



Business Continuity Coordinator I

Salary Group: B25
Class Code: 0294

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
BUSINESS CONTINUITY COORDINATOR I	0294	B25	\$63,104 - \$103,491
BUSINESS CONTINUITY COORDINATOR II	0295	B26	\$69,415 - \$117,397

GENERAL DESCRIPTION

Performs highly-complex-to-advanced (senior-level) business continuity, emergency management, and disaster recovery planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops and identifies emergency management plans for recovery decision making and communications, continuity of critical departmental processes, or temporary shutdown of noncritical departments to ensure continuity of operations and governance principles.

Develops, implements, or evaluates business continuity and crisis and emergency management strategies, plans, and procedures.

Advises agency officials on planning problems and technical phases of comprehensive planning projects.

Monitors participation in business continuity plans and emergency management programs, and assists agency officials in matters related to the plans and programs.

Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials from local and regional agencies.

Serves as liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management, plans, and services.

Assists in researching and coordinating disaster recovery vendor contracts.

May prepare applications to be submitted to the federal government for planning assistance.

May prepare business continuity and disaster recovery budgets.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in business continuity planning, disaster recovery, emergency management, and/or research work. Graduation from an accredited four-year college or university with major coursework in planning, emergency management, business or public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of government organization and administration; of planning, formulation, coordination, and implementation methodologies; and of disaster recovery concepts.

Ability to analyze and evaluate planning materials, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in continuity planning by the Federal Emergency Management Agency's Emergency Management Institute.