

SENSITIVE POSITION CHECKLIST

DEPT. NO.:	DEPT. NAME:
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Pursuant to the Personnel Policies Manual, Section IV.K.5.a. and b, in consultation with the hiring department and subject to final approval by the Human Resources Director or designee, the Department of Personnel Management shall designate sensitive positions. Sensitive position shall include but not be limited to those positions with the following job responsibilities.

CRITERIA

1	Providing child care in a child care facility, or providing for the health, safety and welfare of a child, particularly where responsibility involves direct repetitive contact with a child or unsupervised access to children;
2	Providing patient care or providing for the health, safety and welfare of adults and elders;
3	Having responsibility for money, receipts and/or disbursement of negotiable instruments, e.g., money, checks and property disbursements;
4	Having responsibility for credit data, credit account records or credit transactions;
5	Carrying and using firearms;
6	Having responsibility for the safety and security of Navajo Nation property;
7	Having routine access to security control and key systems;
8	Having responsibility for controlled substances or toxic, radioactive or other hazardous materials;
9	Having access to or responsibility for confidential information or sensitive data protected by federal, state or Navajo Nation law.

INSTRUCTIONS

To assist the Department of Personnel Management (DPM) in the designation of sensitive positions, please complete the attached sheet(s) by selecting the applicable Criteria outlined above and enter: the Criteria No., the Position No., the Position Title, and an explanation of the responsibilities of the position(s) in your program that you consider to be a sensitive position. The list must include **all** positions within your program including those that you do not consider to be a sensitive position. Please enter "N/A" in the Criteria No., the Position No., and the Position Title only for those positions. (**SEE EXAMPLE Below**). **The Program Manager/Supervisor must sign and date the Sensitive Position List for his/her respective program.** A Sensitive Position List - Supplement is also attached if additional sheet(s) are needed.

CRITERIA NO.	POS. NO.	POSITION TITLE
1	242422	<i>Head Start Teacher Aide</i>
Please explain responsibilities. <i>Employee works with children throughout the course of the day in providing early childhood development activities and services in a Head Start center and in the playground; and assists with the transporting of children to and from center.</i>		
CRITERIA NO.	POS. NO.	POSITION TITLE
N/A	240022	<i>Records Clerk</i>
Please explain responsibilities.		

SENSITIVE POSITION LIST

DEPT. NO.:		DEPT. NAME:
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
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Please explain responsibilities.		
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Please explain responsibilities.		

Program/Department Manager's Signature

Date

Program/Department Manager's Name (Print)

