

The University of Texas at San Antonio

Job Description

Job Title: Senior Policy Analyst
Code: 19663
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: Serves as key departmental resource for analysis of business policies and processes, and development and implementation of key departmental initiatives. Serves as project manager for major departmental or University-wide projects.

Duties

- Typical:
 1. Reviews and documents departmental policies, processes and workflows. Recommends process improvements and coordinates approval and implementation process.
 2. On a regular basis, reviews and updates departmental policies, procedures and guidelines.
 3. Researches and identifies specific requirements for systems and process development or modifications.
 4. Develops, implements and supports business processes and tools.
 5. Based on short and long-term organization goals, develops and/or revises appropriate performance metrics. Ensures goals and metrics are fully communicated to relevant parties.
 6. Conducts analysis of departmental resource requirements and recommends solutions for skills, equipment and automation gaps as appropriate.
 7. Recommends alternatives to address problems.
 8. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree, or advanced professional designation.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Five years of professional experience to include organizational development, process review, policy development and research identification and development of performance metrics.	Experience supporting business processes in higher education.
Experience working at highest levels of a complex organization.	
Excellent communication skills (written and verbal).	
Advanced skills in Microsoft Office applications including Word, Excel and PowerPoint.	
Experience developing and delivering executive level presentations.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office working conditions.	Some overtime hours may be required.

Supervision

Received	Given
General supervision from assigned supervisor.	May supervise assigned staff.

Accuracy

Proficiency in all 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.