



# Business Continuity Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
BUSINESS CONTINUITY COORDINATOR I	0294	B26	\$72,886 - \$123,267
BUSINESS CONTINUITY COORDINATOR II	0295	B27	\$80,174 - \$135,594

## GENERAL DESCRIPTION

Performs business continuity, emergency management, and disaster recovery planning and research work involving developing local, regional, or state plans or programs; and developing procedures for implementing plans or programs and for measuring progress.

## 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 assessments, 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.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.*

**Note:** *Any senior-level employee may serve in a supervisory role. Senior-level employees may perform the full range of work listed identified in the preceding levels and/or may coordinate, evaluate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of the emergency management work, and the employee's related experience, education, and certifications.*

**BUSINESS CONTINUITY COORDINATOR I:** Performs highly complex to advanced (senior-level) business continuity, emergency management, and disaster recovery planning and research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**BUSINESS CONTINUITY COORDINATOR II:** Performs highly advanced and/or supervisory (senior-level) business continuity, emergency management, and disaster recovery planning and research work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee research, field surveys, and the preparation of technical material for planning contracts; and report on business continuity and emergency management planning or recovery projects.
- Prepare applications to be submitted to the federal government for planning assistance.
- Evaluate the effect on and risk to essential business functions or information systems to identify acceptable recovery time periods and resource requirements.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of government organization and administration; planning, formulation, coordination, and implementation methodologies; and disaster recovery concepts.
- Skill in the use of applicable software.
- 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.