



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY SPECIALIST - DISASTER RECOVERY

<b>Group-Section:</b> Information Technology Group – Information Technology Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 058 <b>Job #:</b> Y05
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### JOB SUMMARY

Responsible for developing, updating, and testing Metropolitan's Information Technology Disaster Recovery Plan and procedures to ensure Metropolitan's ability to recover critical business functions within a defined time frame in the event of a major emergency or disaster which includes performing business impact analyses and conducting ongoing Information Technology disaster recovery exercises and tests. In the event of a major emergency or disaster, the Information Technology Specialist will be responsible for reporting to an assigned site and assisting Metropolitan's Business Recovery Team with corporate recovery activities until all systems are satisfactorily recovered.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff, vendors, and professional service consulting contracts.

### JOB DUTIES

1. Develops, updates, and maintains Metropolitan's Information Technology Disaster Recovery Plan and associated procedures.
2. Surveys Metropolitan's various business units to assess their needs and ensures that the Information Technology Disaster Recovery Plan supports their respective business recovery plans by performing business impact analyses and establishing recovery time objectives.
3. Incorporates and regularly updates business recovery objectives into Metropolitan's Information Technology Disaster Recovery Plan.
4. Reviews and updates overall corporate emergency response procedures with Metropolitan's emergency response and business continuity managers.
5. Establishes Information Technology disaster recovery testing plans and exercises. Plans, coordinates, and conducts tests and exercises; reviews results, updates, and revises the plan as required; and maintains a library of corporate emergency response procedures. Performs tabletop exercises to support recovery plan.
6. Maintains effective working relationships with a variety of internal and external contacts including disaster recovery professional organizations, local and regional emergency response groups, representatives of government, member agencies, contractors, consultants, and the public in order to represent Metropolitan's interests in a collaborative and informed manner.

7. May be assigned to lead, participate, and support Information Technology specialized projects and functions.
8. Provides technical consulting expertise to staff and to senior management.
9. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been at a Senior Information Technology level; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been at a Senior Information Technology level.

**Required Knowledge of:** Practices, policies, and procedures related to area of responsibility; project management concepts and techniques; budgeting concepts and procedures; contract administration; Information Technology disaster recovery methodologies, processes, technologies, and tools; incident response management; emergency response management; crisis management; and broad Information Technology infrastructure and application systems knowledge.

**Required Skills and Abilities to:** Prepare comprehensive administrative and technical documents and reports; conduct complex problem-solving related to project responsibilities; prepare and deliver clear, concise, and well-organized presentations to a wide variety of audiences having varying levels of technical knowledge including management; plan, manage, and organize Information Technology disaster recovery functions; identify, clarify, and resolve Information Technology disaster issues and risks; prioritize recovery of Information Technology systems; develop and maintain Information Technology disaster recovery plan; perform and manage regular disaster recovery exercises; and develop disaster recovery process for new Information Technology system implementations.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

- Business Continuity Planner Accreditation
- Associate Disaster Recovery Planner Accreditation

Job Title: Information Technology Specialist - Disaster Recovery

Job Code: Y05

Adopted: 05/26/05

Revised: 06/11/18

Supersedes: 04/01/12

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**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements