POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER
20005858

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Manager Business Continuity Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Responsible for administering the Department of Administrative Services' (DAS) statewide continuity of operations planning guidance to assist state agencies, boards & commissions in developing their agency-level plans; coordinates with DAS divisions to identify, develop, maintain & deploy statewide guidance, policies, templates & tools related to DAS functions such as purchasing, human resources, information technology, etc.; coordinates with partnering agencies (e.g., Department of Public Safety & Department of Health, etc.) to identify cross-agency policy considerations; coordinates with the Governor's Office to present recommendations regarding the administrative & policy elements of DAS-related continuity of operations planning guidance.	Knowledge of (1) public relations concepts & practices; (2) safety & security policy & procedures*; (3) agency specific & statewide policies & procedures*; (4) Ohio Revised Code & Ohio Administrative Code*; (5) government structure & process*; (6) public relations; (7) agency specific & statewide policies & procedures*. (8) Business Continuity industry standards (e.g., Business Continuity degree &/or certification). Skill in (9) operation of personal computer and software (e.g., Microsoft Office suite & Business Continuity software). Ability to (10) professional communicate ideas & processes to various groups & individuals in both verbal & written forms; (11) process a variety of variable in a somewhat unfamiliar context & determine specific action; (12) handle sensitive contacts with public & government officials; (13) prepare complex reports & papers that are meaningful & accurate. *developed after employment.

JOB TITLE
Program Administrator 3

JOB CODE
63124

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		12-16-13

Approved 12.16.13

POSITION DESCRIPTION

AGENCY/DEPT ID		
Department of Administrative Services DAS301100		
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005858

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
DAS Business Continuity Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Program Administrator 3

JOB CODE 63124

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serve as the central point of contact between the DAS and the Department of Public Safety (Ohio Emergency Management Agency & Ohio Department of Homeland Security)(OEMA & ODHS) on emergency matters related to natural & man-made disasters, agency & interagency Continuity of Operations Plans (CCOP), the state of Ohio's Continuity of Government (COG) plan and statewide Emergency Operations Plans (EOP); assists OEMA & ODHS with updating the EOP & related plans (e.g., Statewide Logistics Plan, Emergency Management Accreditation Program, COOP/COG); coordinates & updates DAS-related Emergency Support Functions contained in Statewide EOP & communicates revisions to OEMA &/or ODHS; represents the department at general meetings scheduled by OEMA &/or ODHS (e.g., Statewide Inter-Agency Coordinating Group); coordinates DAS emergency preparedness/response grant processes including development of department's application packages, monitoring of post-award expenditures & submission of reports, as required; represents Ohio DAS at national emergency planning conferences & events.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*8.. Skill in: 9 Ability to: 10, 11, 12.
10	Responsible for developing & reviewing agency level templates, procedures & guidance for the safety & security of state employees in the workplace; develops programs, timelines & strategies to assist departmental leadership in refining procedures & keeping safety & security programs current; includes developing table top exercises, writes reports to summarize testing activities (e.g., planning, scheduling, execution, results, analysis and recommendation); conducting special research, assessing & mitigating risks; may serve as a member of review teams to assess viability of state agency plans; may serve as a consultant to agencies as warranted or requested.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*8.. Skill in: 9 Ability to: 10, 11, 12. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	12-16-13

Approved 12.16.13

POSITION DESCRIPTION

	AGENCY/DEPT ID Department of Administrative Services DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Deputy Director	Franklin

POSITION NUMBER 20005858

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
DAS Business Continuity Manager	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Program Administrator 3

JOB CODE 63124

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Facilitates efforts between state agencies & DAS programs to identify & strengthen readiness of touch points of DAS' mission-critical IT system & resources (e.g., data center); under the advisement of the DAS Director and/or State CIO, may work with state agencies to determine where redundant capabilities can be attained by sharing technological resources; identify opportunities for strategic improvement and other risks that may occur.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*8.. Skill in: 9 Ability to: 10, 11, 12.
5	Works with Ohio EMA, Dept. of Health & other agencies to develop table top & functional exercises requiring DAS enterprise involvement; tabletop exercise may focus on specific DAS statewide functions such as purchasing, human resources, information technology, etc; formulates criteria to be used in the exercise to test DAS & OIT enterprise responsibilities as defined in the Statewide EOP – Emergency Support Functions (ESF)	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*8.. Skill in: 9 Ability to: 10, 11, 12. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Steve Sarh	12/16/13

Approved 12.16.13