



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"> • Childcare services personnel • Coaches • Camp and Clinic Counselors and Coaches • Counseling Services • Health Care Services • Public Safety Services • Recreational related services • Healthcare Professionals 	<ul style="list-style-type: none"> • Provides services for and/or directly works with children and minors • Provides student and employee counseling services • Provides health care and related services • Has access to computers and other valuable equipment • Provides services for and/or work with animals 	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"> • Contracts and Procurement Managers and Staff • Buyers • Controllers • Financial Managers • Administrative Managers 	<ul style="list-style-type: none"> • Approves contracts • Approves bids and RFP's • Approves vendors & products • Approves payments • Ability to commit funds and services for programs and projects 	
Access to, or control over, cash, checks, credit cards and/or credit card account information	<ul style="list-style-type: none"> • Business and Accounting Managers and staff • Procurement • Collections • Cashiers • Employees with access to Level 1 information assets (Level 1 data) through campus data centers/systems • Other employees whose duties require access to or control over the above information 	<ul style="list-style-type: none"> • Transfers, withdraws, and/or deposits money • Uses a company-issued credit card to purchase items • Handling/receipt of funds 	
Responsibility or access/possession of building master or sub-master keys for building access	<ul style="list-style-type: none"> • Building Engineers • Facilities Personnel • Custodians • Locksmiths • Maintenance Personnel 	<ul style="list-style-type: none"> • Access to master keys • Access to offices for maintenance or repair of equipment • Maintains building security • Access to facilities for installation and/or cleaning 	
Access to controlled or hazardous	<ul style="list-style-type: none"> • Pharmaceutical Personnel • Healthcare Professionals • Custodians 	<ul style="list-style-type: none"> • Dispenses prescription medication • Maintains drug formulary • Access to drugs 	

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:
substances	<ul style="list-style-type: none"> • Other faculty or staff with access to hazardous chemicals or controlled substances 	<ul style="list-style-type: none"> • Access to potentially hazardous substances 	
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"> • Auditors • HR and Payroll Managers and staff • Information Technology (IT) Personnel • Information Systems Personnel • Programmers • Healthcare Staff • Coordinators • Student Affairs Officers • Counselors • Registrars • Employees with access to Level 1 information (Level 1 data) through campus data centers/systems 	<ul style="list-style-type: none"> • Access to employee records • Access to student records • Access to personal or other restricted, sensitive or confidential data (e.g., Level 1 data) • Access to protected health information • Access to restricted data • Systems maintenance 	
Control over campus business processes, either through functional roles or system security access	<ul style="list-style-type: none"> • IT Management • HR Management • Information Officers • Information Security • Business and Finance Management 	<ul style="list-style-type: none"> • Control over/ability to modify employee, student, financial databases 	
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"> • Athletic Trainers • Attorneys • Counselors • Diving/Water Safety • Engineers • Healthcare Professionals • Heavy Equipment Operators • Pest Control • Police Officers 	<ul style="list-style-type: none"> • Counsels employees or students • Designs or build facilities and offices • Provides legal advice • Renders medical services • Renders safety services 	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"> • Automotive Technicians • Equipment Operators • Environmental Health and Safety Officers • Groundskeepers • Police Officers • Transit Drivers 	<ul style="list-style-type: none"> • Operation of University or commercial vehicles • Operation of heavy equipment or machinery • Responders to emergencies involving potentially hazardous substances 	Motor Vehicle Records/Licensing Check