



## STAFF & MANAGEMENT HIRE AUTHORIZATION FORM

### PART I: GENERAL INFORMATION

Department Name: \_\_\_\_\_ Department ID: \_\_\_\_\_

Classification Title: \_\_\_\_\_ Working Title: \_\_\_\_\_

CSU Class (Job Code): \_\_\_\_\_ Skill Level: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Extension: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Print Name)

Position reports to: \_\_\_\_\_  
(Appropriate Administrator) (Working Title)

Will this position oversee/lead other employees/student assistants?  Yes  No

### PART II: POSITION & EMPLOYEE INFORMATION

#### POSITION IS:

Reappointment (annual) Employee Name: \_\_\_\_\_ Position # \_\_\_\_\_

Recruitment:  New Position  Replacement for \_\_\_\_\_ Position # \_\_\_\_\_  
(Organizational Chart and Position Description Required) name, if applicable

Permanent  Temporary Ending Date: \_\_\_\_\_

Proposed Start/Effective Date: \_\_\_\_\_ No. of Openings for this Position \_\_\_\_\_

*\*If the temporary appointment is for at least six months and one day and at a time base of at least 50% the employee is eligible for benefits.*

Emergency Hire Name: \_\_\_\_\_  
(If known)  
Name of Employee Vacating Position (if applicable) \_\_\_\_\_ Position # \_\_\_\_\_

Last Day on Payroll: \_\_\_\_\_

**TIME BASE:**  Full-Time  
 Part-Time: No. of Hours Per Week \_\_\_\_\_  
 Hourly Intermittent Not to exceed \_\_\_\_\_ Hours Per Week

**PAY PLAN:**  12 Month  10/12  11/12 (as available per CBA)  
 Other \_\_\_\_\_ Period(s) Off: \_\_\_\_\_

Extension of GRANT POSITION  Funding Change Only at Grant Position  
(Requires appropriate Admin./Principal Investigator & GRaSP signature only - then route to HR)

#### Reason for Replacement/Transaction:

Resigned  Promotion  Leave of Absence  Retirement

Other

Not a "sensitive" position (see attached): \_\_\_\_\_

**CLASSIFICATION SALARY:**

Salary Range: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ per month OR \$ \_\_\_\_\_ - \$ \_\_\_\_\_ per hour

(CSU SALARY SCHEDULE: <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>)

Is this Federal Funding?  Yes  No

Is it subject to e-verification?  Yes  No

Are there special requirements associated with this grant?  Yes  No (Grants office to complete)

_____	_____	_____	_____	_____	_____	_____
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	ALLOCATION %	REPORTING UNIT (Required)

_____	_____	_____	_____	_____	_____	_____
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	ALLOCATION %	REPORTING UNIT (Required)

**DEPARTMENT TO COMPLETE:**

Required for Recruitments only

- 2 week closing  3 week closing  Priority closing in \_\_\_\_\_ weeks but Open Until Filled
- ON CAMPUS ONLY or  OPEN RECRUITMENT
- No Advertising
- Advertising Requested (Complete Advertising Menu)

_____	_____	_____	_____	_____	_____
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	REPORTING UNIT (Required)

\$ \_\_\_\_\_  
Max. Authorized

**DOCUMENTS ATTACHED:**

- Organizational Chart
- Position Description
- Advertising Menu

**PART III: APPROVALS - Please route form in the order identified.**

	Print Name	Signature	Date
Chair/Dept. Mgr.	_____	_____	_____
Dean/Director/AVP	_____	_____	_____
<i>(Signature indicates approval of appointment and use of chartfield for advertising and background related charges)</i>			
GRaSP	_____	_____	_____
<i>(req'd for all grant-funded positions)</i>			
Appropriate Budget Liaison	_____	_____	_____
<input type="checkbox"/> Funding Verified			
Vice President	_____	_____	_____
Vice President, BAS or President	_____	_____	_____
<i>(If new position)</i>			

