

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
AUXILIARY HIRE AUTHORIZATION FORM**

NO: \_\_\_\_\_

Name: \_\_\_\_\_  
(for Emergency Hires & Reappointments)

NOT A "SENSITIVE" POSITION (see attached) FORM COMPLETED BY: \_\_\_\_\_ (ext. \_\_\_\_\_)

OFFICIAL JOB TITLE : \_\_\_\_\_ WORKING JOB TITLE: \_\_\_\_\_  
(From Auxiliary Salary Schedule: [http://www.csub.edu/bas/hr/Auxiliary\\_SPA/index.html](http://www.csub.edu/bas/hr/Auxiliary_SPA/index.html))

RATE OF PAY: \_\_\_\_\_ DEPT NAME: \_\_\_\_\_ DEPT ID: \_\_\_\_\_  
(From Auxiliary Salary Schedule: [http://www.csub.edu/bas/hr/Auxiliary\\_SPA/index.html](http://www.csub.edu/bas/hr/Auxiliary_SPA/index.html))

**Type of Appointment** (*Attach and email position description to Candice McCarthy for Recruited and Emerg. Hire positions*)

RECRUITMENT: NEW POSITION \_\_\_\_\_ or REPLACEMENT FOR: \_\_\_\_\_

REAPPOINTMENT (annual) or  EMERGENCY HIRE

EXTENSION of **GRANT POSITION** or  FUNDING CHANGE ONLY of **GRANT POSITION**  
(Requires appropriate Admin./Principal Investigator & **GRaSP** signature only – then route to H.R.)

**Appointment details and funding**

EFFECTIVE DATE OF POSITION: \_\_\_\_\_ NO. OF OPENINGS FOR THIS POSITION: \_\_\_\_\_

TEMPORARY: ENDING DATE: \_\_\_\_\_

FULL TIME or  PART TIME: NO. OF HRS/WK: \_\_\_\_\_

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)

\_\_\_\_\_  
PROGRAM  
(If applicable)

\_\_\_\_\_  
PROJECT/GRANT  
(If applicable)

BILL TO: (If reimbursed from State side funds, please provide this information):

\_\_\_\_\_  
PS DEPT ID  
(Required)

\_\_\_\_\_  
FUND  
(Required)

\_\_\_\_\_  
PROGRAM  
(Required)

\_\_\_\_\_  
PROJECT/GRANT  
(Required)

POSITION REPORTS TO: \_\_\_\_\_ (Appropriate Administrator) \_\_\_\_\_ (Working Title)

\_\_\_\_\_  
**(Signature/Date) Appropriate Admin./P.I.** - signature indicates approval of appointment & use of chartfield for advertising

\_\_\_\_\_  
**(Signature/Date) President** - req'd if 90 day or more appointment

\_\_\_\_\_  
**(Signature/Date) Cabinet Officer**

\_\_\_\_\_  
**(Signature/Date) GRaSP**- req'd for all grant-funded positions

**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 Advert. Menu)  
# \_\_\_\_\_ \$ \_\_\_\_\_  
Chartfield Max. Authorized

**For HR use only**

**FLSA Status:**

**CSUB HR Determination**

\_\_\_ Exempt \_\_\_ Non-Exempt

**Fingerprinting / Physical / Credit Check**

Circle to indicate which are required, or check none: \_\_\_\_\_ None

# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

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