



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0198

CONTINGENCY PLANNING SPECIALIST
GRADE M

Individuals assigned to the positions in this class are responsible to maintaining security of information and physical equipment and facilities within the Central Data Processing Division of the Office of Management and Budget. Responsibilities include development of plans for providing recovery of information in case of disaster effecting any or all systems within the data processing functions. Duties include the research, review, and determination of probable types, extent, and magnitude of disasters that could affect the data processing systems. Defining, categorizing, and prioritizing disaster situations; evaluating the criticality of computer systems and hardware; maintaining inventory and status of all systems, hardware, and software; developing contingency operations plans; testing and evaluating contingency operating procedures and methods; providing coordination of all disaster recovery needs, and providing recommendations for future needs. Perform related administrative reporting and communication; coordinate and/or provide training in disaster recovery procedures; prepare and distribute contingency operating procedures manuals and related instructions; and maintain current system technical data as needed. Individual will also perform related duties commonly assigned to positions at this level within the organization.

Responsibilities associated with this class consist of duties that will vary depending on circumstances and require substantial analysis in selecting the appropriate procedures, processes, or methods for accomplishing the work. Decisions require the application of learned concepts and/or theories to accomplish a broad range of activities. Guidelines are available but are stated in general terms and require significant analysis to determine applicability to a variety of situations. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires a bachelor's degree in data processing or computer science and three years of experience in a large data processing environment.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with providing contingency operating plans and security requirements within a large processing environment. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

Eff. Date: 4/86

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