

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

Business Continuity

SERIES NO.:

6712

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

04/22/2012

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.

Employees supervise business continuity analysts or establish an agency-wide business continuity plan.

CLASS TITLE:

Business Continuity & 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.

<u>CLASS TITLE:</u> Business Continuity & Data Access Manager	<u>CLASS NUMBER:</u> 67126	<u>BARGAINING UNIT:</u> 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.