

Position Description

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JOB ID:	6196
Position Number:	02024934
UC Path Position #	40340809
Dept:	ENT APPS & INFRASTRUCTURE SVCS - 061419
Position:	Business Continuity Administrator
Approved Payroll Title Code:	0499
Approved Payroll Title:	INFO SYS ANL 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP25
POSITION DETAILS	
Job Summary:	<p>Under the general direction of the Analytics & Automation Manager, this position is primarily responsible for providing program management and high level analysis of an enterprise wide continuity management program. This position acts as a change agent and evangelist in support of an enterprise wide continuity management practice.</p> <p>This position partners with IET service managers and technical experts to operationalize continuity management processes and practices to achieve IT service resiliency. This position is responsible for implementing, exercising, and maintaining all processes and controls established for IET's business continuity (BC) and disaster recovery (DR) plans. It will serve as the IET liaison to Safety Services to ensure IET and campus departments are aligned with the campus wide mission continuity strategy.</p>
Campus Job Scope:	
Department Specific Job Scope:	Provide program management and analytical support for business continuity and disaster recovery for all IET owned and supported services.
Positions Supervised:	N/A
Essential Responsibilities:	<p>60% BUSINESS CONTINUITY/DISASTER (BC/DC) RECOVERY ANALYSIS SUPPORT Implement, exercise, maintain, and provide oversight of compliance for all processes and controls established for IET's business continuity and disaster recovery plans. Establish and revise continuity management processes to most effectively and efficiently maintain or BC and DR plans. Use leadership, business continuity expertise and communication skills to gain stakeholder buy in for change initiatives, implement and reinforce changes throughout the organization using organizational change industry best practices. Work with IET service owners to establish the desired recovery time and recovery point objectives and report on recovery issues preventing us from achieving the objectives. Ensure service owners follow established processes for business continuity and disaster recovery for any service owned or supported by IET; develop plans using the prescribed templates and processes. Ensure that IET continuity plans are kept current within UC Ready by assisting service managers and subject matter experts. Ensure that recovery testing is conducted on schedule for all IET services. Report to management on service compliance with business continuity and disaster recovery processes.</p> <p>20% PROGRAM MANAGEMENT Coordinate the execution of response, recovery and restoration plans in the event</p>

	<p>of a crisis. Ensure BC and DR plans are regularly tested by coordinating and conducting periodic table top and recovery exercises. Participate in the IET Architecture Review Board to ensure new service design and architectural changes have appropriate continuity and resiliency. Address any program governance issues that arise. Ensure BC/DR compliance with IS-3 and other regulatory requirements.</p> <p>20% COMMUNICATION & COORDINATION Act as the IET liaison to Safety Services to ensure IET and campus departments have a current Business Impact Analysis to determine the appropriate desired RTO and RPO's.</p> <p>In collaboration with Safety Services, act as an emergency preparedness evangelist for the campus IT community by advocating the importance to departments to create their own BC and DR plans.</p> <p>Develop organizational maturity of continuity management through awareness and training.</p> <p>Produce regular and ad-hoc reports on the state of DR and BC plans.</p> <p>Meet with IET customers to help evaluate their risk profile and recommend standard IET services to address gaps in RTOs and RPOs. Lift and move materials weighing up to 25 pounds.</p> <p>Work on a computer for extended periods of time. This position requires after business hours (Mon-Fri 8AM-5PM) work on a periodic basis to support Production systems.</p> <p>Work in a semi-open, busy environment.</p> <p>Travel between campus and off-campus locations.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Physical Demands:	
Work Environment:	
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Five or more years experience in business continuity planning, disaster preparedness, and emergency management.</p> <p>Experience leading teams through process current state and future state analysis.</p> <p>Experience managing medium to large sized projects and working in a matrix role to coordinate resources to achieve project objectives.</p> <p>Experience delivering training to IT practitioners in the business continuity and disaster recovery practice.</p>
Preferred Qualifications for Selection:	<p>Certified Business Continuity Professional (CBCP), Master Business Continuity (MBCP) credential or Certified Business Resilience Manager (CBRM) certification</p> <p>Knowledge of data centers, telecom, systems administration, and application development functions.</p> <p>Strong presentation skills to deliver engaging, persuasive, and effective presentations to large and small audiences.</p>

Certified Business Continuity Professional.
Experience leading technical staff on major organizational change initiatives.
ITIL Certified.
Knowledge of LAN / WAN network architectures.
Knowledge of Amazon AWS and Microsoft Azure availability architecture

Expectations

Job Expectations

Demonstrates commitment and support of the UC Davis Principles of Community.
Communicate to all levels of the organization with tact and diplomacy.
Highly motivated and result orientated.
Maintain flexibility in a continuously changing and fast paced work environment.
Make well planned decisions.
Work with a diverse group of people in such a manner as to build high morale and group commitments to goals and objectives.
Model the key values of the organization, including: Demonstration of integrity in the conduct of daily work.
Accountability for the safekeeping of resources in the employee's care and custody; reliability/teamwork; attention to maintaining and expanding expertise in the functions of the position. Modeling commitment to customer service in interactions with clients, co-workers and others. In both communication and conduct, interacting with clients, co-workers, and others in the workplace in a respectful, tactful and effective manner.
Willingness to learn and apply new technology and develop new skills in promoting professional growth.
Proactively participate in the research and evaluation of emerging application development tools and technologies.
Stay current with knowledge and/or skills on new technologies in telecommunications, safety, networking, facilities and project management, estimating and scheduling, regulatory requirements, and the field of application development.
Attendance at conferences, classes, and exhibits, involvement in professional groups and associations, subscriptions to and readership of professional literature, and other sources of learning will all be referenced in evaluating the incumbents initiative in this area.
Independently follow projects through to successful completion with a high degree of quality.