

RSSP Checklist for Positions Requiring Background Checks

Positions designated as sensitive meet the background check criteria established by the Office of the President and are determined by RSSP and Office of Human Resources to be sensitive. Sensitive positions require background checks. The type of background checks conducted (criminal, credit, DMV) are determined by the relevance to the duties performed.

A. Updating the job description – Job descriptions are required for ALL positions. Positions may not be advertised or filled and assignments of new sensitive duties may not be performed until job description has been updated and approved and other background check requirements have been met.			
	Hiring Coordinator	HR	Resources/Explanations
__ A-1.	Add to or update job description with background check language.		Refer to Background Check Criteria and Language for RSSP Job Descriptions and Recruitment.
__ A-2.	Email Classification/Compensation Analyst Shannon Lee (2-2310 / shannlee@berkeley.edu) draft job description.	Shannon reviews and approves the job description for correct background check language and requests signed copy.	
__ A-3.	Send Shannon updated and signed (by the director and supervisor) job description.	Shannon provides Employment Analyst Judy Ross and Background Check Coordinator Dee Palacios copies of the updated job description after the job is classified.	
Go to section B if recruiting or C if assigning new job duties to a current employee.			
B. Recruiting for the position			
__ B-1.	Contact Employment Analyst Judy Ross (2-2314 / judyross@berkeley.edu) to begin recruitment process.	Judy advertises the position using background check language.	
__ B-2.	If advertising a student position yourself or filling a non-advertised student position, include background check language in advertisement and advise applicant of background check requirement.		
__ B-3.	Schedule interviews with applicants. Advise each applicant of the background check requirement.		Refer to Background Check Requirement section of job description.
__ B-4.	During each interview explain the type of background checks required and background check process. Explain to applicant that if selected as a finalist, they will be asked to complete a release form.		<p>TYPE OF BACKGROUND CHECKS Refer to the Background Check Requirements section of the job description or advertisement.</p> <p>PROCESS Finalists who are already UC career employees applying for career positions must complete <i>all</i> background checks before beginning new position.</p> <p>Other finalists must complete and clear credit and DMV checks if required before beginning new position.</p>
__ B-5.	Conduct reference checks only on finalists you are offering the position to.		
Go to section D. Completing the Background Check Process.			

C. Assignment of new job duties for current employees.			
	Hiring Coordinator	HR	Resources/Explanations
__ C-1.	Discuss revised job description, new sensitive duties and background check requirement with employee. This may require union notice and approval. Check with HR.		Current employees may not begin performing sensitive duties until all background checks are completed. Background checks are not required for lateral transfers when there are no change in job duties and background check requirements.
Go to section D. Completing the Background Check Process.			
D. Completing the background check process			
__ D-1.	If criminal background check is required, contact Background Check Coordinator Dee Palacios (2-2311/ deepals@berkeley.edu) to check if criminal background check requirement has been met.	Dee checks her log for fingerprint clearance record, and informs hiring coordinator whether E/A is clear to process personnel action, ineligible for position, or background check is needed. If clear, Dee sends clearance email to hiring coordinator or supervisor, Judy, Shannon and/or payroll depending on personnel action (i.e., hire, transfer, or change in duties.)	Applies to current or past RSSP employees who indicate that they were previously fingerprinted at UCPD.
__ D-2.	If you receive clearance email from Dee, you are ready to send applicant to Payroll for hire or have current employee begin sensitive duties. If E/A is ineligible, manager or supervisor selects another applicant or re-delegates sensitive duties. If never fingerprinted or no record of clearance, go to step D-3.		
__ D-3.	Request a background check packet from Dee.	Dee needs updated and approved job description from Shannon before she sends packet.	The packet includes: <ul style="list-style-type: none"> ▪ Fingerprint Instructions ▪ RSSP Employee/Applicant Background Check Release and Disclosure Form (release) ▪ IOC to pay for fingerprinting ▪ Request for Live Scan Service (Live Scan)
__ D-4.	Contact Employee/Applicant (E/A) to schedule appointment to complete background check paperwork. If DMV check will be ordered, ask E/A to bring their driver's license.		Finalist is referred to as applicant in this document.
__ D-5.	Prepare paperwork for E/A appointment. <i>Release form:</i> On page 1 check boxes indicating types of background checks required. Complete Hiring Coordinator's box on page 3.		

	Hiring Coordinator	HR	Resources/Explanations
__ D-5.	<p><i>IOC:</i> Add E/A's name, payroll and working job titles, and title code as written on job description.</p> <p><i>Live Scan:</i> Add payroll and working job titles to the first highlighted section of form.</p> <p><i>Job Description:</i> Include copy of signed description with this paperwork.</p>		
__ D-6.	<p>Complete paperwork with E/A.</p> <p><i>Release form:</i> E/A completes pages 1-2. You sign page 1 as witness. If credit or DMV reports will be ordered have E/A check box on page 2 if they want copy of report(s).</p> <p><i>IOC:</i> if criminal background check is required, call UCPD at 642-6760 with E/A present to schedule fingerprint appointment. Add date and time to IOC and Fingerprint Instructions sheet. Note appointment on your calendar for reminder/follow-up purposes.</p> <p><i>Live Scan:</i> if criminal background check is required, have E/A complete highlighted sections.</p>		
__ D-7.	<p>Copy and distribute paperwork. Do not keep copies of background check paperwork in your files.</p> <p>Distribute to Dee If DMV check is only required, send Dee pages 1-3 of the original release and clear copy of driver's license.</p> <p>If criminal background check is required, send Dee in sealed confidential envelope:</p> <ul style="list-style-type: none"> ▪ pages 1-3 of the original release ▪ copy of IOC ▪ clear copy of driver's license (if applicable). <p>If faxing, fax to Dee at 643-9839 and send hard copies in sealed confidential envelope.</p> <p>Distribute to E/A If criminal and credit background checks are required, paperclip behind Fingerprint Instructions sheet:</p> <ul style="list-style-type: none"> ▪ original IOC ▪ Live Scan ▪ copy of release ▪ copy of job description <p>Remind E/A to take this packet to their appointment with a photo ID (driver's license or other official ID). <u>UCPD will not fingerprint a person without required paperwork.</u></p>	<p>Dee orders credit and/or DMV background checks if required.</p> <p>IF all background checks RESULTS CLEAR or CLEARANCE REQUIREMENTS MET (see Resources/Explanations) Dee sends clearance email to hiring coordinator or supervisor, Judy, Shannon and/or payroll depending on personnel action (i.e., hire, transfer, or change in duties.)</p> <p>NEGATIVE RESULTS (see Resources/Explanations)</p>	<p>Refer to RSSP Background Check Clearance Requirements and Negative Results</p>

	Hiring Coordinator	HR	Resources/Explanations
__ D-8.	<p>If you receive clearance email from Dee, you are ready to send applicant to Payroll for hire or have employee begin sensitive duties.</p> <p>If E/A is ineligible, manager or supervisor selects another applicant or re-delegates sensitive duties.</p>		

Contact Background Check Dee Palacios at 642-2311 or deepals@berkeley.edu with questions related to this checklist or for assistance with the background check process.