



Job Title	Background Check Coordinator I, II	Job Code	HR1121, HR1122
Pay Plan	A&P	Pay Grade	15, 16
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Talent Acquisition

Job Family & Subfamily Summary

Human Resources Professionals provide human capital services for an inclusive university workforce for both current and prospective employees through compliant programs and policies.

Talent Acquisition Professionals oversee recruitment, selection, and placement of employees. Conduct applicant screenings. Develop, implement, and maintain recruitment and other employment and sourcing programs and policies for the campus. Provide advice and counsel to campus on employment practices, recruitment processes, and competitive hiring practices.

Job Summary

This position coordinates the university’s criminal history background check and credit history check processes. Determines the appropriate level and processes background checks. Researches criminal history records, evaluates results and prepares files for evaluation by the background check committee as needed.

Representative Duties

1. Background Check Coordination

- Oversees the background check process
- Determines appropriate level of background needed and vendor to be used
- Initiates national background checks
- Performs fingerprinting for Level II background check applicants and facilitates submission to appropriate authority
- Evaluates and disseminates background check results including criminal history documents and forwards results requiring additional review to leadership
- Maintains background check logs, issues international background check waivers when applicable and supervises/performs imaging of background check results
- Confers with prospective employees through written, verbal and face to face communication to ascertain pertinent details regarding any results that need clarification
- Communicates with prospective employees, HR liaisons, departments, and vendors throughout the process
- Provides support with recruitment, job postings, and approvals of candidates
- Manages the HR Background email account

2. Knowledge and Compliance

- Ensures compliance with federal, state, and local laws and regulations for criminal background check collection and evaluation
- Provides guidance and training to departments and colleges on the university’s background check policies and procedures
- Partners with UCF Compliance and Risk Management ensuring compliance and support of policies
- Serves as a liaison with vendors as well as state agencies on all federal, state, and local requirements
- Identifies continuous process improvements in adherence with new policies and regulations

3. Accounting
<ul style="list-style-type: none"> Retrieves, reviews, and modifies data utilizing various applications including applicant tracking, HR Management System, and vendor applications Troubleshoots and researches background check processing issues with vendor Ensures vendor contracts are current and applicable Analyzes vendor invoicing and reconciles department billing Ensures accuracy and coordinates with HR Accounting and Operations for payment to vendor Facilitates appropriate record keeping

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I
<ul style="list-style-type: none"> 0+ years of relevant work experience Work is closely supervised Problems faced are not typically difficult or complex Explains facts, policies and practices related to job area
Level II
<ul style="list-style-type: none"> 2+ years of relevant work experience Works independently with general supervision Problems faced are difficult but typically not complex May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.