

Key Duties and Responsibilities	Examples of Occupation/Position	Examples of major position functions or tasks
Responsibility for the care, safety, and security of people (including children and minors), animals	<ul style="list-style-type: none"> <li>▪ Childcare services personnel<sup>1</sup></li> <li>▪ Coaches<sup>1</sup></li> <li>▪ Camp and Clinic Staff<sup>1</sup></li> <li>▪ Counseling services</li> <li>▪ Health Care services</li> <li>▪ Public Safety services</li> <li>▪ Recreation related services</li> <li>▪ Healthcare professionals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides services for and/or directly works with children and minors</li> <li>▪ Provides student and employee psychological counseling services</li> <li>▪ Provides health care and related services</li> <li>▪ Provides services for and/or work with animals</li> </ul>
Authority to commit financial resources of the university through contracts greater than \$10,000	<ul style="list-style-type: none"> <li>▪ Contracts and Procurement Managers and Staff</li> <li>▪ Buyers</li> <li>▪ Controllers</li> <li>▪ Financial Managers</li> <li>▪ Administrative Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approves contracts</li> <li>▪ Approves bids and RFP's</li> <li>▪ Approves vendors or products</li> <li>▪ Approves payments</li> <li>▪ Ability to commit funds and services for programs and projects</li> </ul>
Access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information	<ul style="list-style-type: none"> <li>▪ Business and Accounting Managers and staff</li> <li>▪ Procurement</li> <li>▪ Collections</li> <li>▪ Cashiers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transfers, withdraws, and/or deposits money</li> <li>▪ Uses a company-issued credit card to purchase items</li> <li>▪ Handling/receipt of funds</li> </ul>
Possession of building master or sub-master keys for building access, or unsupervised access to CSU property	<ul style="list-style-type: none"> <li>▪ Building Engineers</li> <li>▪ Facilities personnel</li> <li>▪ Custodians</li> <li>▪ Locksmiths</li> <li>▪ Maintenance personnel</li> <li>▪ Other employees who have access to master or sub-master keys for building access</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enters workspaces for maintenance or repair of equipment</li> <li>▪ Works in residences and other facilities for ongoing maintenance</li> <li>▪ Maintains building security</li> <li>▪ Enters facilities for installation and/or cleaning</li> </ul>
Access to controlled or hazardous substances	<ul style="list-style-type: none"> <li>▪ Pharmaceutical personnel</li> <li>▪ Healthcare professionals</li> <li>▪ Custodians</li> <li>▪ Employees with access to hazardous chemicals or controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dispenses prescription medication</li> <li>▪ Maintains drug formulary</li> <li>▪ Duties requiring access to controlled substances</li> <li>▪ Uses hazardous chemicals</li> </ul>
Access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni as defined in CSU Information Security Standards	<ul style="list-style-type: none"> <li>▪ Auditors</li> <li>▪ HR and Payroll Managers and staff</li> <li>▪ Information Technology (IT) personnel</li> <li>▪ Information Systems personnel</li> <li>▪ Programmers</li> <li>▪ Healthcare staff</li> <li>▪ Registrars</li> <li>▪ Employees with access to Level 1 data through campus data centers/systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works with Level 1 data as defined under CSU Information Security Standards<sup>2</sup></li> <li>▪ Work requiring access to patient files in a healthcare facility</li> <li>▪ Systems maintenance</li> </ul>
Control over campus business processes, either through functional roles or system security access	<ul style="list-style-type: none"> <li>▪ IT management</li> <li>▪ HR management</li> <li>▪ Information Officers</li> <li>▪ Information Security</li> <li>▪ Business and Finance management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Control over/ability to modify employee, student, financial databases</li> </ul>
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 <sup>3</sup>	<ul style="list-style-type: none"> <li>▪ Athletic Trainers</li> <li>▪ Attorneys</li> <li>▪ Counselors</li> <li>▪ Diving/Water Safety Professionals</li> <li>▪ Engineers</li> <li>▪ Healthcare professionals</li> <li>▪ Heavy Equipment Operators</li> <li>▪ Pest Control</li> <li>▪ Police Officers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Counsels employees or students</li> <li>▪ Designs or build facilities and offices</li> <li>▪ Provides legal advice</li> <li>▪ Renders medical services</li> <li>▪ Renders safety services</li> </ul>