100-400U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505170

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IT Security & Risk Management	Franklin

POSITION NUMBER 20006325

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Business Continuity Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006442 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ 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 CODE TITLE: Information Technology Consultant 3

JOB CODE: 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as a consultant to Office of Information Technology (OIT), State Chief Information Security Officer, State Chief Privacy Officer, Chief Operations Officer, State Chief Information Officer, program administrators, & 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.	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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE: 5/9/11

HPD 5-18-11

100-400U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505170

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IT Security & Risk Management	Franklin

POSITION NUMBER 20006325

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Business Continuity Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006442 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 17
Page 2 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
25	Assists the IT Security & Risk Management 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.	*developed after employment

JOB CODE TITLE: Information Technology Consultant 3

JOB CODE 64163

APD 5-18-11 UB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 5/9/11