identifying the background check requirement for sensitive positions, all posted position descriptions should include an identifier (e.g., checkbox) indicating whether or not the position will have access to sensitive data.

The table below provides information regarding key duties and responsibilities associated with examples of occupations or positions considered sensitive. For each category, additional background check requirements beyond the minimally required background check (employment verification, education verification, reference check, and criminal records check) have a

Responsibility or access/possession of building master or sub-master keys for building access	ꞁBuilding Engineers ꞁFacilities personnel ꞁCustodians ꞁLocksmiths ꞁMaintenance personnel	ꞁAccess to master keys ꞁAccess to offices for maintenance or repair of equipment ꞁAccess to residences and other facilities for ongoing maintenance ꞁMaintains building security ꞁAccess to facilities for installation and/or cleaning	
Access to controlled or hazardous substances	ꞁPharmaceutical personnel ꞁHealthcare professionals ꞁCustodians ꞁOther faculty or staff with access to hazardous chemicals or controlled substances	ꞁDispenses prescription medication ꞁMaintains drug formulary ꞁAccess to drugs ꞁAccess to pote	