

POSITION INFORMATION

Position Title: _____

Department: _____

Name (if Volunteer): _____

OVERVIEW

Depending on the status of the applicant (new hire or rehired) and the nature of the position, one or more of the following background checks will be conducted: Employment Verification, Education Verification, Reference Checks, Criminal Background Checks, and Fingerprinting. The following are checks that may be done, if job-related: Credit Report History Check, Motor Vehicle Records/Licensing Check, State/National Offender Registry Check, Professional Licensing, Certification, and/or Credential Verification.

- Student Workers and Volunteers are only required to undergo a background check if it is required by law (i.e. working with minors, Sworn CSU Police personnel, Police Officer Cadets and Dispatchers, positions with access to stored criminal offender records information, and positions with access to patients, drugs, and/or medications).
- Any employee with direct contact with minor children must undergo a background check, including fingerprinting. CSU Policy requires fingerprinting for any employee or volunteer who will have direct contact with minor children in a recreational program or camp operated by the CSU or on CSU property. Education Code §10911.5 requires an employer to fingerprint any employee who will have direct contact with minor children in a recreational program and to submit the fingerprints to the Department of Justice. Matriculated students under 18 years of age are not considered minors.
- Student Activities (e.g. clubs, service learning, community engagement, internships, field trips) are not included under this policy and are exempt from the background check requirement.
- One-time services (e.g. public talks, guest lectures, conference presentations) are exempt from the background check requirement.
- Credit checks are required if employees have regular access to greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.

SENSITIVE POSITIONS

Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community. Whether a CSU position should be considered sensitive is determined by the duties and responsibilities of the position and not the job title or classification. The posted position description shall state that the position has been designated to be a sensitive position. In addition to identifying the background check requirement for sensitive positions, all posted position descriptions should include an identifier (e.g., checkbox) indicating whether or not the position will have access to sensitive data.

The table below provides information regarding key duties and responsibilities associated with examples of occupations or positions considered sensitive. For each category, additional background check requirements beyond the minimally required background check (employment verification, education verification, reference check, and criminal records check) have been defined. New hires as well as current employees who are newly appointed, transferred, promoted, reassigned, or reclassified into a sensitive position are subject to these requirements. **The list of positions and tasks is illustrative and is not exhaustive.** For example, healthcare professionals include but are not limited to positions such as physician assistants, dentists, nurses, physicians, veterinarians, therapists, medical assistants, and speech pathologists.

CREDIT CHECK:

Check all that apply	Key Duties and Responsibilities	Examples of Occupation/Position	Examples of position functions or task
<input type="checkbox"/> Yes	Authority to commit financial resources of the university through contracts greater than \$10,000 or have regular access to cash totaling \$10,000 or more	<ul style="list-style-type: none"> ▪ Contracts & Procurement Managers and Staff ▪ Buyers ▪ Controllars ▪ Financial Managers ▪ Administrative Managers 	<ul style="list-style-type: none"> ▪ Approves contracts ▪ Approves bids and RFP's ▪ Approves vendors or products ▪ Approves payments ▪ Ability to commit funds and services for programs and projects
<input type="checkbox"/> No			

CSU SENSITIVE POSITIONS & BACKGROUND CHECK QUESTIONNAIRE

LIVE SCAN:

Check all that apply	Key Duties and Responsibilities	Examples of Occupation/Position	Examples of position functions or task
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will have regular, direct contact with minor children in a recreational program or camp operated by the CSU or on CSU property.	<ul style="list-style-type: none"> ▪ Childcare services personnel ▪ Coaches ▪ Camp & Clinic Counselors & Coaches ▪ Health Care services ▪ Public Safety services ▪ Recreation related services ▪ Healthcare professionals 	

BACKGROUND CHECK QUESTIONNAIRE:

Check all that apply	Key Duties and Responsibilities	Examples of Occupation/Position	Examples of position functions or task
<input type="checkbox"/> Yes <input type="checkbox"/> No	Responsibility for the care, safety, and security of people, animals, and CSU property	<ul style="list-style-type: none"> ▪ Coaches ▪ Camp and Clinic Counselors & Coaches ▪ Counseling services ▪ Health Care services ▪ Public Safety services ▪ Recreation related services ▪ Healthcare professionals 	<ul style="list-style-type: none"> ▪ Provides services for and/or directly works with children and minors ▪ 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
<input type="checkbox"/> Yes <input type="checkbox"/> No	Serving in designated positions where a background check is required by law.	<ul style="list-style-type: none"> ▪ Sworn CSU Police Personnel (California Government Code §1029 & 1031) ▪ Police Officer Cadets (California Government Code §1029 & 1031) ▪ Positions with direct contact with minor children at a camp operated by the CSU (Education Code §10911.5) ▪ Positions with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707) ▪ Positions with access to patients, drugs, or medication (California Labor Code § 432.7) 	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Responsibility or access / possession of building master or sub- master keys for building access	<ul style="list-style-type: none"> ▪ Building Engineers ▪ Facilities personnel ▪ Custodians ▪ Locksmiths ▪ Maintenance personnel 	<ul style="list-style-type: none"> ▪ 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
<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to controlled or hazardous substances	<ul style="list-style-type: none"> ▪ Pharmaceutical personnel ▪ Healthcare professionals ▪ Custodians ▪ Other faculty or staff with access to hazardous chemicals or controlled substances 	<ul style="list-style-type: none"> ▪ Dispenses prescription medication ▪ Maintains drug formulary ▪ Access to drugs ▪ Access to potentially hazardous chemicals

CSU SENSITIVE POSITIONS & BACKGROUND CHECK QUESTIONNAIRE

Check all that apply	Key Duties and Responsibilities	Examples of Occupation/Position	Examples of position functions or task
<input type="checkbox"/> Yes <input type="checkbox"/> No	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 PC Coordinators Student Affairs Officers Counselors Registrars Employees with access to Level 1 information assets (Level 1 Data) through campus data centers/systems 	<ul style="list-style-type: none"> An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted: <ul style="list-style-type: none"> Social Security Number Driver's license or California identification card number Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account. Medical information Health insurance information Access to another username or email address, in combination with a password or security question and answer that would permit access to an online account of another person.
<input type="checkbox"/> Yes <input type="checkbox"/> No	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
<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to, or control over, cash, checks, credit cards, and/or credit card account information	<ul style="list-style-type: none"> Business and Accounting Managers and staff Procurement Collections Cashiers Employees with access to Level 1 Data* information assets Other employees whose duties require access to or control over the above information 	<ul style="list-style-type: none"> Transfers, withdraws, and/or deposits money Uses a company-issued credit card to purchase items Handling/receipt of funds
<input type="checkbox"/> Yes <input type="checkbox"/> No	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
<input type="checkbox"/> Yes <input type="checkbox"/> No	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 & 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

([Level 1 data](#)) is "Confidential Information" that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number & name, health insurance information, biometric information, criminal background check results, electronic or digitized signatures, & private keys (digital certificates) through campus data centers/systems.