<table>
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<tr>
<th>Critical Function</th>
<th>Recommended Type of Background Check&lt;sup&gt;2&lt;/sup&gt;</th>
<th>Position/Function/Task Examples&lt;sup&gt;1&lt;/sup&gt;</th>
</tr>
</thead>
</table>
| **Master Key Critical**  
Master key access to all office facilities. | • 7-Year Employment History (previous 2 employers)  
• Education Report (highest degree)  
• DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace) | **Typical Positions:**  
• SMG Employees (as appropriate)  
• Building & Mail Services  
• Telecommunications & Engineering Staff  
• Security & Custodial Staff  
• Network and IT Staff  
• Locksmiths (as appropriate)  
• Executive Administrative Staff (as appropriate)  
**Typical Functions or Tasks:**  
• Access to master keys  
• Access for furniture & equipment repairs  
• Access for computer or telecommunications networking & repairs  
• Heat, air, other environmental tests  
• Maintain building security and badging protocols |
| **Human Life, Youth, Property Critical**  
Controlled Substance & Hazardous Materials Critical  
Direct responsibility for the care, safety and security of human life or the safety and security of personal or University property. Also includes access to or responsibility for controlled substances or hazardous materials. | • 7-Year Employment History (previous 2 employers)  
• Education Report (highest degree)  
• DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace) | **Typical Positions:**  
• SMG Employees  
• Student Affairs Officers  
• Health & Safety Personnel  
• Human Resources Staff  
• Building & Mail Services  
• Security & Custodial Staff  
• Counseling Services Staff  
**Typical Functions or Tasks:**  
• Provide employee or student counseling  
• Access to computers and other valuable equipment & facilities  
• Access to potentially hazardous chemicals  
• Provide emergency care services  
• Maintain building safety & security |
| **Cash Critical**  
Direct access to or responsibility for cash and cash equivalents (as defined by Business & Finance Bulletin, BUS-49), inventories, or University property disbursements or receipts. | • 7-Year Employment History (previous 2 employers)  
• Education Report (highest degree)  
• DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace)  
• Employee Credit Report | **Typical Positions:**  
• SMG Employees  
• Fiscal & Audit Management  
• Business & Accounting Staff  
• Cashiers & Cashier Management  
• Building & Mail Services  
• Purchasing & Vendor Relations  
• Payroll Services  
**Typical Functions or Tasks:**  
• Expense reporting  
• Cashiering  
• Invoice approval and payment  
• Postage meter use  
• Preparation or distribution of employee salary or reimbursement checks  
• Handling & receipt of development funds and grants |
<table>
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<tr>
<th>Critical Function</th>
<th>Recommended Type of Background Check</th>
<th>Position/Function/Task Examples&lt;sup&gt;1&lt;/sup&gt;</th>
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| Financial Critical                      | 7-Year Employment History (previous 2 employers)  
Extensive authority for committing the financial resources of the University.  
Education Report (highest degree)  
DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace)  
Employee Credit Report | Typical Positions:  
SMG Employees  
Directors/Managers of Purchasing, IT, Business & Contracts  
Controller & Financial Management  
Engineers & Architects  
Purchasing & Vendor Relations  
Budgeting Positions | Typical Functions or Tasks:  
Bid & RFP approvals  
Vendor or product approval  
Commit funds for programs and projects  
Approve insurance payments  
Approval of contracts |
| Operation of Vehicles, Machinery, & Toxic Systems Critical | 7-Year Employment History (previous 2 employers)  
Education Report (highest degree)  
DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace)  
MVR Report | Typical Positions:  
Development Engineers  
Equipment Operators  
Automotive Technicians  
Building Services  
Custodial Staff & Groundskeepers  
Health & Safety Managers | Typical Functions or Tasks:  
Operation of equipment or machinery  
Operation of commercial vehicles  
Responders to emergencies involving potentially hazardous substances |
| License, Certificate, Degree Critical | 7-Year Employment History (previous 2 employers)  
Education Report (highest degree)  
DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace)  
Professional Licenses Report | Typical Positions:  
SMG Employees (as appropriate)  
Engineers  
Architects  
Attorneys  
IT & Networking Staff  
Security  
Employee Assistance Counselors | Typical Functions or Tasks:  
Handle real estate transactions on behalf of UC  
Design or build facilities and offices  
Patent licensing  
Provide legal advice  
Counsel employees  
Render medical services |
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<td>National Security Critical</td>
<td>7-Year Employment History (previous 2 employers), Education Report (highest degree), DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, Social Security Number Trace, and Federal Criminal)</td>
<td>Typical Positions: Department of Energy (DOE) Lab positions, SMG Employees (as appropriate), UC Staff whose position requires a government security clearance</td>
<td>Typical Functions or Tasks: As defined by the agency granting the clearance</td>
</tr>
<tr>
<td>Protected, Personal, Sensitive Data Critical</td>
<td>7-Year Employment History (previous 2 employers), Education Report (highest degree), DOJ/FBI Check (or the equivalent agency background check which includes: 7-Year Criminal Felony and Misdemeanor-All Recorded Counties, Widescreen Plus National Criminal Search, National Sex Offender Search, and Social Security Number Trace)</td>
<td>Typical Positions: SMG Employees (as appropriate), IT &amp; Network Staff, Human Resources Staff, Payroll Services, Attorneys, Fiscal &amp; Audit Management, Student Affairs Officers, Building &amp; Mail Services, Security &amp; Custodial Staff, Customer Service Reps, Benefits Service Reps, Retirement Program Reps, Health Care Facilitators, Employee Database Preparers &amp; Reviewers</td>
<td>Typical Functions or Tasks: Access to restricted, sensitive or confidential data (as defined in IS-3 Electronic Information Resources), Access to employee or payroll records, Access to protected health information, Maintenance of inventories of restricted data, IT programming &amp; systems maintenance, Individual health insurance and/or service delivery issue resolution, Retirement investment and distribution processing, Entry and review of personal employee data in HR or Payroll Systems</td>
</tr>
</tbody>
</table>

1. Tasks/positions noted on chart do not include ALL positions, responsibilities or functions which may require a background check. For additional information or questions on positions/functions/tasks not appearing in this Guide, please contact UCOP Local Human Resources.

2. All background checks will be conducted in accordance with University policy and applicable labor agreements.