**Appropriate Changes Completed**

**University Budget Office:** \_\_\_\_\_  
Print Name Signature Date

Comments: \_\_\_\_\_

**For HR Use Only**

Union Code: \_\_\_\_\_

Grade: \_\_\_\_\_

**FLSA Status:**

**CSU Determination**

Exempt  Non-exempt

**CSUB HR Determination**

Exempt  Non-exempt

CMS Position #: \_\_\_\_\_

MPP Job Code: \_\_\_\_\_

- Livescan
- Background Check
- Pre-Employment Physical
- Credit Check
- Motor Vehicle Report
- Other

Return to HR for Final Action - 39 ADM



## CONSIDERATIONS FOR SENSITIVE POSITIONS

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Position Functions or Task	In addition to the minimally required background check:
Responsibility for the care, safety and security of people (including children and minors), animals and CSU property	<ul style="list-style-type: none"> <li>• Childcare services personnel</li> <li>• Coaches</li> <li>• Camp and Clinic Counselors and Coaches</li> <li>• Counseling Services</li> <li>• Health Care Services</li> <li>• Public Safety Services</li> <li>• Recreational 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 counseling services</li> <li>• Provides health care and related services</li> <li>• Has access to computers and other valuable equipment</li> <li>• Provides services for and/or work with animals</li> </ul>	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a)
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 &amp; products</li> <li>• Approves payments</li> <li>• Ability to commit funds and services for programs and projects</li> </ul>	
Access to, or control over, 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> <li>• Employees with access to Level 1 information assets (Level 1 data) through campus data centers/systems</li> <li>• Other employees whose duties require access to or control over the above information</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>	
Responsibility or access/possession of building master or sub-master keys for building access	<ul style="list-style-type: none"> <li>• Building Engineers</li> <li>• Facilities Personnel</li> <li>• Custodians</li> <li>• Locksmiths</li> <li>• Maintenance Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Access to master keys</li> <li>• Access to offices for maintenance or repair of equipment</li> <li>• Maintains building security</li> <li>• Access to facilities for installation and/or cleaning</li> </ul>	
Access to controlled or hazardous	<ul style="list-style-type: none"> <li>• Pharmaceutical Personnel</li> <li>• Healthcare Professionals</li> <li>• Custodians</li> </ul>	<ul style="list-style-type: none"> <li>• Dispenses prescription medication</li> <li>• Maintains drug formulary</li> <li>• Access to drugs</li> </ul>	

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substances	<ul style="list-style-type: none"> <li>• Other faculty or staff with access to hazardous chemicals or controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>• Access to potentially hazardous substances</li> </ul>	
Access to and responsibility for detailed personally identifiable information about students, faculty, staff or alumni that is protected, personal or sensitive	<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>• Coordinators</li> <li>• Student Affairs Officers</li> <li>• Counselors</li> <li>• Registrars</li> <li>• Employees with access to Level 1 information (Level 1 data) through campus data centers/systems</li> </ul>	<ul style="list-style-type: none"> <li>• Access to employee records</li> <li>• Access to student records</li> <li>• Access to personal or other restricted, sensitive or confidential data (e.g., Level 1 data)</li> <li>• Access to protected health information</li> <li>• Access to restricted data</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	<ul style="list-style-type: none"> <li>• Athletic Trainers</li> <li>• Attorneys</li> <li>• Counselors</li> <li>• Diving/Water Safety</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>	Professional licensing, certification and/or credential verification
Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death	<ul style="list-style-type: none"> <li>• Automotive Technicians</li> <li>• Equipment Operators</li> <li>• Environmental Health and Safety Officers</li> <li>• Groundskeepers</li> <li>• Police Officers</li> <li>• Transit Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Operation of University or commercial vehicles</li> <li>• Operation of heavy equipment or machinery</li> <li>• Responders to emergencies involving potentially hazardous substances</li> </ul>	Motor Vehicle Records/Licensing Check