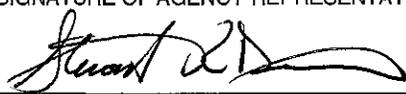


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Computer Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006325	<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 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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Serves as a consultant to Office of Information Technology (OIT), Chief Operations Officer, Enterprise Computing Mainframe, Program Administrator & other senior management team members regarding information technology disaster recovery & business continuity: provides advice on managing & directing activities to develop, assess, coordinate, & communicate disaster recovery requirements & business continuity plans; ensures that Office of Information Technology (OIT) critical business functions can be resumed within a defined time frame, the amount of loss can be minimized, & any stricken facilities &/or systems can be repaired or replaced as quickly as possible; provides professional, specialized skills, including business continuity planning, project management, & problem analysis/resolution; participates in major project assignments to assist OIT program areas & agencies in resolving business issues related to recovery planning & recovery plan development & enhancements; coordinates business continuity plan exercises; develops schedules for training & awareness for business continuity activities; coordinates development of program area schedules for annual business continuity documentation maintenance & updates, exercises, & independent review & validation; assists program areas with assessment of potential business impact & definition of critical, time-sensitive functions; designs, develops, & documents business continuity plans; recommends recovery strategies & options; assists with implementation of recovery solutions; monitors & reports the business continuity status of OIT program areas to senior management; provides expertise & support to management & program functional areas, as requested, when a business disruption occurs; establishes & ensures compliance with previously established policies, procedures & standards; plans & coordinates testing of OIT business continuity plans; plans & coordinates disaster recovery testing of all platforms with various state agencies & vendors providing those services; manages various projects as assigned); assists Administrator in preparing biennial operating & capital budgets.</p>	<p>Knowledge of (1) management; (2) manpower planning; (3) employee training & development; (4) government structure & process*; (5) data processing; (6) disaster recovery planning methodology; (7) budgeting; (8) business continuity planning; (9) project management; (10) computer science. Skill in (11) operation of personal computer & associated hardware/software. Ability to (12) assess situations & determine specific course of action; (13) establish productive atmosphere as supervisor; (14) deal with many variables & determine specific action; (15) communicate verbally & in writing on complex & technical matters.</p> <p style="text-align: right;">*developed after employment</p>

JOB CODE TITLE Information Technology Consultant 3 JOB CODE 117D 10-2-15 Vay 64163	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/17/15
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POSITION DESCRIPTION		AGENCY/DEPT ID DAS505170
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Infrastructure Services Division	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006325	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
	USUAL WORKING TITLE OF POSITION Business Continuity Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OG ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Assists the Enterprise Computing Program Administrator in developing & maintaining the emergency response organization & procedures for reacting to & coordinating recovery efforts: develops & maintains the recovery support procedures for restoring key enterprise resources; develops & maintains the business resumption procedures for the continuation of critical business processes; responds to actual disaster recovery efforts; develops training curriculum for employees; facilitates staff development & education in disaster recovery & business continuity technologies/ methodologies; estimates growth of computer resources & evaluates hardware & software pertaining to business continuity & disaster recovery.	Knowledge of 1, 2, 3, 4, 5, 6, 7,8, 9, 10, (16) employee training & development*; (17) government procurement process*; (18) asset management. Skill in 11. Ability to 12, 13, 14, 15
15	Works with OIT & other agencies in coordinating business continuity testing, disaster recovery testing & other projects: conducts various meetings with customers to plan disaster recovery tests; coordinates & conducts meetings with management concerning procurement issues & contract negotiations; maintains contact with various vendors in negotiating contracts & resolving procurements issues; provides input to Administrator concerning daily operations of OIT & proposes solutions to problems encountered by organization; prepares & delivers presentations.	Knowledge of 1, 2, 3, 4, 5, 6, 7,8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, (19) handle inquiries & complaints from local & state officials, users & general public.
Must submit to & pass personal background check.		

JOB CODE TITLE
 Information Technology Consultant 3
 JOB CODE
 64163
 APD 10-2-15 WED

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/17/15
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