 **Policy Analyst I Standard Job Description**

**Classification Title:** Policy Analyst I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 67

**Job Description Summary:**

The Policy Analyst I, under general supervision, assists with performing complex and non-routine information technology (IT) policy, practice, and regulatory compliance administration functions, such as troubleshooting, analysis, problem-solving, and documentation.

**Essential Duties and Tasks:**

**30% IT Policy & Practice Administration**

* ​​​Assists in performing advanced IT policy and practice administration.
* Assists in conducting research into best practices associated with IT policy specific to security, risk, and other various compliance areas. Identify patterns, correlations, and insights that can inform IT policy decisions.
* Composes initial drafts of IT policy.
* Stays updated on advancements in IT, data management, and research technologies to recommend innovative solutions that enhance compliance and efficiency.
* Communicates and shares interesting, useful, and relevant emerging technologies with research partners and IT leadership
* Maintains accurate documentation of IT policies, procedures, and compliance assessments.
* Assists with generating reports for internal and external stakeholders as required.

**25% Regulatory Compliance and Risk Assessment**

* ​​​Assists in assessing, documenting, and analyzing IT regulatory compliance results against established metrics and standards.
* Administers or makes use of any required compliance tools required to evaluate or track continued implementation of regulatory compliance requirements.
* Evaluates IT products, services, and procedures to assist with regulatory compliance goals.
* Assists in developing risk analysis scenarios and assists with identifying risk response procedures.

**20% Collaboration and Evaluation**

* ​​​Participates in collaborative efforts with cross-functional teams including researchers, research staff, privacy/contracts, compliance, research administration, and information security to ensure comprehensive compliance strategies.
* Participates with technical staff, other policy administrators, and clients to improve the integrity of IT processes or systems by expressing policy considerations to enhance regulatory compliance for those processes or systems.

**15% Team Responsibilities**

* ​​​Participates in technical activities of a small project team.
* Participates with management personnel in planning operational and/or procedural matters to meet goals and objectives.
* May produce reports and summaries for management and/or users including status reports, problem reports, progress summaries, and system utilization reports.
* Participates in change management and problem tracking.

**10% Professional Development**

* Participates in training and professional development sessions.

**Other duties as assigned**

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* One year of information technology support experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of analysis, troubleshooting, problem-solving, client relations skills, requirement assessment and analysis, project management methodology, and proficiency in the Information Technology Interface Library (ITIL).
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**