BUSINESS RECOVERY SPECIALIST 1

Nature of Work

Under general direction, at the full-performance level, maintains existing plans and procedures used for developing, testing, and recovering data processing operations at an alternate processing facility or locally. Serves on a recovery team documenting all plans, processes, and team members. Provides agencies with general format and outline for plans. Promotes standardization in plan development. May head recovery team at any alternate processing facility in the event of an actual disaster. Performs related work as required.

Distinguishing Characteristics

This is full-performance level technical work responsible for developing and monitoring agency business recovery plans. It is further distinguished from the Business Recovery Specialist 2 by the absence of leading a recovery team.

Examples of Work

Documents and maintains all existing disaster recovery plans and procedures.
Documents alternate processing facility events and like information.
Develops agency recovery plans as needed by agencies; specifically, documents agency backup and recovery procedures.
Identifies and documents potential physical risks to agency hardware and software and recovery teams.
Serves as liaison between agencies and vendors.
Develops procurement documents for disaster recovery services.
Attends conferences, classes, etc. to keep abreast of advances and trends in the disaster recovery field.

Knowledge, Skills and Abilities

Knowledge of basic computer usage, terminology, and capabilities.
Knowledge of data/word processing and data communications concepts.
Knowledge of disaster recovery plan maintenance software.
Knowledge of disaster recovery plan development components and procedures.
Ability to read and comprehend technical materials.

BUSINESS RECOVERY SPECIALIST 1 (CONT'D)

Knowledge, Skills and Abilities (cont'd)
Ability to communicate effectively with a variety of people, both orally and in writing.
Ability to think logically and analyze problems.

Minimum Qualifications
TRAINING: Graduation from an accredited four-year college or university.
SUBSTITUTION: Additional experience as described below may be substituted for the required training on a year-for-year basis.
EXPERIENCE: One year of full-time or equivalent part-time paid experience in computer programming, office automation, teleprocessing, business recovery, computer operations, or systems analysis.
SUBSTITUTION: Certified Disaster Recovery Planner (CDRP) certification may be substituted for the experience.

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