

Human Resources ((661) 654-2266
Recruitment #	
7RGD\·V 'DWH	BBBBBBB

STAFF & MANAGEMENT HIRE AUTHORIZATION FORM

PART I: GEI	NERAL INFORMATION	
Department Na	lame:	'HSDUWPHQW ,'
&ODVVLÀ	ÀFD <u>WLRQ 7LWOH</u>	:RUNLQJ_ <u>7LWOH</u>
&68 &OD	VV -R <u>E &RGH</u>	6NLOO /HYHO
	3ULQW 1DPH	([WHQV <u>LRQ</u> (PD <u>LO</u>
	oce w ibin	
		:RUNLQJ 7LWOH
:LOO WK	(LV SRVLWLRQ RYHUVHH OHDG	RWKHTUYesHP\$O1RR\HHVVWXGHQWDVVLVW
PART II: PO	OSITION & EMPLOYEE INFORMATION	
2 U .	JDQL]DWLRQDO &KDUW DQG 3F	₹VLWLR@ººº#HV#UP\$\$₩₽ĿŔ₽Œ₽\$HHTXLUHG
	Per†nanent † 7HPSRUDU\	(QGLQJ 'DWH BBBBBBBBBBBBBB
2110	DODANIC CWDUW /IIIIEWI VII IDW	
	· ·	H BBBBBBBBBBBBBBBBB 1R RI 2SHQLQ J DW OHDVW VL[PRQWKV DQG RQH GD\ DQG DW D
		•
† (P		BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
	1DPH RI (PSOR\HH 9DFDWL	IQRZQ .QJ 3RVLWLRQ LI DSSOLFDE <u>OH BBBB</u> BI
	(D.V.W. D.V. D.Q. D.D.V. D.Q. D.D. D.	
	/DVW 'D\ RQ 3D\UROO BBE	B B B B B B B B B B B B B B B B B B B
TIME BASE:	†)XOO 7LPH	
,	† 3 DUW 7 LPH 1 Rê-®t/([\text{\tin\text{\texi}\text{\text{\text{\texi}\text{\text{\texi}\text{\texi{\texi{\texi{\texi{\texi\texi{\texi}\texit{\texit{\texi{\texi{\texi{\texi{\texi}\texi{\texi{\texi{\texi{\texi{\	3. 19. UR 1 H*H\$ 1\$ 1 B7 B3B2E6B, 18 ,E2B1
	†	
	†)×0	QGLQJ &KDQJH 2QO\ DW *UDQW 3RVLWL
	5HTXLUHV DSSURSULDWH	\$GPLQ 3ULQFLSDO ,QYHVWLJDWRU *5
Daggar for Da		
Reason for Re	eplacement/Transaction:	
	† 5HVLJQ#G3URPRW‡RЮDYH R	I\$EàHR@tiFelrhent
	† 2WKHU	
	1 2 0 0 0	
† Not a "sens	sitive" position (see attached):	Appropriate Administrator signs if not a "consistiva" position
		Appropriate Administrator signs if not a "sensitive" position 1

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5 H T X L	UHG	IRU 5HFUXLWPHQWV RQO\
† z	HHN	FOR TLQJZHHN FOR VLQJ

PART III: APPROVALS - 30HDVH URXWH IRUP LQ WKH RUGHU LGHQWLÀHG

3ULQW 1DPH	6 L J Q D W X U H	' D W H
&KDLU 'HSW 0J <u>U</u>		
'HDQ 'LUHFWRU <u>\$93</u> 6LJQDWXUH LQGLFDWHV DSSURYDO RI DSSRLQWPHQV	V DQG XVH RI FKDUWÀHOG	IRU DGYHUWL
*5D63 UHT.G IRU DOO JUDQW IXQGHG SRVLWLRQV		
\$SSURSULDWH %XGJHW /LDLVRQ		
†)XQGLQJ 9HULÀHG		
9LFH 3UHVLGHQ <u>W</u>		
9LFH 3UHVLGHQW %\$6 RU 3UHVLGHQW,I QHZ SRVLWLRQ		

\$SSURSULDWH &KDQJHV &RPSOHWHG		
8QLYHUVLW\ %XG <u>JHW 2IÀFH</u> 3ULQW 1DPH	6 L J Q D W X U H	' D W H
& R P P H Q W V		

For HR Use Only	FLSA Status:	†/LYHVFDQ
		† %DFNJURXQG &KHFN
*UDGH BBBB	BBBBBBBBBBB (THPSWT 1RQ H[HPS	SW† 3UH (PSOR\PHQW 3K\√L
	<u>&68% +5 'HWHU</u> PLQDWLRQ	† &UHGLW &KHFN
	† ([HPSW† 1RQ H[HPSW	† ORWRU 9HKLFOH 5HSRU
	& 0 6 3 R V L <u>W L R Q</u>	† 2WKHU
	033 -RE &R <u>GH</u>	

5 H W X U Q W R +\$5 F W R LUR)QL Q D (

CONSIDERATIONS FOR SENSITIVE POSISIO

Key Duties & Responsibilities

Examples of Occupation/Position

Examples of Position Functions or Task

In addition to the minimally required background check:

CONSIDERATIONS FOR SENSITIVE POSISIO

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Position Functions or Task	In addition to the minimally required background check:
substances	xOther faculty or staff with access to hazardous chemicals or controlled substances	xAccess 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	XAuditors XHR and Payroll Managers and Staff XCounselors XInformation Technology (IT) Personnel XInformation XInformation XInformation Yersonnel XInformation Systems Personnel XProgrammers XHealthcare Staff XCounselors XRegistrars XEmployees with access to Level 1 information (Level 1 data) through campus data canters/systems	xAccess to employee records xAccess to student records xAccess to personal or other restricted, sensitive or confidential data (e.g., Level 1 data) xAccess to protected health information xAccess to restricted data xSystems maintenance	
Control over campus business processes, either through functional roles or system security access	xIT Management xHR Management xInformation Officers xInformation Security xBusiness and Finance Management	xControl 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	XAthletic Trainers XAttorneys XCounselors XDiving/Water Safety XEngineers XHealthcare Professionals XHeavy Equipment Operators XPest Control XPolice Officers	xCounsels employees or students xDesigns or build facilities and offices xProvides legal advice xRenders medical services xRenders 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	xAutomotive Technicians xEquipment Operators xEnvironmental Health and Safety Officers xGroundskeepers xPolice Officers xTransit Drivers	xOperation of University or commercial vehicles xOperation of heavy equipment or machinery xResponders to emergencies involving potentially hazardous substances	Motor Vehicle Records/Licensing Check