JOB TITLE:	BUSINESS CONTINUITY ANALYST
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8563
BARGAINING UNIT:	CLAS

REVISED:

04/21/2014

SCOPE OF RESPONSIBILITIES
Ensures the security and integrity of data, data systems, and data networks across the entire organization which includes designing and implementing disaster recovery processes and business continuity procedures for re-establishing servers, databases, and operating systems in the event of a disruption, both minor and catastrophic. Performs and analyzes disaster simulations for the prompt restoration of services, and conducts security audits where required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Ensures integrity and confidentiality of the district Active Directory, email, Collaborative Portal, storage and virtualization implementations and develops all technology security policies and procedures, including those for end users, network procedures, and legal compliance as well as develop, implement, maintain, and oversee enforcement of policies, procedures and associated plans for disaster recovery administration and business continuity based on industry-standard best practices
Conducts risk assessments and business impact analyses to identify vulnerable areas within the District's critical functions and recommends and implements disaster avoidance strategies and impact reduction strategies
Confers with technology division and other key stakeholders to determine if changes in hardware or software configurations affect disaster recovery plans and/or business continuity outcomes and directs and coordinates staff efforts to formulate department-specific disaster recovery and business continuity plans
Oversees enforcement of policies and procedures for system security administration and user system access, based on industry-standard best practices and conducts research on emerging products, services, protocols, and standards in support of contingency planning and development efforts
Develops and establishes disaster recovery and business continuity procedures for the restoration of mission-critical business applications in the event of natural disasters, technical failures, power outages, and human interference and manages and coordinates all aspects of actual recovery plan implementation and efforts, including initial emergency response, recovery procedures, and business resumption processes
Concurrently executes multiple hands-on projects and utilizes effective time management, planning, and people skills to liaise with customers, developers, and other team members to insure timely delivery of projects to provide timely status update to all project stakeholders
Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests; monitors systems and resolves problems outside normal business hours
Mentors other staff members and guides staff in technical certification efforts
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related skills updated
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull moderate weights.

MINIMUM QUALIFICATIONS
Bachelor's degree in related field and/or six (6) years of demonstrable experience in implementing business continuity and disaster recovery solutions in an enterprise environment
Three (3) years experience managing enterprise information security systems including Active Directory, data encryption, and enterprise messaging including MS Exchange and knowledge of applicable practices and laws relating to data privacy and protection
A current, related, and industry-recognized certification or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire
Broad hands-on knowledge of disaster recovery planning and other industry-standard techniques and practices including server virtualization, server consolidation and storage provisioning and in-depth knowledge of all types of disasters, natural or otherwi
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree in computer science
Hands-on experience managing network and direct attached storage devices
Hands-on experience in Windows scripting, GPO, .Net technologies, and MS SharePoint Portal Server