



Business Continuity Coordinator II

Salary Group: B26

Class Code: 0295

<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 advanced and/or supervisory (senior-level) business continuity, emergency management, and disaster recovery planning and research work. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; coordinating and evaluating program activities; and developing and evaluating budget requests. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees research, field surveys, and the preparation of technical material for planning contracts; and reports on business continuity and emergency management planning or recovery projects.

Oversees and/or conducts the development, implementation, or evaluation of business continuity and crisis and emergency management strategies, plans, and procedures.

Coordinates the review and evaluation of risk assessment, business impact analysis plans and planning proposals, and materials from local and regional agencies.

Prepares applications to be submitted to the federal government for planning assistance.

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

Evaluates the effect on and risk to essential business functions or information systems to identify acceptable recovery time periods and resource requirements.

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

Researches and coordinates disaster recovery vendor contracts.

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

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 material; 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.