

Background Check Criteria and Language for RSSP Job Descriptions and Recruitment

I. Criteria

Criteria: Care, safety and security of people or property.

Means: Direct contact with, responsibility for or supervision of children. Responsibility for receiving or inventory of costly removable property or goods.

*Positions: Teachers, recreation program instructors, anyone who works directly with or around children (all positions at University Village and Smyth-Fernwald sites). Anyone who has receiving or inventory responsibility for food, computer equipment or other costly removable property or goods.

Type of check: Criminal background check

Criteria: Direct access to, or control over, cash, checks, credit card account information.

Means: Handling of cash, checks, or credit card account information.

Positions: Cashiers or anyone who collects fees or accepts payments or credit card numbers for services. Anyone who oversees these functions.

Type of check: Criminal and credit background check

Criteria: Authority to commit financial resources of the University through contracts greater than the Low Value Purchase Authority (LVPA).

Means: Authority to make purchases on behalf of the department *greater* than the LVPA. LVPA restricted to \$2,500.

*Positions: Anyone with purchasing authority over LVPA.

Type of check: Criminal background check

Criteria: Control over campuswide or departmental business processes, either through functional roles or systems security access.

Means: Responsibility for development or maintenance of critical business systems.

*Positions: Computer programmers

Type of check: Criminal background check

Criteria: Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft.

Means: Access to information that identifies or describes an individual, including, but not limited to name, address, telephone number, family members names, social security number, date of birth, and personal characteristics that would make the individual's identity easily discoverable.

*Positions: Some Human Resources, Payroll, Assignments, Cashiers, Cal Rentals staff. Anyone who has access to student, faculty, or staff personally identifiable information.

Type of check: Criminal

Criteria: Possession of building master or sub-master key access to residences and certain other facilities, particularly laboratories.

Means: Key or card access to residences, food and computer storage areas, cashier's office and other areas where cash, checks and credit card information are located.

*Positions: Housing managers and supervisors, custodians, maintenance workers, resident directors, resident advisors, dining services managers and supervisors, various food service and IT positions, building coordinators who have access to cash handling areas.

Type of check: Criminal background check

Criteria: Regular operation of University vehicles as part of assigned job duties.

Means: Anyone who drives a University vehicle as a requirement of their job.

*Positions: Maintenance workers, groundskeepers, etc. Anyone who chooses to drive a University vehicle on a preferred basis must also complete a background check.

Type of check: Periodic DMV background checks.

*** Positions listed are not all inclusive. Job duties for each position are reviewed individually for sensitivity.**

II. Language

For Job Recruitment

When background checks are required, the following language should be included in all job advertisements.

Background checks required	Language to use in job advertisement
Criminal only:	This position is subject to a criminal background check ...
Criminal and credit:	including credit check for bonding purposes.
Criminal and driving required:	and periodic DMV checks for driving record and valid driver's license.
Criminal and driving preferred:	Driving is preferred. If driving, periodic DMV checks for driving record and valid driver's license are required.
Driving required only:	This position is subject to periodic DMV checks for driving record and valid driver's license.
Driving preferred only:	Driving is preferred. If driving, periodic DMV checks for driving record and valid driver's license is required.

For Job Descriptions

The Background Check Requirement language is placed after the IIPP Requirement at the end of the Major Functions section of job description. It includes background checks required, criteria met and specific duties that meet those criteria.

Example:

Background Check Requirement

This position is subject to a criminal background check including credit check for bonding purposes. Driving is preferred. If driving, a DMV background check for driving record and valid driver's license is required.

This position meets the following background check criteria. 1. Direct access to, or control over, cash, checks, credit card account information. If driving, 2. Regular operation of University vehicles as part of assigned job duties.

This position: 1. Accepts cash and check payments from family housing and graduate student residents of University Village, Smyth-Fernwald and Manville. 2. If driving, will use University vehicle to attend meetings at and deliver communications to above locations.

Other examples for writing specific job duties:

Collects cash and check payments from clients for housing services.

Provides safe, well supervised, age appropriate care for children of village residents.

Repairs locks, makes keys, pins cores, changes combinations, installs and maintains lock systems.

If driving, incumbent would drive unit van to deliver supplies to restaurant twice a week.
(if driving is preferred)

Drives unit van to deliver supplies to restaurant twice a week.
(if driving is required)

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