



SAN JOAQUIN COUNTY
Human Resources Department

PRE-EMPLOYMENT BACKGROUND INVESTIGATION PROGRAM

CLASSIFICATION ELEMENTS WORKSHEET

Classification Elements are categories that identify a classification’s particular job characteristics that relate to components of San Joaquin County’s Pre-Employment Background Investigation Program. These elements establish a job nexus so that only information that is directly related to the responsibilities of the position is considered. The nature, purpose, and authority of the position as identified by classification elements, as well as any legal or statutory requirements, will determine the appropriate level of background screening.

Each element is designed to provide an accurate description of the sensitive functions or responsibilities of a position. After evaluating the job against the list of classification elements below, select which element applies to the position by checking “Yes” or “No”. For each element checked “Yes”, please provide additional information by describing how the particular element is related to the position. The questions following each classification element are there for use as a guide when evaluating the position as it relates to each element.

Note: Your Department must have a Classification Elements Worksheet (CEW) on file with Human Resources for each classification. When a CEW has not been previously submitted, this form must be completed and submitted to Human Resources when requesting to fill a position.

SECTION 1. Department and Position Information

Department Name: _____ Location: _____ Budget Unit: _____

Class Title: _____ Class Code: _____ Union Code: _____

SECTION 2. Classification Elements

E-1 Drive a personal or County vehicle in the performance of duties. YES NO

- What is the frequency? Is it once a month, weekly, or daily?

E-2 Operate heavy equipment, machinery, or power tools. YES NO

- What type of equipment or machinery is used?

- How frequently is it used (daily, weekly, etc.)?

E-3 Work in a setting with or near vulnerable populations. YES NO

- Will the position require working in a hospital, clinic, park, etc.?

- Will the person be providing direct service, care, or rendering medical advice?

- Will the person regularly interact with children, elderly, or the infirmed?

E-4 Have means of entry to secured areas or living spaces, or have direct contact with the community. YES NO

- Will this person enter homes or have access to residences of any kind in the performance of duties? If yes, what is the frequency?

- Will this person be knocking on doors, entering residences, or performing community outreach or field work?

- What is the frequency of the community contact and briefly describe the type of population?

E-5 Have regular, frequent, and/or unsupervised access to pharmaceuticals and/or maintain drug inventories. YES NO

- Will this person be administering or dispensing medication or pharmaceuticals of any kind?

- Is this person responsible for stocking, supplying, and/or accounting for pharmaceuticals of any kind?

- Will this person have access to or be required to operate tranquilizer and euthanasia equipment?

E-6 Sign official documents and/or be authorized to enter into financial contracts on behalf of the County. YES NO

- What type of documents will this person be signing?

- What is the dollar amount this person is authorized to approve?

E-7 Process, manage, or have regular access to:

- Cash
- Checks
- Credit cards
- Electronic Fund Transfers
- Payments
- Employee payroll or reimbursement
- A cash register
- Cash totaling \$10,000 or more
- Public or employee financial information
- None of the above

E-8 Have access to confidential or privileged information. YES NO

- Access to medical records? YES NO
- Have regular access to:
 - Customer or employee bank or credit card account information
 - Social security number
 - Date of birth
- Any other information that could compromise the County or its customers or vendors in any way? If so, what type of information and what is the degree of risk?

E-9 Have regular, frequent, and/or unsupervised access to sensitive security information, IT infrastructure, criminal databases, evidence, and/or access to voting systems. YES NO

E-10 Have unsupervised responsibility for or access to tools equipment, supplies or other County property (other than general office supplies or tools). YES NO

- What type of tools, equipment, supplies, or other vulnerable County property will this person be using or responsible for that can be stolen? What is the approximate value?

E-11 Routinely work with, have or provide access to gases or hazardous materials (e.g. chemicals, solvents, toxins) YES NO

- Which agents or toxins will this person work with or have access to, and to what degree?

E-12 Required to carry a firearm, or have access to weapons or explosives. YES NO

- Is a weapon required for the position? YES NO
- Will the person be working where weapons or explosives are stored? YES NO

E-13 Works with, maintains, or has access to biological and bio-terrorism samples, microbiological and biochemical fluids and specimens. YES NO

E-14 Emergency Response YES NO

- Is this person a first responder in the event of an emergency? YES NO
- Is this person responsible for training other first responders or emergency response personnel (EMS)? YES NO

E-15 Professional Licensing YES NO

- Does this position require a professional license or certification? YES NO
- Valid registration in field of work? YES NO

E-16 Is this a Management position? YES NO

E-OTHER Other duties associated with the position that would make conviction and background history relevant to the position. YES NO


- Is there any information relating to the position that could make a candidate ineligible based on a conviction or other background component that was not included in the CEWs?

SECTION 3. Department Certification

The authorized departmental representative named below hereby certifies that the classification description provided in this document accurately reflects the duties and responsibilities of the proposed position and is consistent with the classification.

 Print Name

 Title

_____
 Signature

 Date