

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Policy Specialist I  
Code: 19048  
Salary Grade: 58  
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 that includes the coordination of meetings with the committee and stakeholders as well as the coordination in establishing and meeting the HOP review schedule.

## *Duties*

- Typical:
  1. Serves as the key contact for the UTSA Handbook of Operating Procedures (HOP) as well as the policy process.
  2. Assists the Policy Coordinator and/or Director of Institutional Compliance with the day-to-day functions of the HOP administration process.
  3. Coordinates the policy approval process in conjunction with policy owners, stakeholders, and legal counsel.
  4. Assists policy owners throughout the University with the policy process to ensure all new and edited policies are compliant with University standards, consistent in format and are void of conflict or duplication with existing policies.
  5. Serves as liaison to the Office of Legal Affairs, Office of the President and the UT System Office of General Counsel for policy matters.
  6. Assists policy owners and other stakeholders in assessing policy needs.
  7. Organizes 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 through all stages and communicates current status to appropriate parties including the Policy Coordinator, Director of Institutional Compliance, HOP Committee

<p>members, and management.</p> <ol style="list-style-type: none"> <li>8. Maintains the HOP website to include posting updates in a timely manner and verifying links are operational.</li> <li>9. Maintains an information database/library of all current and former HOP policies.</li> <li>10. Provides data for internal and external reports.</li> <li>11. Performs other duties as assigned.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Attends UT System policy user group meetings.</li> <li>2. Attends continuing professional education seminars and conferences.</li> <li>3. Assists with special projects as needed.</li> </ol> </li> </ul>
---

***Education***

<b>Required</b>	<b>Preferred</b>
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***

<b>Required</b>	<b>Preferred</b>
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***

<b>Required</b>	<b>Preferred</b>
Two years related administrative professional or business management experience.	One year of coordination and/or administration of executive level committees.
	Comparable professional administrative experience in policy development and administration.
	Functional knowledge of the business and administration structure UTSA.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
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***

<b>Received</b>	<b>Given</b>
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.
---