

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Risk Management

POSITION NUMBER
20006325

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Business Continuity Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20076324 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
60	<p>Provides technical advice & guidance to Directors, Deputy Directors & program administrators regarding information technology disaster recovery: 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 and development; (4) government structure and 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>*developed after employment</p>

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/26/07

App 8-9-07 CB

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Risk Management Services

POSITION NUMBER
20006325

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Business Continuity Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20076324 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
25	Assists the Risk Management Services (RMS) 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 and works as essential employee.		*developed after employment

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/26/07

Apd 8-9-07CB