



**UC BERKELEY CRIMINAL BACKGROUND CHECKS
GUIDE TO SENSITIVE POSITIONS**

Sensitive Function	Typical Positions	Typical Functions or Tasks
Care, safety, and security of people or property	<ul style="list-style-type: none"> • Senior Management Group employees • Counseling Services Managers and Officers • Student Affairs Officers • Childcare Services Supervisors • Health & Safety Managers, Technologists & Technicians • Sworn public safety officers • Child care workers • Camp counselors 	<ul style="list-style-type: none"> • Employee or student counseling or advising • Building safety and security • Child daycare • Camp counseling • Recreation instructing/supervising
Direct access to, or control over, cash, checks, credit card account information	<ul style="list-style-type: none"> • Senior Management Group employees • Accounting Managers & Officers • Business Managers • Cashier's Office Managers, Supervising Cashiers & Cashiers • Collection Managers • Mail Service Supervisors • Cash handling positions • Credit card acceptance positions 	<ul style="list-style-type: none"> • Check writing • Petty cash reimbursement • Cashiering • Invoice approval and payment • Postage meter use • Distribution of employee salary or reimbursement checks
Authority to commit financial resources of the University through contracts greater than the Low Value Purchase Authority (LVPA) .	<ul style="list-style-type: none"> • Senior Management Group employees • Directors or Managers of Purchasing, Computing, Business & Contracts • Engineering Managers or Engineers • Architectural Managers or Architects • Buyers 	<ul style="list-style-type: none"> • Bid/RFP approvals • Vendor or product approval • Committing funds for programs or projects • Approval of insurance payments • Approval of contracts
Control over campuswide or departmental business processes, either through functional roles or systems security access	<ul style="list-style-type: none"> • Senior Management Group employees • Network/system administrators • System programmers • HRMS/Payroll functional leads 	<ul style="list-style-type: none"> • Granting user account permissions • Access to accounts that control sensitive or secure data • Implementing systems that access secured data
Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft	<ul style="list-style-type: none"> • Senior Management Group employees • Student advisors • Fundraisers • Human resources specialists • Payroll specialists 	<ul style="list-style-type: none"> • Data entry of, or access to, personal data such as SSNs, credit card numbers, or bank accounts
Possession of building master or sub-master key access to residence and certain other facilities, particularly laboratories	<ul style="list-style-type: none"> • Senior Management Group employees • Facilities Managers • Telecommunications, Engineering & Building Services Managers • Custodial services staff • Residential/Student Service Program staff 	<ul style="list-style-type: none"> • Building security • Access for computer or telecommunications networking/repair • Heat, air, other environmental testing
Regular operation of University vehicles as part of assigned job duties	<ul style="list-style-type: none"> • Development Engineers • Automotive Equipment Operators • Transit drivers • Delivery staff 	<ul style="list-style-type: none"> • Transporting passengers in a University vehicle as part of the job