UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Coordinator, Emergency Planning and Business Continuity

Job Code: 119031

OT Eligible: No
Comp Approval: 5/16/2017

JOB SUMMARY:

This position is responsible for overseeing the administration of the university's business continuity program, developing university-wide and unit-specific emergency plans for departments and schools, and conducting testing of emergency and response readiness. The Senior Coordinator, Emergency Planning and Business Continuity designs and coordinates emergency management exercises, serving as a Subject Matter Expert who responds to emergencies and disasters, provides consultation, facilitates post-incident briefings, and coordinates training on emergency response, business continuity and disaster recovery for students, faculty, staff, visitors and special emergency teams. This position maintains the readiness of the university's Emergency Operations Centers, implements procedures for the collection and analysis of risk-related information, and ensures that emergency medical services, incident management, and fire response services for large high-risk events, all while directly supervising a staff and maintaining awareness of current changes in the field of specialty.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Oversees the administration of the university business continuity program. Develops, maintains, and updates campus-wide emergency plans for prevention, mitigation, preparedness, and response. Facilitates the development of unit-specific emergency response plans for appropriate departments, schools, and specialized teams. Coordinates annual updating and testing of business continuity plans and disaster recovery plans.  

Designs, coordinates, and facilitates emergency management exercises including tabletop, functional, and full-scale drills to prepare the university for effective response to major emergencies and to improve departmental preparedness. 

Serves as a Subject Matter Expert (SME). Responds to emergencies and disasters to provide guidance and expertise and to ensure that business continuity notifications and procedures are initiated. Provides emergency management and business continuity technical consultation, advice and service throughout the university to staff, administration, students, and faculty to ensure compliance with local, state, federal, and university policies. 

Facilitates post-incident debriefings to identify lessons learned. Prepares and coordinates after-action reports and action items following exercises and major emergencies, including incorporating findings into current emergency management plans, business continuity plans, and disaster recovery plans. Tracks progress on open action items.
Coordinates development and conduct of training on emergency response, business continuity, and disaster recovery topics for all critical emergency response units, specialized response teams, and business continuity teams. Develops and presents preparedness education and business continuity education programs and materials for students, faculty, staff and visitors. Participates and coordinates the development, training, and testing of disaster recovery and continuity of operations plans.

Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

Conducts planning for and maintains readiness of the Emergency Operations Center (EOC) for the University Park Campus and Health Sciences Campus. Serves as incident commander or advises same in major emergencies.

Implements systems, policies and procedures for identification, collection and analysis of risk-related information. Participate in risk and security assessments of university property (infrastructure, buildings, and grounds) and programs. Recommends strategies for identification and mitigation of hazards and risk.

Ensures the provision of emergency medical services, incident management, and fire response services for large high-risk events.

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 of any required or desirable certifications.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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

Minimum Experience:
2 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:
Associate Business Continuity Professional Association

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)
Personal computer

Supervises: Level:
Supervises employees and/or student workers.
Supervises employees who do not supervise.

Supervises: Nature of Work:
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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