 **Policy Analyst IV Standard Job Description**

**Classification Title:** Policy Analyst IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 72

**Job Description Summary:**

​​​The Policy Analyst IV, under general direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide Information Technology (IT) policy, practices, and regulatory projects or services. Develops technical standards for implementing enterprise-wide IT policy analysis projects or services. Serves as a chair or senior member of an information resource team responsible for setting technical standards and direction. Participates in mentoring, training, and development of other employees.​​

**Essential Duties and Tasks:**

**25% IT Policy & Practice Administration**

* ​​​​​​Oversees advanced IT policy and practice administration.
* Oversees research into best practices associated with IT policy specific to security, risk, and other various compliance areas.
* Identifies patterns, correlations, and insights that can inform IT policy decisions.
* Composes, reviews, and proposes 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 promotes an understanding among research partners and IT leadership of interesting, useful, and relevant emerging technologies.
* Oversees the maintenance of accurate documentation of IT policies, procedures, and compliance assessments.
* Oversees and generates reports for internal and external stakeholders as required.​​

**20% Regulatory Compliance and Risk Assessment**

* ​​​​​​Oversees the assessment, documentation, and analysis of IT regulatory compliance results, using established metrics and standards.
* Oversees the administration of tools required to evaluate or track continued implementation of regulatory compliance requirements.
* Oversees the evaluation of IT products, services, and procedures to assist with regulatory compliance goals.
* Independently develops risk analysis scenarios.
* Evaluates and proposes risk response procedures.​​​​

**20% Collaboration and Evaluation**

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

15% Team Responsibilities

* ​​​​​​May lead the technical activities of a small project team.
* Mentors other employees in resolving various issues.
* Participates with management personnel in planning, directing, and coordinating 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.
* Performs all or some of the duties of a Policy Analyst III.​​​​

10%: Guidance and Training

* ​​​Provides advice, training, interpretation, and guidance on non-routine IT policy and practice issues.
* Participates in enterprise-level committees related to IT policy and practice issues as needed.​​

**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:**

* Eight years 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 IT architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, advanced vendor relations, advanced business acumen, change management, and IT industry.
* 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.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**