

# CSU SENSITIVE POSITIONS

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 identified.

<p>Responsibility or access/possession of building master or sub-master keys for building access</p>	<ul style="list-style-type: none"> <li>µBuilding Engineers</li> <li>µFacilities personnel</li> <li>µCustodians</li> <li>µLocksmiths</li> <li>µMaintenance personnel</li> </ul>	<ul style="list-style-type: none"> <li>µAccess to master keys</li> <li>µAccess to offices for maintenance or repair of equipment</li> <li>µAccess to residences and other facilities for ongoing maintenance</li> <li>µMaintains building security</li> <li>µAccess to facilities for installation and/or cleaning</li> </ul>	
<p>Access to controlled or hazardous substances</p>	<ul style="list-style-type: none"> <li>µPharmaceutical personnel</li> <li>µHealthcare professionals</li> <li>µCustodians</li> <li>µOther faculty or staff with access to hazardous chemicals or controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>µDispenses prescription medication</li> <li>µMaintains drug formulary</li> <li>µAccess to drugs</li> <li>µAccess to pote</li> </ul>	