



JOB INFORMATION

<i>Job Code:</i>	119005
<i>Job Title:</i>	Business Continuity Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs university-wide business continuity and disaster recovery planning and analysis, as defined in university policies and governance structure. 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. Conducts business impact analyses as needed for university-wide functions and multiple schools/departments. Creates, administers and delivers BCP training and awareness presentations and materials for university-wide education campaigns. 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 contingency plans. Periodically serves in the on-call program. Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of emergency management, and basic familiarity with business continuity management and disaster recovery.
	X	Emergency management, business continuity and disaster recovery in University and hospital environments.
	X	Computer database management skills.

Licenses

Req	Pref	License(s)
X		Valid Drivers License.
X		CPR/First Aid License.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Business Continuity Professional

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.