

Security Sensitive Position

Thorough background investigations, including a conviction history check, should be conducted before a candidate is hired into a position defined as security-sensitive.

Certain positions at Chicago State University are defined as security-sensitive, as required by the Illinois Campus Security Act (Public Act 88-629). Security-sensitive positions are those which require employees to be entrusted with the following:

1. the care of or daily close contact with pre-college aged children or vulnerable adults (adults at any age who lack the functional, mental or physical ability to care for themselves);
2. large amounts of cash or other items of significant value;
3. firearms;
4. keyed access to residence halls;
5. access to or responsibility for select agents (controlled substances, biological agents or toxins deemed a threat to public);
6. access to confidential, critical and/or secured data.

The Office of Human Resources will notify the unit contact of the final results of this review. The Office of Human Resources – Employment Division can then proceed with an offer of employment to an individual for whom no criminal conviction history is found. If the information received indicates any criminal conviction history, the information will be referred to the CSU Investigative Review Committee. *This committee will determine whether the criminal conviction record is related to the position for which the individual has applied and whether the person would be a security risk in the position.* The Investigative Review Committee is comprised of representatives of the following offices: Director of Human Resources, Chief of Police, Ethics, and University Counsel.

It should be noted that if a criminal record is found, there could be a delay of several weeks to several months to obtain the detailed information needed to make an educated determination of the security risk. *A job offer cannot be made contingent on the clearance of a criminal record; the unit must wait for the results of the investigation for the hiring process to proceed.* In unusual circumstances, the unit may contact the Office of Human Resources for advice.

No individuals may be hired into security-sensitive positions until all investigations have been completed.

Office of Human Resources

9501 S. King Drive/ADM 203

Chicago, IL 60628

T 773.995.2040

F 773.995.2942

Security Sensitive Positions include:

- All positions in the Information Technology Division
- All positions in the Office of Budget
- All positions in the Bursar/Cashier Department
- All positions in the Counseling Center
- All positions in the Office of Human Resources
- All positions in the Office of Labor and Legal
- All positions in the Office of the President
- All positions in the Office of Purchasing
- All positions in Sponsored Programs
- All positions in Student Financial Aid
- All positions in Student Health Service
- All positions in Student Residence Hall
- All position in the University Police Department
- Senior Vice President and Provost of Academic Affairs
- Vice President of Finance and Administration
- Associate Vice President of Finance and Administration
- Director of Finance/Comptroller
- Business Systems Director in Finance and Administration
- Vice President of Enrollment Management

Office of Human Resources

9501 S. King Drive/ADM 203

Chicago, IL 60628

T 773.995.2040

F 773.995.2942

- Associate Vice President of Enrollment Services
- Registrar
- Accountants
- Electricians
- Manager of Campus Parking
- Parking Agents
- Steam & Power Plant Engineers
- Inventory Clerk
- Property Control Coordinator

* Please be advised positions can be added or deleted from this list depending on the roles and responsibilities.