

The University of Texas at San Antonio

Job Description

Job Title: Policy Specialist II
Code: 19046
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Institutional Compliance and Risk Services
Reports To: Director, Institutional Compliance and Risk Services

Summary

- Function: Assists the Policy Coordinator and/or Director of Institutional Compliance in producing and disseminating policy information according to the Handbook of Operating Procedures (HOP) policy.
- Scope: Provides operational support to the Policy Coordinator and the HOP Committee ("the committee") in the day-to-day administration of the HOP. Collaborates with the University community on policy matters, including establishing relationships with various UTSA and UT System offices, policy benchmarking with outside organizations, and providing guidance on emerging policy trends.

Duties

- Typical:
 1. Serves as the key contact for the UTSA Handbook of Operating Procedures (HOP) as well as the policy process and assists with the day-to-day functions of the HOP administration process.
 2. Manages the policy approval process in conjunction with policy owners, stakeholders, and legal counsel.
 3. Assists policy owners with the policy process to ensure all new and edited policies are complaint with University standards, consistent in format and are void of conflict or duplication with existing policies.
 4. Serves as liaison to the Office of Legal Affairs, Office of the President and the UT System Office of General Counsel for policy matters.
 5. Collaborates with policy owners and other stakeholders in assessing policy needs to include benchmarking with other institutions and researching policy options.
 6. Manages the cyclical review of HOP policies to ensure the policies remain accurate, effective, and aligned with the University's current and strategic objectives. Tracks the review process and communicates current status to appropriate parties including the Policy Coordinator, Director of

<p>Institutional Compliance, HOP Committee members, and management.</p> <ol style="list-style-type: none"> 7. Maintains an information database/library of all current and former HOP policies. 8. Oversees the development and maintenance of the HOP website ensuring updates are posted in a timely manner, links are operational, site is fully functional and the overall interface is user-friendly. 9. Serves as a resource or project manager for various committees or workgroups in connection with policy development, revision and implementation. 10. Maintains an awareness of current and emerging policy issues. 11. Assists with the identification and monitoring of university high risks as they relate to University and System-wide policies. 12. Provides data for internal and external reports. 13. Performs other duties as assigned. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Attends UT System policy user group meetings. 2. Attends continuing professional education seminars and conferences. 3. Assists with special projects as needed.
--

Education

Required	Preferred
Bachelor’s degrees from an accredited institution.	Bachelor’s degree in Public or Business Administration from an accredited institution with demonstrated writing skill development.

Other Requirements

Required	Preferred
Demonstrated understanding of English usage, writing styles, grammar and punctuation rules, and accurate spelling.	Certified Compliance and Ethics Professional and/or Certification in Control Self-Assessment and/or Certification in Risk Management Assurance and/or other related professional certification.
Excellent communication and interpersonal skills.	
Ability to interact in a professional manner with faculty, staff, and the public.	
Excellent time management skills and the ability to coordinate several projects simultaneously to meet deadlines.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years related administrative professional or business management experience.	Two years of coordination and/ or administration of executive level committees.
	Comparable professional administrative experience in policy development and administration.
	Strong functional knowledge of the business and administration structure UTSA.

Equipment

Required	Preferred
Knowledge of personal computers, with a solid working knowledge of Microsoft Word, Excel, and Access.	Working knowledge of web site software.

Working Conditions

Usual	Special
Normal office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time constraints. May work some evenings and weekends.

Supervision

Received	Given
General supervision from management.	May supervise assigned clerical and other junior staff members.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

