**Sensitive Positions Checklist**

Use this checklist to help determine if the position may be a sensitive one. *Note that this checklist is not exhaustive.* If the position is deemed sensitive then employees, contractors, and volunteers who apply are subject to a background check if they haven’t had one in the last 12 months. Your Human Resources or Academic Personnel office would be happy to advise you as you make this discernment.

<table>
<thead>
<tr>
<th>Applies to Position</th>
<th>Key Duties and Responsibilities</th>
<th>Examples of Occupation/Position</th>
<th>Examples of position functions or task</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property</td>
<td></td>
<td>Provides services for and/or directly works with children and minors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Childcare services, Coaches, Camp and Clinic Counselors and Coaches, Counseling services, Health Care services, Public Safety services, Recreation services, Healthcare professionals</td>
<td>Provides student and employee counseling services, Provides health care and related services, Has access to computers and other valuable equipment, Provides services for and/or work with animals</td>
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<tr>
<td>□</td>
<td>Authority to commit financial resources of the university through contracts greater than $10,000</td>
<td>Contracts and Procurement, Buyers, Controllers, Financial Managers, Administrative Managers</td>
<td>Approves contracts, Approves bids and RFP’s, Approves vendors or products, Approves payments, Ability to commit funds and services for programs and projects, Transfers, withdraws, and/or deposits money,</td>
</tr>
<tr>
<td>□</td>
<td>Access to, or control over, cash, checks, credit cards, and/or credit card account information</td>
<td>Managers and staff, Procurement, Collections, Cashiers, Employees with access to Level 1 information assets (Level 1 data) through campus data centers/systems, Other employees whose duties require access to or control over the above information Responsibility or access/possession of building master or sub-master keys for building access</td>
<td>Transfers, withdraws, and/or deposits money, Uses a company-issued credit card to purchase items, Handling/receipt of funds</td>
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| ☐                   | Responsibility or access/possession of building master or sub-master keys for building access | • Building Engineers  
• Facilities personnel  
• Custodians  
• Locksmiths  
• Maintenance personnel | • Access to master keys  
• Access to offices for maintenance or repair of equipment  
• Access to residences and other facilities for ongoing maintenance  
• Maintains building security  
• Access to facilities for installation and/or cleaning |
| ☐                   | Access to controlled or hazardous substances | • Pharmaceutical personnel  
• Healthcare professionals  
• Custodians  
• Other faculty or staff with access to hazardous chemicals or controlled substances | • Dispenses prescription medication  
• Maintains drug formulary  
• Access to drugs  
• Access to potentially hazardous chemicals |
| ☐                   | Access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive | • Auditors  
• HR and Payroll Managers and staff  
• Information Technology (IT) personnel  
• Information Systems personnel  
• Programmers  
• Healthcare staff  
• PC Coordinators  
• Student Affairs Officers  
• Counselors  
• Registrars  
• Employees with access to Level 1 information assets (Level 1 data) through campus data | • 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 | • IT management  
• HR management  
• Information Officers  
• Information Security  
• Business and Finance management | • 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 | • Athletic Trainers  
• Attorneys  
• Counselors  
• Diving/Water Safety  
• Engineers  
• Healthcare professionals | • Counsels employees or students  
• Designs or build facilities and offices  
• Provides legal advice  
• Renders medical services  
• Renders safety services |
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| □                   | a particular occupation or position | ▪ Heavy Equipment Operators  
▪ Pest Control  
▪ Police Officers |                                      |
|                     | Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death | ▪ Automotive technicians  
▪ Equipment operators  
▪ Environmental health and safety officers  
▪ Groundskeepers  
▪ Police officers  
▪ Transit drivers | ▪ Operation of University or commercial vehicles  
▪ Operation of heavy equipment or machinery  
▪ Responders to emergencies involving potentially hazardous substances |