



SAN JOAQUIN COUNTY
PRE-EMPLOYMENT DRUG SCREENING PROGRAM

ADMINISTRATIVE PROCEDURES

The procedures outlined in this document will identify the steps and workflow involved in completing the pre-employment drug screen in accordance with San Joaquin County's Pre-employment Drug Screening Policy. All candidates conditionally offered employment to a Subject Class as identified on Schedule A or Schedule B of the Master Classification Schedule, or to a position for which pre-employment drug testing was requested and approved, must successfully pass a pre-employment drug screen prior to appointment.

- Step 1** Department makes a conditional offer of employment to candidate in an approved test-required classification and notifies candidate of testing requirement.
- Step 2** Upon candidate's acceptance of the conditional employment offer, Department designee completes and submits Exam Requisition Form directly to Occu-Med at Scheduling@Occu-Med.com, with a copy to HR.

Copies to HR should be sent to:

Esperanza Valenzuela – evalenzuela@sjgov.org

-and-

Joanne Castillo – jcastillo@sjgov.org

- Step 3** Upon receipt of the exam requisition, Occu-Med will schedule candidate and arrange for testing within three business days (per policy).
- Step 4** Candidate is tested and Occu-Med provides results to Human Resources
- Step 5** Human Resources notifies Department of results.
- Step 6** **Department Action following Notification**

- 6A** If results are reported as **negative**, Department may proceed with hiring process.

(At this point, the candidate has successfully passed the drug screen and no further action is necessary. For procedures following a test result other than negative, refer to Steps 6B and 6C below.)

- 6B** If results are reported as **positive**, the candidate is disqualified and the Department must withdraw the conditional offer of employment.
- 6C** If candidate **fails to complete** testing, the candidate is disqualified and Department must withdraw the conditional offer of employment.

Step 7 Upon the disqualification of any applicant, Human Resources will notify the candidate of the disqualification and any available appeal option. An appeal must be requested by the candidate within 72 hours.

Step 8 Human Resources will remove the disqualified candidate from the eligible list for the job classification from which he/she was disqualified. If the candidate is listed as eligible on other County eligibility lists, the candidate's name will remain on the list(s); however, he/she will be ineligible for certification/employment for a period of six months after disqualification.

For questions regarding the Pre-Employment Drug Screening Program and related policy, please contact your assigned Personnel Analyst.

Related Documents/Resources

- San Joaquin County Pre-Employment Drug Screening Policy
- Master Classification Schedule
- Pre-Employment Drug Testing Request Form
- Occu-Med Exam Requisition Form
- Civil Service Rule 4, Section 7-Disqualification
- Sample Language: Conditional Offer of Employment
- Sample Language: Withdraw of Conditional Offer of Employment