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WORK ROLE: 24BL

WORKROLE TITLE: Drug Program Coordinator

WORKROLE DESCRIPTION:

Drug Program Coordinators perform a wide range of duties associated with the Federal Drug-Free Workplace Program (Executive Order 12564). They schedule and conduct in-house urine specimen collections for NGA employees, schedule applicant and remote site collections, and perform relevant database and administrative activities in support of the program. Drug Program Coordinators track all drug testing results, deferrals, and follow-up testing as required by the Medical Review Officer (MRO).

ODNI CORE COMPETENCIES FOR ALL EMPLOYEES OF THE INTELLIGENCE COMMUNITY:

Adaptability	Building Professional/Technica	Continual Learning
Creative Thinking	Enterprise Perspective	Exploring Alternatives
Influencing/Negotiating	Information Sharing	Interpersonal Skills
Multi-media Communication	Oral Communication	Policy and Directives
Resource Management	Respect for Diversity	Situational Awareness
Synthesis	Written Communication	

WORKROLE FUNCTIONAL COMPETENCIES:

Skills

Advising/Consulting	Coordination	Customer Service
Data Entry	Organizational Representation	Process Analysis and Improveme
Records Management	Specimen Collection	

Knowledges

Ethical conduct Gvt employees	FOIA and privacy acts	Fed Executive Order 12564
HHS mandatory guidelines for F	Medical documentation	NGA instruct for drug abuse te
NGA org, missions, & vision	NGA products and services	NGA security plcy & prcds
Oversight procedures	PeopleSoft admn & maint & rept	

EDUCATION/LICENSES/CERTIFICATIONS:

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: