

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Department of Administrative Services
DIVISION OR INSTITUTION General Services Division
UNIT OR OFFICE

POSITION NUMBER
20005947

<input type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
USUAL WORKING TITLE OF POSITION DAS Business Continuity Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 Deputy Director 6
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Serves as agency manager responsible for coordinating Department of Administrative Services' (DAS) statewide continuity of operations planning guidance to assist state agencies, boards and commissions in developing their agency-level plans. Coordinates with DAS divisions to identify, develop, maintain and deploy statewide guidance, policies, templates and 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 and policy elements of DAS-related continuity of operations planning guidance.</p>	<p>Knowledge of (1) public relations concepts & practices; (2) safety & security procedures & 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*. Skill in (8) operation of personal computer and software (e.g., word processing, spreadsheet, presentation, database). Ability to (9) professionally communicate ideas & processes to various groups & individuals in both verbal and written forms; (10) process a variety of variables in a somewhat unfamiliar context & determine specific action; (11) handle sensitive contacts with public & government officials; (12) prepare complex reports & papers that are meaningful and accurate</p>
25	<p>Serves 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 and man-made disasters, agency and interagency Continuity of Operations Plans (COOP), the state of Ohio's Continuity of Government (COG) plan and statewide Emergency Operations Plans (EOP). Assists OEMA & ODHS with updating the EOP and related plans (e.g. Statewide Logistics Plan, Emergency Management Accreditation Program, COOP/COG). Coordinates and updates DAS-related Emergency Support Functions contained in Statewide EOP & communicates revisions to OEMA and/or ODHS. Represents the Department at general meetings scheduled by OEMA and/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 and submission of reports, as required. Represents Ohio DAS at national emergency planning conferences and events.</p> <p>Position is in unclassified service per Section 124.11 A(9) of Ohio Revised Code. Position is overtime exempt.</p>	<p>Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*. Skill in: 8 Ability to: 9, 10, 11</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9-10-09
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10	Responsible for developing agency-level templates, procedures and guidance for the safety and security of state employees in the workplace. Develops programs, timelines and strategies to assist departmental leadership in refining procedures and keeping safety and security programs current. Includes developing table top exercises, conducting special research, assessing and mitigating risks, etc. May serve as a member of review teams to assess viability of state agency plans. Also may serve as a consultant to agencies as warranted or requested.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7* Skill in: 8 Ability to: 9, 10, 11, 12
5	Facilitates efforts between state agencies and DAS programs to identify and strengthen readiness of touch points of DAS' mission-critical IT systems and resources. Under the advisement of the DAS Director and/or State CIO, may work with state agencies to determine where redundant capability can be attained by sharing technological resources.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*. Skill in: 8 Ability to: 9, 10, 11, 12
5	Works with Ohio EMA, Dept of Health and other agencies to develop table top and functional exercises requiring DAS enterprise involvement. Exercises may focus on specific DAS statewide functions such as purchasing, human resources, information technology, etc. Coordinates with DAS-ESF Liaison and OIT-ESF Liaison, as needed, to formulate criteria to be used in the exercise to test DAS and OIT enterprise responsibilities as defined in the Statewide EOP - Emergency Support Functions (ESF). Attends planning meetings as necessary.	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*. Skill in: 8 Ability to: 9, 10, 11, 12
5	Other duties as assigned (e.g., special projects, research, special reports).	Knowledge of: 1, 2*, 3*, 4*, 5*, 6, 7*. Skill in: 8 Ability to: 9, 10, 11, 12

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