

JOB INFORMATION

Effective Date	9/15/2022
Job Code:	3251
Job Title:	Policy Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Legal
Job Family:	Compliance
Job Summary	The Policy Coordinator is responsible for the formulation, review and implementation of all UHCL campus policies. Analyzes current policies and conduct policy research in coordinating existing policies with UH System SAMS, State and Federal law while ensuring all revised and newly created policies support the overarching mission of UHCL. Manages the entire campus policy portfolio including but not limited to managing policies through the shared governance review process, maintaining the campus policy website, and coordinating with the UH System Office of General Counsel.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's degree in Education, Public Policy, Political Science, Business, and Economics, Law or other closely related field.	Required	
Master's Degree	Master's in Education, Public Policy, Political Science, Business, Economics, Law or other closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in policy formulation, review, implementation and management or comparable experience in a related field.	Required	
Some	Five years of experience in policy formulation, review and implementation in Higher Education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to listen to and understand information and ideas presented verbally and in writing.	Skilled
• Ability to work as a member of a team and work collaboratively, building strategic relations with all levels of staff in the campus community.	Skilled
• Ability to combine pieces of information to form general rules or conclusions, make sense of, combine, and organize information into meaningful patterns.	Skilled
• Ability to analyze and prepare documents as well as organize and prioritize work while meeting multiple deadlines.	Skilled
• Ability to process and handle confidential information with discretion.	Skilled
• Ability to develop, interpret, and evaluate policies and procedures.	Skilled
• Organizational skills in managing projects simultaneously while maintaining a satisfactory work product.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Formulates policy development through collaborative processes with constituents and campus administrators.	30%
• Analyzes existing policies in comparison to existing UH System SAMs, state and federal laws and recommending revisions, additions or deletions to UHCL policies based on the analysis.	20%
• Guides policy changes through the shared governance review and approval process including presenting policies at University Council.	20%
• Manages campus policy website including updates, formatting of online policies and coordination with UH System SAMs.	20%
• Ensures correct policy formatting, website formatting and link integrity of online policies.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description