

### Sensitive Position Determination Form

(Determination of "Sensitive" position status by HR is required prior to selecting any employees or candidates for employment and volunteers). See UEC website at <http://uec.csusb.edu/HR/recruit.html> for additional details on hiring/recruitment procedures or call UEC Human Resources at 909-537-7589. **NOTE: This Determination form must be completed and approved by HR PRIOR to any offers of employment. The final signed determination must be attached to all Personnel Transactions Forms (PTR's) and or Volunteer Agreements.** Final determination will be made within approximately 3 days of receipt of this fully executed form.

Job Title: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department/Project Name: \_\_\_\_\_

Account	Fund	Dept	Project

Hiring Manager Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

1 Will this position have regular and direct contact with minors, the mentally or physically disabled, the elderly or animals? If yes, please attach a brief explanation.

	Yes		No
	Yes		No
	Yes		No
	Yes		No

2 Will this position have authority to commit financial resources of more than \$10,000 for programs or projects? (Approves contracts, bid/RFP's, Vendor or Products or Payments in excess of \$10,000?). If yes, please attach a brief explanation.

3 Will this position handle transfers, withdraws and/or deposit money or use a company issued credit card to make purchases or handles receipt of cash? If yes, please attach a brief explanation.

4 Will this position have access to any Master or Sub Master Keys to a building? If yes, which building and for what purpose:

5 Will this position have access to hazardous or controlled substances? If yes, please attach a brief explanation.

6 Will the position have access to and responsibility for detailed personally identifiable information about students, faculty, staff or alumni that is protected, personal or sensitive? If yes, please attach a brief explanation.

7 Will the position have access or control over ability to modify employee, student financial databases? If yes, please attach a brief explanation.

8 Will the position require a license, degree, credential or other certification in order to meet the minimum job qualifications or to maintain continued employment in a particular occupation? If yes, list professional license, degree, credential or certification required and expectations of renewals:

9 Does this position require regular and frequent driving as a required duty of their job? If yes, please attach a brief explanation:

	Yes		No
	Yes		No
	Yes		No
	Yes		No

	Yes		No
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**If position designated sensitive, background check will be required and may take 10 or more days to complete.**

Authorized Signer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>HR Use Only (Circle One)</b>	
<input type="checkbox"/> Sensitive Position	<input type="checkbox"/> Non-Sensitive Position
Determined by: _____ Date _____	