

BUSINESS RECOVERY SPECIALIST 2**Nature of Work**

Under general direction, at the advanced level, oversees the maintenance of existing plans and procedures used for developing, testing, and recovering management information operations at an alternate processing facility. Develops agency business recovery plans; specifically, documents agency backup and recovery procedures, identifies and documents potential physical risks to agency hardware and software, and identifies and documents recovery teams. Heads recovery team at any alternate site during a test or in an actual business recovery situation. Acts as facilitator and maintains accurate event logs during plan testing. Leads a project team in the development and/or maintenance of statewide plans or environmental analysis. Promotes standardization in plan development and hardware and software backup. Performs related work as required.

Distinguishing Characteristics

This is an advanced level technical work responsible for writing, implementing, and monitoring agency business recovery plans. Also, at this level, an individual will be expected to actively lead any business recovery efforts and keep upper management aware of recovery progress and issues. In instances when an outside consultant is used, the incumbent will be expected to monitor plan development and ensures that the business recovery plan is tested, updated, and evaluated on at least an annual basis.

Examples of Work

Oversees the documentation and maintenance of all existing business recovery plans and procedures and maintains both client-server configurations and larger LAN type server systems.

Documents alternate processing facility events and monitors recovery schedules and requirements.

Coordinates all alternate processing facility test events and coordinates events between the alternate processing facility team and the team at the primary data center.

Heads alternate processing facility team, in the event of an actual disaster, and coordinates events between the alternate processing facility team and the team at the primary data center.

BUSINESS RECOVERY SPECIALIST 2 (CONT'D)**Examples of Work (cont'd)**

Identifies and documents physical risks to agency processing capabilities, agency recovery and restoration procedures, and related information.

Provides agencies with a general format and outline for developing a typical business recovery plan.

Acts as facilitator between agencies and vendors; develops procurement documents for business recovery services as needed.

Attends conferences and classes to keep abreast of advances and changes in the business recovery field.

Knowledge, Skills and Abilities

Knowledge of computer usage, terminology, and capabilities.

Knowledge of data/word processing/data communication concepts and procedures.

Knowledge of business recovery software.

Knowledge of business recovery plan development components and procedures.

Ability to read and work with technical material.

Ability to communicate effectively with a variety of people, both orally and in writing.

Ability to think logically and analyze problems and subsequent solutions.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Four years of full-time or equivalent part-time paid experience in computer programming, office automation, teleprocessing, business recovery, computer operations, or systems analysis may substitute for the training.

Experience: Two years of full-time or equivalent part-time paid experience in performing the duties of a Business Recovery Specialist 1.

Special Requirement: Must be certified by the Disaster Recovery Institute or equal accreditation by a federally recognized organization performing this type of service training.

Established: 9/16/99

Effective: 11/1/99