the Attorney General's Office.

Should you require additional information, please contact the Human Resources Division, Drug-Free Workplace Program at 475-1225/1288. Dångkolo na Agradesimiento!

Benita Manglona
BENITA A. MANGLONA

Attachment



TEST DESIGNATED POSITIONS (TPD) RANDOM DRUG TEST REQUIRED



CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
4.438	GFD	911 EMERGENCY MEDICAL DISPATCHER	H
4.439	GFD	911 EMERGENCY MEDICAL DISPATCHER SUPERVISOR	I
41.081	MILITARY AFFAIRS	ADJUTANT GENERAL	L4(8)
4.559	GIAA	AIRPORT OPERATIONS OFFICER I	G
4.560	GIAA	AIRPORT OPERATIONS OFFICER II	J
11.002	GIAA	AIRPORT OPERATIONS SUPERINTENDENT	O
4.550	GIAA	AIRPORT POLICE OFFICER I	H
4.551	GIAA	AIRPORT POLICE OFFICER II	I
4.549	GIAA	AIRPORT POLICE RECRUIT	F
4.553	GIAA	AIRPORT POLICE SUPERVISOR	K
6.110		ANIMAL CONTROL OFFICER I	E
6.111		ANIMAL CONTROL OFFICER II	F
6.112		ANIMAL CONTROL SUPERVISOR	H
4.554	GIAA	ASSISTANT CHIEF OF AIRPORT POLICE	N
4.237	CUSTOMS	ASSISTANT CHIEF OF CUSTOMS & QUARANTINE	O
4.436	GFD	ASSISTANT FIRE CHIEF	P
4.454	GIAA	ASSISTANT FIRE CHIEF (AIRFIELD) - GUAM AIRPORT AUTHORITY	O
10.996	PORT	ASSISTANT HARBOR MASTER	O
3.640	PARKS AND RECREATION	ASSISTANT PARKS ADMINISTRATOR	N
3.635		ASSISTANT RECREATION ADMINISTRATOR	L
10.925	DPW	ASSISTANT SCHOOL BUS OPERATIONS SUPERINTENDENT	L
9.540		BUS DRIVER FOR INDIVIDUALS WITH DISABILITIES	F
3.102		CHEMICAL DEPENDENCY TREATMENT SPECIALIST I	J
3.103		CHEMICAL DEPENDENCY TREATMENT SPECIALIST II	L
3.105		CHEMICAL DEPENDENCY TREATMENT SPECIALIST III	M
7.328		CHIEF CRIMINALIST	O
6.267		CHIEF ENGINEER	R
4.315	LAW	CHIEF INVESTIGATION AGENT (AG)	Q

CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
4.555	GIAA	CHIEF OF AIRPORT POLICE	O
4.238	CUSTOMS	CHIEF OF CUSTOMS & QUARANTINE (DEPUTY DIRECTOR)	Q
41.054	GPD	CHIEF OF POLICE	L2
4.135	DPW	CHIEF OF SAFETY & SECURITY OPERATIONS	N
3.035		CHIEF PAROLE OFFICER	P
7.226	PHSS	CHIEF PHARMACIST*	O
3.092		CLINICAL ADMINISTRATOR	R
8.140		COMMUNICABLE DISEASE CONTROL COORDINATOR I	L
8.141		COMMUNICABLE DISEASE CONTROL COORDINATOR II	M
8.142		COMMUNICABLE DISEASE CONTROL COORDINATOR III (SUPERVISOR)	N
8.143		COMMUNICABLE DISEASE CONTROL PROGRAM ADMINISTRATOR	P
8.134		COMMUNICABLE DISEASE INVESTIGATOR	H
8.195		COMMUNITY HEALTH & NURSING SERVICES ADMINISTRATOR	R
8.194		COMMUNITY HEALTH & NURSING SERVICES ASSISTANT ADMINISTRATOR	Q
8.180		COMMUNITY HEALTH NURSE I	K
8.181		COMMUNITY HEALTH NURSE II	M
8.190		COMMUNITY HEALTH NURSE SUPERVISOR I	N
8.191		COMMUNITY HEALTH NURSE SUPERVISOR II	P
4.225	AGRICULTURE	CONSERVATION CAPTAIN	N
4.224	AGRICULTURE	CONSERVATION LIEUTENANT	M
4.220	AGRICULTURE	CONSERVATION OFFICER I	I
4.221	AGRICULTURE	CONSERVATION OFFICER II	J
4.222	AGRICULTURE	CONSERVATION OFFICER III	K
4.219	AGRICULTURE	CONSERVATION RECRUIT - DEPARTMENT OF AGRICULTURE	F
4.223	AGRICULTURE	CONSERVATION SERGEANT	L
6.209	GHC	CONSTRUCTION INSPECTOR	L
6.205		CONSTRUCTION INSPECTOR I	I
6.206		CONSTRUCTION INSPECTOR II	J
6.209		CONSTRUCTION INSPECTOR III	L
4.530	CORRECTIONS	CORRECTION OFFICER I	H
4.531	CORRECTIONS	CORRECTION OFFICER II	I

CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
4.532	CORRECTIONS	CORRECTION OFFICER III	J
4.535	CORRECTIONS	CORRECTION OFFICER SUPERVISOR I	K
4.536	CORRECTIONS	CORRECTION OFFICER SUPERVISOR II	L
4.540	CORRECTIONS	CORRECTIONAL FACILITY ASSISTANT SUPERINTENDENT	N
4.541	CORRECTIONS	CORRECTIONS FACILITY SUPERINTENDENT	P
4.529	CORRECTIONS	CORRECTIONS RECRUIT - DEPARTMENT OF CORRECTIONS	F
3.048	CORRECTIONS	CORRECTIONS SOCIAL WORK ADMINISTRATOR	P
3.041	CORRECTIONS	CORRECTIONS SOCIAL WORKER I	K
3.042	CORRECTIONS	CORRECTIONS SOCIAL WORKER II	L
3.043	CORRECTIONS	CORRECTIONS SOCIAL WORKER III	M
3.047	CORRECTIONS	CORRECTIONS SOCIAL WORKER SUPERVISOR	N
10.181	PORT	CRANE MAINTENANCE MECHANIC I	H
10.182	PORT	CRANE MAINTENANCE MECHANIC II	I
10.183	PORT	CRANE MAINTENANCE MECHANIC LEADER	J
10.185	PORT	CRANE MAINTENANCE MECHANIC SUPERVISOR	L
9.534	PORT	CRANE OPERATOR	I
9.535	PORT	CRANE OPERATOR LEADER	J
7.323		CRIME ANALYST	L
7.320		CRIME SCENE TECHNICIAN	F
2.442	REVENUE AND TAXATION	CRIMINAL INVESTIGATION SUPERVISOR	O
7.325		CRIMINALIST I	K
7.326		CRIMINALIST II	L
7.327		CRIMINALIST III	M
3.104	VIP	CRISIS HOTLINE COUNSELING SUPERVISOR- VOLUNTEERS ARE IMPORTANT PEOPLE AGENCY	N
3.100	VIP	CRISIS HOTLINE COUNSELOR I - VOLUNTEERS ARE IMPORTANT PEOPLE AGENCY (VIP)	K
3.101	VIP	CRISIS HOTLINE COUNSELOR II - VOLUNTEERS ARE IMPORTANT PEOPLE AGENCY (VIP)	L
1.101	VIP	CRISIS HOTLINE PROGRAM AIDE-VOLUNTEERS ARE IMPORTANT PEOPLE AGENCY	F
4.230	CUSTOMS	CUSTOMS & QUARANTINE OFFICER I	H
4.231	CUSTOMS	CUSTOMS & QUARANTINE OFFICER II	I
4.233	CUSTOMS	CUSTOMS & QUARANTINE OFFICER III	J
4.235	CUSTOMS	CUSTOMS & QUARANTINE OFFICER SUPERVISOR	M

CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
4.229	CUSTOMS	CUSTOMS & QUARANTINE OFFICER TRAINEE	FL
8.135		DENTAL ASSISTANT	F
8.136		DENTAL HEALTH SPECIALIST I	G
8.137		DENTAL HEALTH SPECIALIST II	I
8.138		DENTAL HEALTH SPECIALIST III	J
8.410		DENTAL OFFICER I	N
8.411		DENTAL OFFICER II	O
41.040	GEPA	DEPUTY ADMINISTRATOR	L5
20.025	GPD	DEPUTY CHIEF OF POLICE	L3
41.001	AGRICULTURE	DEPUTY DIRECTOR (AGRICULTURE)	L6
41.004	AHRD	DEPUTY DIRECTOR (AHRD)	L6
41.008	BBMR	DEPUTY DIRECTOR (BBMR)	L4(8)
41.019	CORRECTIONS	DEPUTY DIRECTOR (CORRECTIONS)	L5
41.025	DLM	DEPUTY DIRECTOR (DLM)	L6
41.026	DOA	DEPUTY DIRECTOR (DOA)	L4(10)
41.028	DPW	DEPUTY DIRECTOR (DPW)	L4
41.031	DYA	DEPUTY DIRECTOR (DYA)	L6
41.074	LABOR	DEPUTY DIRECTOR (LABOR)	L6(10)
41.077	LIBRARY	DEPUTY DIRECTOR (LIBRARY)	L6
41.079	MHSA	DEPUTY DIRECTOR (MSHA)	L5
41.082	PARKS AND RECREATION	DEPUTY DIRECTOR (PARKS AND RECREATION)	L6
41.085	PHSS	DEPUTY DIRECTOR (PHSS)	L4
41.094	REVENUE AND TAXATION	DEPUTY DIRECTOR (REVENUE AND TAXATION)	L4(10)
41.057	GUAM ELECTION COMMISSION	DEPUTY EXECUTIVE DIRECTOR (GUAM ELECTION COMMISSION)	L6(8)
41.048	GIAA	DEPUTY EXECUTIVE MANAGER (GIAA)	L3(8)
4.437	GFD	DEPUTY FIRE CHIEF	S
41.089	PORT	DEPUTY GENERAL MANAGER (PORT)	L4
4.510		DETENTION FACILITY GUARD	H
4.511		DETENTION FACILITY GUARD LEADER	I
41.002	AGRICULTURE	DIRECTOR (AGRICULTURE)	L4
41.003	AHRD	DIRECTOR (AHRD)	L4

CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
41.005	ANCESTRAL LANDS COMMISSION	DIRECTOR (ANCESTRAL LANDS COMMISSION)	L5(10)
41.007	BBMR	DIRECTOR (BBMR)	L2(10)
41.009	BOSP	DIRECTOR (BOSP)	L3(8)
41.011	CAHA	DIRECTOR (CAHA)	L5
41.018	CORRECTIONS	DIRECTOR (CORRECTIONS)	L3
41.021	CUSTOMS	DIRECTOR (CUSTOMS)	L4
41.023	DISID	DIRECTOR (DISID)	L3
41.024	DLM	DIRECTOR (DLM)	L4
41.027	DOA	DIRECTOR (DOA)	L2(10)
41.029	DPW	DIRECTOR (DPW)	L2(10)
41.030	DYA	DIRECTOR (DYA)	L4
41.073	LABOR	DIRECTOR (LABOR)	L4(10)
41.076	LIBRARY	DIRECTOR (LIBRARY)	L5
41.080	MHSA	DIRECTOR (MSHA)	L3(8)
41.083	PARKS AND RECREATION	DIRECTOR (PARKS AND RECREATION)	L4
41.084	PHSS	DIRECTOR (PHSS)	L2
41.093	REVENUE AND TAXATION	DIRECTOR (REVENUE AND TAXATION)	L2(10)
4.452	GIAA	DRIVER OPERATOR (AIRFIELD) - GUAM AIRPORT AUTHORITY	L
41.075	LAW	EDUCATION SURUHANU	\$80,000
6.260		ENGINEER I	L
6.261		ENGINEER II	M
6.262		ENGINEER III	N
6.264		ENGINEER SUPERVISOR	P
6.221		ENGINEERING TECHNICIAN I	I
6.222		ENGINEERING TECHNICIAN II	J
6.156		ENVIRONMENTAL HEALTH SPECIALIST ADMINISTRATOR	P
6.150		ENVIRONMENTAL HEALTH SPECIALIST I	K
6.151		ENVIRONMENTAL HEALTH SPECIALIST II	L
6.152		ENVIRONMENTAL HEALTH SPECIALIST III	M
6.155		ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR	N
11.009	GWA	EQUIPMENT MAINTENANCE SUPERINTENDENT	K3-D

CLASS CODE	DEPARTMENT	POSITION TITLE	PAY GRADE
9.521		EQUIPMENT OPERATOR I	F
9.522		EQUIPMENT OPERATOR II	G
9.523		EQUIPMENT OPERATOR III	H
9.524		EQUIPMENT OPERATOR IV	I
9.525		EQUIPMENT OPERATOR LEADER I	J
9.526		EQUIPMENT OPERATOR LEADER II	K
9.527		EQUIPMENT OPERATOR SUPERVISOR	L
41.047	GIAA	EXECUTIVE MANAGER (GIAA)	L2(8)
41.010	BWA	EXECUTIVE DIRECTOR (BWA)	L6
41.020	CSC	EXECUTIVE DIRECTOR (CSC)	L3 (8)
41.032	GCEC	EXECUTIVE DIRECTOR (GCEC)	\$58,510
41.033	GDDC	EXECUTIVE DIRECTOR (GDDC)	P
41.058	GUAM ELECTION COMMISSION	EXECUTIVE DIRECTOR (GUAM ELECTION COMMISSION)	L5(8)
41.065	HAGATNA RESTORATION	EXECUTIVE DIRECTOR (HAGATNA RESTORATION)	L5
41.078	MAYORS COUNCIL	EXECUTIVE DIRECTOR (MAYORS COUNCIL)	
41.056	GRTA	EXECUTIVE MANAGER (GRTA)	L5(8)
41.017	CONTRACTOR'S LICENSE BOARD	EXECUTIVE SECRETARY REGISTRAR (CONTRACTOR'S LICENSE BOARD)	L6
9.546		FIELD OPERATIONS BUS SUPERVISOR	J
7.330	GPD	FINGERPRINT EXAMINER I	H
7.331	GPD	FINGERPRINT EXAMINER II	I
7.332		FINGERPRINT SPECIALIST	K
7.333		FINGERPRINT SUPERVISOR	L
4.435	GFD	FIRE BATTALION CHIEF	O
4.434	GFD	FIRE CAPTAIN	M
4.453	GIAA	FIRE CAPTAIN (AIRFIELD) - GUAM AIRPORT AUTHORITY	M
41.042	GFD	FIRE CHIEF (GFD)	L2
4.455	GIAA	FIRE CHIEF(AIRFIELD) - GUAM AIRPORT AUTHORITY	P
4.428	GFD	FIRE FIGHTER (APPRENTICE)	F
4.432	GFD	FIRE SERVICE SPECIALIST	L
4.430	GFD	FIREFIGHTER I	I
4.450	GIAA	FIREFIGHTER I (AIRFIELD) - GUAM AIRPORT AUTHORITY	I