



JOB INFORMATION

Job Code:	167738
Job Title:	BCP DR Analyst (ITS)
FLSA Status:	Exempt
Supervisory:	
Job Family:	IT Business Analysis
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Supports department strategies and operations for ITS, in support of university services. Ensures reliable and consistent service is delivered to a broad range of customers, partners, and key stakeholders from administrative and academic units. Aligns business continuity planning and disaster recovery (BCP/DR) strategies to comply with applicable regulations and organizational priorities. Establishes and coordinates risk management procedures, continuity scenarios and contingency plans for systems and networks to maintain operations during downtime and/or major disasters. Enforces compliance of contingency capabilities and disaster recovery tests, reports deficiencies, and identifies and coordinates resolution of issues. Demonstrates ITS values in action.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		In
	X		Computer Science	Or
	X		Computer Information Systems	Or
	X		Engineering	Or
	X		in related field(s)	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		2 years		
	X	4 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		Strong understanding of business continuity planning and disaster recovery tools, standards, and leading practices, with foundational knowledge, frameworks, and data retention methodologies.
X		Experience developing BCP- DR test plans and scripts, and with Fusion Risk Management software or similar tools and systems.
X		Ability to analyze, understand, formulate, and explain the value propositions of security and BCP-DR planning initiatives to a variety of audiences.
X		Experience with network, data center, email, or other enterprise-wide technical consolidations.
X		Demonstrated business acumen, with ability to collaborate with stakeholders to define criteria and assign values of importance and urgency, partner and communicate with senior leadership, and escalate issues as appropriate.
X		Experience working in a project-based environment, interacting regularly with vendors, interacting, collaborating, and communicating with ITS infrastructure and application teams to coordinate, assess, and communicate requirements associated with business impact, continuity and recovery.
	X	Experience in IT, disaster recovery, or at data centers.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Business Continuity Professional (CBCP) or similar certification, or must obtain within the first year of work, if requested.
	X		Certified Business Continuity Professional (CBCP) certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works to improve resilience capabilities associated with business impact, continuity and recovery. Drives organizational and operational preparedness, assists the planning and execution of business continuity planning and disaster recovery (BCP/DR) test and exercises, and ensures documentation of all results. Conducts emergency preparedness exercises (e.g., active shooter drills) in compliance with university emergency preparedness departments and relevant policies and protocols.				
Supports preparedness for university stakeholders, conducting routine risk analyses of functional areas to identify points of vulnerability and recommend disaster avoidance and reduction strategies. Develops status reports and other tracking deliverables to demonstrate business performance, providing support for tracking, updating, and managing data, processes, and system capabilities critical for recovery and prioritization (e.g., recovery time and recovery point objectives, or RTO and RPO).				
Develops, updates, and maintains BCP/DR plans and procedures, supports enhancements, and coordinates employee awareness programs and adoption, as required, appropriate, and/or needed. Maintains currency with university and department-wide policies and procedures, ensuring compliance through regular communications with BCP/DR leadership.				
Supports the BCP/DR team's vision, and its strategy development, implementation, and management, ensuring reliable, consistent service is delivered to a broad range of customers. Works closely with department leaders, and collaborates with key stakeholders, to provide data center insight and expertise. Works with vendors, assists support activities, and collects and documents data requirements to ensure data center equipment, power, space, and bandwidth meet the needs of a broad range of customers, partners, and key stakeholders.				

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.