

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Analysis & Operation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005858	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
	Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION DAS Business Continuity Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> 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 DESCRIPTION AND WORKER CHARACTERISTICS

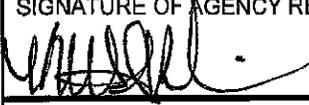
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serve as the central point of contact between the DAS and the Department of Public Safety (Ohio Emergency Management Agency & Ohio Department of Homeland Security)(OEMA & ODHS) on emergency matters related to natural & man-made disasters, 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.

JOB TITLE
Program Administrator 3

 JOB CODE
63124
 Copied 9.30.16 AE

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/30/16
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POSITION NUMBER 20005858 JOB TITLE Program Administrator 3 JOB CODE 63124 <i>App'd 9.30.16 AS</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
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	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.	
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