<table>
<thead>
<tr>
<th>Key Duties and Responsibilities</th>
<th>Examples of Occupation/Position</th>
<th>Examples of major position functions or tasks</th>
</tr>
</thead>
</table>
| Responsibility for the care, safety, and security of people (including children and minors), animals | • Childcare services personnel<sup>1</sup>  
• Coaches<sup>1</sup>  
• Camp and Clinic Staff<sup>1</sup>  
• Counseling services  
• Health Care services  
• Public Safety services  
• Recreation related services  
• Healthcare professionals | • Provides services for and/or directly works with children and minors  
• Provides student and employee psychological counseling services  
• Provides health care and related services  
• Provides services for and/or work with animals |
| 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 on a regular basis of amounts greater than $10,000 in cash, checks, credit cards, and/or credit card account information | • Business and Accounting Managers and staff  
• Procurement  
• Collections  
• Cashiers | • Transfers, withdraws, and/or deposits money  
• Uses a company-issued credit card to purchase items  
• Handling/receipt of funds |
| Possession of building master or sub-master keys for building access, or unsupervised access to CSU property | • Building Engineers  
• Facilities personnel  
• Custodians  
• Locksmiths  
• Maintenance personnel  
• Other employees who have access to master or sub-master keys for building access | • Enters workspaces for maintenance or repair of equipment  
• Works in residences and other facilities for ongoing maintenance  
• Maintains building security  
• Enters facilities for installation and/or cleaning |
| Access to controlled or hazardous substances | • Pharmaceutical personnel  
• Healthcare professionals  
• Custodians  
• Employees with access to hazardous chemicals or controlled substances | • Dispenses prescription medication  
• Maintains drug formulary  
• Duties requiring access to controlled substances  
• Uses hazardous chemicals |
| Access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni as defined in CSU Information Security Standards | • Auditors  
• HR and Payroll Managers and staff  
• Information Technology (IT) personnel  
• Information Systems personnel  
• Programmers  
• Healthcare staff  
• Registrars  
• Employees with access to Level 1 data through campus data centers/systems | • Works with Level 1 data as defined under CSU Information Security Standards<sup>2</sup>  
• Work requiring access to patient files in a healthcare facility  
• Systems maintenance |
| 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 |
| 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> | • Athletic Trainers  
• Attorneys  
• Counselors  
• Diving/Water Safety Professionals  
• 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 |