UNIVERSITY OF SOUTHERN CALIFORNIA

Business Continuity Specialist

Job Code: 119005

OT Eligible: No

Comp Approval: 2/10/2017

JOB SUMMARY:

This position is responsible for overseeing recovery planning and business continuity on a university-wide basis, providing guidance for multiple schools and departments. The Business Continuity Specialist is responsible for impact analysis, creating and administering training and awareness programs, monitoring compliance of the programs and making recommendations for testing activities and schedules. The position works with various groups and committees on campus to create policy and standards, and works with outside vendors and suppliers for contingency plans. The Business Continuity Specialist is expected to maintain thorough and current knowledge of outside circumstances that affect business continuity planning and operations.

JOB ACCOUNTABILITIES:

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Performs university-wide business continuity and disaster recovery planning and analysis, as defined in university policies and governance structure. Works on multiple projects as a team member and leads business continuity and disaster recovery planning components. Serves as liaison to the university Business Continuity Steering Committee.

Provides guidance for multiple school and university departments on business continuity and disaster recovery design and implementation for Institute-wide business continuity and disaster recovery management programs, including maturity models, methodologies, plans, metrics and scorecards for all components of the programs. Consults as needed with schools and departments to assist in identifying Recovery Time and Recovery Point Objectives and Business Continuity Strategies.

Conducts business impact analyses as needed for university-wide functions and multiple schools/departments, analyzing impact on essential business functions of any likely emergency or disaster. Identifies and makes recommendations regarding critical points of failure.

Creates, administers and delivers BCP training and awareness presentations and materials for university-wide education campaigns. Assists in or conducts employee business continuity and disaster recovery awareness programs, as needed.

Assists with implementation of other emergency management programs as needed.

Monitors compliance of information technology departments with university requirements for annual updating of IT Disaster Recovery Plans.

Writes reports summarizing planning progress, testing activities, scheduling, results, and recommendations.

Works with Business Continuity Steering Committee, Crisis Management Team, Risk Management, Audit & Compliance, the Office of the General Counsel and ITS to implement appropriate policies and standards.
Assists in the evaluation and selection of vendors and suppliers for contingency plans, and administers a business continuity database application tool.

Periodically serves in the on-call program, and respond to major emergencies to ensure initiation of continuity plans.

Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity certification. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No

[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Knowledge of emergency management, and basic familiarity with business continuity management and disaster recovery.

Preferred Education:

Bachelor’s degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Emergency management, business continuity and disaster recovery in University and hospital environments. Computer database management skills.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Curriculum development
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Staff development
Teaching/training

**Skills:**

**Machine/Equipment:**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Personal computer

**Comments:**

Prefer Associate Business Continuity Professional certification.

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**SIGNATURES:**

Employee: ____________________________ Date: __________________________

Supervisor: ____________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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