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.

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.

<table>
<thead>
<tr>
<th>Key Duties and Responsibilities</th>
<th>Examples of Occupation/Position</th>
<th>Examples of position functions or task</th>
<th>In addition to the minimally required background check, include:</th>
</tr>
</thead>
</table>
| Responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property. | • Childcare servicespersonnel  
• Coaches  
• Camp and Clinic Counselors and Coaches  
• Counseling services  
• Health Care services  
• Public Safety services  
• Recreation related services  
• Healthcare professionals | • Provides services forand/or directly works with children and minors  
• Provides student and employee counseling services  
• Provides healthcare and related services  
• Has access to computers and other valuable equipment  
• Provides services for and/or work with animals | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| Authority to commit financial resources of the university through contracts greater than $10,000 | • Contracts and Procurement Managers and Staff  
• Buyers  
• Controllers  
• Financial Managers  
• Administrative Managers | • Approves contracts  
• Approves bids and RFP’s  
• Approves vendors or products  
• Approves payments  
• Ability to commit funds and services for programs and projects | |
| Access to, or control over, cash, checks, credit cards, and/or credit card account information  | • Business and Accounting Managers and staff  
• Procurement  
• Collections  
• Cashiers  
• Employees with access to Level 1 information assets ([Level 1 data](Level 1 data)) is “Confidential Information” that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number and name, health insurance  | • Transfers, withdraws, and/or deposits money  
• Uses a company-issued credit card to purchase items  
• Handling/receipt of funds | |
<table>
<thead>
<tr>
<th>Key Duties and Responsibilities</th>
<th>Examples of Occupation/Position Functions or Task</th>
<th>In addition to the minimally required background check, include:</th>
</tr>
</thead>
</table>
| 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 through campus data centers/systems | Passwords or credentials  
PINs (Personal Identification Numbers)  
Name with birth date combined with last four of SSN  
Name with credit card number  
Name with Tax ID  
Name with Driver license number or state ID number  
Medical records of individuals  
Name with SS number  
Psychological Counseling records  
Name with bank account info |
| 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 |
<table>
<thead>
<tr>
<th>Key Duties and Responsibilities</th>
<th>Examples of Occupation/Position</th>
<th>Examples of position functions or task</th>
<th>In addition to the minimally required background check, include:</th>
</tr>
</thead>
</table>
| 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 | • Athletic Trainers  
• Attorneys  
• Counselors  
• Diving/Water Safety  
• Engineers  
• Healthcare professionals  
• Heavy Equipment Operators  
• Pest Control  
• Police Officers | • 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 | • 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 | Motor Vehicle Records/Licensing Check |