

'(3\$570(17 72 &203/(7(

5HTXLUHG IRU 5HFUXLWPHQWV RQO\

† ZHHN FORV LQJZHHN FORVLQJ _____

PART III: APPROVALS - 3OHDVH URXWH IRUP LQ WKH RUGHU LGHQWLÀHG

3ULQW 1DPH	6LJQDWXUH	'DWH
&KDLU 'HSW 0JU _____	_____	_____
'HDQ 'LUHFWRU \$93 _____	_____	_____
6LJQDWXUH LQGLFDWHV DSSURYDO RI DSSRLQWPHQW DQG XVH RI FKDUWÀHOG IRU DGYHUWLVLG		
*5D63 _____	_____	_____
UHT·G IRU DOO JUDQW IXQGHG SRVLWLRQV	_____	_____
\$\$SURSULDWH %XGJHW /LDLVRQ _____	_____	_____
†)XQGLQJ 9HULÀHG	_____	_____
9LFH 3UHVLGHQW _____	_____	_____
9LFH 3UHVLGHQW %\$6 RU	_____	_____
3UHVLGHQW _____	_____	_____
,I QHZ SRVLWLRQ	_____	_____

\$SSURSULDWH &KDQJHV &RPSOHWHG

8QLYHUVLW\ %XGJHW 2IÀFH
3ULQW 1DPH 6LJQDWXUH 'DWH
&RPPHQWV

For HR Use Only

FLSA Status:

† /LYHVFDQ

8QLRQ &RGH BBBBBBBBBBBB &68 'HWHUPLQDWLRQ † %DFNJURXQG &KHFN

*UDGH BBBBBBBBBBBBBBBB (†HPSW† 1RQ H[HPSW† 3UH (PSOR\PHQW 3K\VL

&68% +5 'HWHUPLQDWLRQ † &UHGLW &KHFN

† ([HPSW† 1RQ H[HPSW † 0RWRU 9HKLFOH 5HSRU

&06 3RVLWLRQ † 2WKHU

033 -RE &RGH

5HWXUQ WR +\$FWLRQ LQDC

CONSIDERATIONS FOR SENSITIVE POSITIONS

Key Duties & Responsibilities

Examples of Occupation/Position

Examples of Position Functions or Task

In addition to the minimally required background check:

CONSIDERATIONS FOR SENSITIVE POSITIONS

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Position Functions or Task	In addition to the minimally required background check:
substances	<ul style="list-style-type: none"> ✗Other faculty or staff with access to hazardous chemicals or controlled substances 	<ul style="list-style-type: none"> ✗Access to potentially hazardous substances 	
Access to and responsibility for detailed personally identifiable information about students, faculty, staff or alumni that is protected, personal or sensitive	<ul style="list-style-type: none"> ✗Auditors ✗HR and Payroll Managers and staff ✗Information Technology (IT) Personnel ✗Information Systems Personnel ✗Programmers ✗Healthcare Staff ✗Coordinators ✗Student Affairs Officers ✗Counselors ✗Registrars ✗Employees with access to Level 1 information (Level 1 data) through campus data centers/systems 	<ul style="list-style-type: none"> ✗Access to employee records ✗Access to student records ✗Access to personal or other restricted, sensitive or confidential data (e.g., Level 1 data) ✗Access to protected health information ✗Access to restricted data ✗Systems maintenance 	
Control over campus business processes, either through functional roles or system security access	<ul style="list-style-type: none"> ✗IT Management ✗HR Management ✗Information Officers ✗Information Security ✗Business and Finance Management 	<ul style="list-style-type: none"> ✗Control over/ability to modify employee, student, financial databases 	
Responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position	<ul style="list-style-type: none"> ✗Athletic Trainers ✗Attorneys ✗Counselors ✗Diving/Water Safety ✗Engineers ✗Healthcare Professionals ✗Heavy Equipment Operators ✗Pest Control ✗Police Officers 	<ul style="list-style-type: none"> ✗Counsels employees or students ✗Designs or build facilities and offices ✗Provides legal advice ✗Renders medical services ✗Renders safety services 	Professional licensing, certification and/or credential verification
Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death	<ul style="list-style-type: none"> ✗Automotive Technicians ✗Equipment Operators ✗Environmental Health and Safety Officers ✗Groundskeepers ✗Police Officers ✗Transit Drivers 	<ul style="list-style-type: none"> ✗Operation of University or commercial vehicles ✗Operation of heavy equipment or machinery ✗Responders to emergencies involving potentially hazardous substances 	Motor Vehicle Records/Licensing Check