

Human Resources

Safety/Security Sensitive Position Identification Tool

Employee Classification:

- | | | |
|---|---|---|
| <input type="checkbox"/> Classified Staff | <input type="checkbox"/> Administrator | <input type="checkbox"/> Graduate Assistant |
| <input type="checkbox"/> Service Professional | <input type="checkbox"/> Temporary | <input type="checkbox"/> Intern |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Student Worker | <input type="checkbox"/> Volunteer |

Date: _____ Position Title: _____
 Position Start Date: _____ Supervisor: _____
 Department: _____ Position Number: _____

Per policy #1.085, an NAU position which is considered safety/security sensitive under the defined criteria is subject to certain background/fingerprinting requirements.

If you can answer “yes” to any of the questions below, the candidate or incumbent for the position in question will be subject to a background and fingerprint check. *Incidental or infrequent exposure to a “safety/security” situation or responsibilities would not necessarily define a position as safety/security sensitive.* **Please read each criterion carefully.**

1. Is this position an Administrator position (an officer who reports directly to the President or to a Vice President and who is responsible for planning, organizing, directing, controlling and evaluating the activities of a major segment of the university)?

If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of functions that are generally found in the following positions:

- President
- Provost
- Vice-President
- Assistant or Associate Vice President/Provost
- Dean
- Assistant or Associate Dean
- Legal Counsel
- Directors whose position meets the Administrator criteria described above.

2. Does this position have unsupervised contact with minors who are not enrolled students of the University?

If yes, please explain:

Includes, but is not limited to, positions that assume the types of functions that are generally found in the following areas:

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- Cooperative programs
- Child care day camps
- Youth camps (athletic, music, etc.)
- Educational outreach programs
- Others where job duties are performed in the presence of a minor in a confined room, vehicle, or work space without the presence of another adult; or being in the presence of a minor outside the view of another adult within 30 feet.

3. Is this a position for which a fingerprint check is required by federal or state law?
If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of functions that are generally found in the following areas:

- Direct access to select biological/biochemical agents as defined by the USA Patriot Act of 2001 and the Public Health Security and Bioterrorism Preparedness Response Act of 2002.
- Employees of the NAU Police Department.

4. Does this position have unrestricted access to residence hall rooms/apartments?
If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of functions that are generally found in the following areas/positions:

- Residence Hall Directors and Resident Assistants
- Residence Hall Custodial Manager and Supervisors
- Residence Hall General Maintenance Mechanics
- Residence Life employees and student workers who have access to residence hall master keys
- Lockshop employees

5. Does this position have control over fiscal assets as a job responsibility?
If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of fiscal functions that are generally found in the following areas/positions:

- Fiscal Operations Managers
- Comptrollers
- Assistant Comptrollers

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- Auditors
- Senior Business Managers and Business Managers
- Business Administrator positions
- Senior Tellers
- Those with [fund custodian supervisor](#) responsibilities
- Approval authority for department purchase orders (PDs)
- Authority and/or ability to generate disbursements within the financial accounting systems without further approval
- Direct and regular access to cash or cash equivalents of \$500 or more

6. Does this position have authority to sign contracts on behalf of the University required the expenditure of funds?
If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of functions that are generally found in the following positions:

- Procurement officials

7. Does this position have oversight and/or management of institutional systems and/or access to information that poses a significant risk to the University?
If yes, please explain:

Includes, but is not limited to, positions that are officially titled or assume the types of functions that are generally found in the following areas/positions:

- Human Resources personnel
- Medical personnel
- Systems Administrators
- Positions with information system query access

Other reasons you feel this position is safety/security sensitive that are not defined above:

**** After completion of this tool, designate the resulting safety/security sensitive status of the position in question by checking the appropriate box on the corresponding hiring form (i.e. requisition, PAR, SWEA, etc.). The completed safety/security sensitive identification document should be maintained in the department file with copies of any corresponding documentation.**

For more details regarding the background/fingerprint policy or processes, please visit the [Human Resources website](#) or contact your HR Employment & Compensation Analyst.