<table>
<thead>
<tr>
<th>Sensitive Function</th>
<th>Typical Positions</th>
<th>Typical Functions or Tasks</th>
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| Care, safety, and security of people or property | Senior Management Group employees  
Counseling Services Managers and Officers  
Student Affairs Officers  
Childcare Services Supervisors  
Health & Safety Managers, Technologists & Technicians  
Sworn public safety officers  
Child care workers  
Camp counselors | Employee or student counseling or advising  
Building safety and security  
Child daycare  
Camp counseling  
Recreation instructing/supervising |
| Direct access to, or control over, cash, checks, credit card account information | Senior Management Group employees  
Accounting Managers & Officers  
Business Managers  
Cashier’s Office Managers, Supervising Cashiers & Cashiers  
Collection Managers  
Mail Service Supervisors  
Cash handling positions  
Credit card acceptance positions | Check writing  
Petty cash reimbursement  
Cashiering  
Invoice approval and payment  
Postage meter use  
Distribution of employee salary or reimbursement checks |
| Authority to commit financial resources of the University through contracts greater than the Low Value Purchase Authority (LVPA). | Senior Management Group employees  
Directors or Managers of Purchasing, Computing, Business & Contracts  
Engineering Managers or Engineers  
Architectural Managers or Architects  
Buyers | Bid/RFP approvals  
Vendor or product approval  
Committing funds for programs or projects  
Approval of insurance payments  
Approval of contracts |
| Control over campuswide or departmental business processes, either through functional roles or systems security access | Senior Management Group employees  
Network/system administrators  
System programmers  
HRMS/Payroll functional leads | Granting user account permissions  
Access to accounts that control sensitive or secure data  
Implementing systems that access secured data |
| Access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft | Senior Management Group employees  
Student advisors  
Fundraisers  
Human resources specialists  
Payroll specialists | Data entry of, or access to, personal data such as SSNs, credit card numbers, or bank accounts |
| Possession of building master or sub-master key access to residence and certain other facilities, particularly laboratories | Senior Management Group employees  
Facilities Managers  
Telecommunications, Engineering & Building Services Managers  
Custodial services staff  
Residential/Student Service Program staff | Building security  
Access for computer or telecommunications networking/repair  
Heat, air, other environmental testing |
| Regular operation of University vehicles as part of assigned job duties | Development Engineers  
Automotive Equipment Operators  
Transit drivers  
Delivery staff | Transporting passengers in a University vehicle as part of the job |