

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Business Continuity

**SERIES NO.:**

6712

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the business continuity series is to provide for uninterrupted service to the users & employees of assigned agency, provide readily available backups of all departmental hardcopy records & computerized data & develop & maintain policy by which recovery from disruptions in service are achieved with as little adverse impact as possible.

At the lower levels, employees maintain adequate backups for all departmental data, restore data as required & assists in planning for recovery in the event of a disaster or implement plans in response to planned or unplanned disruptions.

At the higher level, employees supervise business continuity analysts or establish an agency-wide business continuity plan.

**CLASS TITLE:**

Business Continuity Analyst 1

**CLASS NUMBER:**

67121

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires working knowledge of computer science in order to ensure hardcopy records & files residing on mainframe storage devices are backed up within pre-established time frames & are stored in secure, readily accessible locations off-site & recover systems by restoring files to any given point in event of emergency.

**CLASS TITLE:**

Business Continuity Analyst 2

**CLASS NUMBER:**

67122

**EFFECTIVE DATE:**

08/04/1996

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of computer science in order to act as lead worker over lower-level business continuity analysts if assigned, acts as liaison with users throughout agency & if applicable, other governmental jurisdictions, develop recovery &/or continuity plans to ensure services will be provided to user community despite disasters &/or planned disruptions in service & test plans to ensure successful execution in event of disaster.

**CLASS TITLE:**

Business Continuity &amp; Data Access Manager

**CLASS NUMBER:**

67126

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The managerial level class works under general direction & requires thorough knowledge of computer science in order to plan & coordinate activities of & manage multiple units, one of which must involve business continuity functions & other unit involving some management information system support activity (e.g., data security), supervise at least one continuity analyst supervisor & plan & implement agency-wide business continuity plan.

<b>CLASS TITLE:</b> Business Continuity Analyst 1	<b>CLASS NUMBER:</b> 67121	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Ensures pre-established (e.g., weekly & monthly) backups of hardcopy records & data files, system programs & data bases from mass storage devices for off-site storage, maintains procedures used to backup & restore all departmental data, controls movement & rotation of data stored off-site & performs emergency restorations of systems, programs & files.

Develops new procedures to improve storage & restoration efficiency, conducts cost analysis of off-site storage & reports costs of same; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language).

Assists higher-level business continuity analyst or supervisor in analyzing hardcopy files & new & existing computer systems to ensure all appropriate data files & systems are backed-up & maintained off-site & in compliance with state &/or federal laws or regulations.

Organizes planning meetings for sections, department or outside user community for developing business continuity plans; provides technical assistance to various sections & offices within department & assists in developing continuity plans; coordinates joint continuity plans between two or more sections, departments or outside user community; assists in testing continuity plans; maintains office files of business continuity plans for all sections & offices of department to be accessed in emergencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer science; computer systems analysis & design; computer hardware systems; computer operations; job control or report generating language (e.g., JCL, TSO, Control-M, Keystroke Language); computer project/program development & management. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical material in books, journals & manuals; write policy & procedure documentation; communicate; verbally on technical & non-technical matters.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate degree program or undergraduate core program in computer science; 18 mos. trg. or 18 mos. exp. in computer systems analysis, design & operation; 12 mos. trg. or 12 mos. exp. in computer project/program development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Overtime may be required.

<b><u>CLASS TITLE:</u></b> Business Continuity Analyst 2	<b><u>CLASS NUMBER:</u></b> 67122	<b><u>BARGAINING UNIT:</u></b> 14
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**EFFECTIVE DATE:**

08/04/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Develops & implements recovery & business continuity plans in response to emergencies associated with planned or unplanned disruptions to all agency's business operations, acts as lead worker (i.e., provide work direction & training) over business continuity analyst if assigned, coordinates business continuity planning activities within agency &/or user community outside agency, analyzes existing plans for disasters &/or planned disruption in service to ensure they are current & sufficient, coordinates & oversees special projects designed to develop testing of continuity plans & implements & tests recovery & continuity plans ensuring agency's computer facilities are minimally impacted by service disruptions.

Organizes & conducts planning meetings for assigned agency &/or user community outside agency for developing business continuity plans; maintains office files of business continuity plans for assigned agency &/or user community outside agency to be accessed in event of disruptions in service.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer science; computer systems analysis & design; computer hardware systems; computer operations; job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language); computer project/program development & management; supervisory principles/techniques\*; employee training & development\*. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical material in books, journals & manuals; writes policy & procedure documentation; communicate verbally on technical & non-technical matters.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate degree program or undergraduate core program in computer science; 30 mos. trg. or 30 mos. exp. in computer systems analysis, design & operations; 12 mos. trg. or 12 mos. exp. in computer project/program development.

-Or 12 mos. exp. as Business Continuity Analyst 1, 67122.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Overtime may be required.

<b><u>CLASS TITLE:</u></b> Business Continuity & Data Access Manager	<b><u>CLASS NUMBER:</u></b> 67126	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Manages multiple units, one of which must involve business continuity function & other unit involving some management information system support activity (e.g., data security), supervises at least one business continuity supervisor & plans, develops & implements agency-wide business continuity plan, coordinates activities with other management information system units/sections & participates in development of long/short range information plans, including system, program & policy development if such are accommodated in agency's business continuity plan.

Develops & maintains standards for backup & restoration activities, operating procedures & policy documentation; provides technical assistance to staff & users regarding business continuity activities; responds to inquiries; attends meetings & conferences; meets with agency staff to resolve procedure & storage problems; operates computer terminal &/or peripheral computer equipment (e.g., printers, bursters, decollators) to monitor execution & completion of tasks, restore activity in event of disaster, prepare management reports & in training staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management\*; supervisory principles/techniques; employee training & development; computer science; computer systems analysis & design; computer hardware systems; computer operations; job control or report generating computer language (e.g., JCL, TSO, Control-M Keystroke Language). Skill in operation of complete terminal & peripheral computer equipment (e.g., printers). Ability to define problems, collect data, establish facts & draw valid conclusions; write concise & accurate reports; read & interpret variety of technical material in books, journals & manuals; establish & maintain a friendly atmosphere as manager; handle sensitive inquiries from agency personnel, user community government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate degree program or undergraduate core program in computer science; 42 mos. trg. or 42 mos. exp. in computer systems analysis, design & operations; 24 mos. trg. or 24 mos. exp. in computer project/program development.

-Or 12 mos. as Business Continuity Supervisor, 67125.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.