


Date: February 8, 2023

To: Thomas B. Modica, City Manager 

From: Joe Ambrosini, Director of Human Resources 

For: Mayor and Members of the City Council

Subject: **New Post Offer Drug Screening and Medical Examination Processes**

Beginning February 1, 2023, the City of Long Beach's (City) Occupational Health Services Clinic (OH) adopted new changes to its post offer drug screening and medical examination processes to align with best practices and continue to enhance and streamline the onboarding process for the City's employment candidates.

As a result of the new changes, a number of classifications will no longer be required to have a post offer drug screening and physical examination.

The new changes introduced are following a comprehensive review and valuable feedback from departments across the City.

The Department of Human Resources will work with each City department to complete a detailed assessment to determine if classifications will fall into either of two (2) categories:

1. Test and Examine
2. Do Not Test or Examine

Those classifications in the *Do Not Test or Examine* category will still be required to complete a medical questionnaire that will help provide OH with the basic information needed to determine if the candidate requires a reasonable accommodation and/or further examination. Additionally, the medical questionnaire to be used for this process is compliant with [Civil Service Regulation Article 5 Section 40](#) regarding "medical examinations."

Please note that the drug screening and physical examination components will remain in effect for positions in which they are legally required (i.e., safety sensitive, required by law, etc.), as well as for positions that meet the definition of a 'sensitive' or 'special needs' position (i.e., positions that exert influence over children, monitor food/water supplies, etc.).

It is important to point out that some of the candidates in the *Test and Examine* category may be exempt from screening for cannabis. Screening for cannabis will only occur if required under applicable laws and regulations.

These changes are in alignment with previous efforts to streamline the new hire process and reduce barriers to obtaining employment with the City. In early 2022, the OH Clinic had begun offering all services under one roof for candidates. This means the medical examination, Live

New Post Offer Drug Screening and Medical Examination Processes

February 8, 2023

Page 2

Scan, ID badge photo, and oath (led virtually by the City Clerk's Office); all occur at the same location during their scheduled appointment.

We anticipate that these changes will expand the candidate pool and reduce the onboarding timeframe. We appreciate your assistance as we continue to work together to ensure a safe and healthy workplace.

Please direct any questions regarding this memorandum to Joe Ambrosini, Human Resources Director at (562) 570-6140.

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