



Senior Coordinator, Emergency Planning and Business Continuity

Job Description

JOB INFORMATION

<i>Job Code:</i>	119031
<i>Job Title:</i>	Senior Coordinator, Emergency Planning and Business Continuity
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Supervises employees who do not supervise.
<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

This position is responsible for overseeing the administration of the university's business continuity program, developing university-wide and unit-specific emergency plans for departments and schools, and conducting testing of emergency and response readiness. The Senior Coordinator, Emergency Planning and Business Continuity designs and coordinates emergency management exercises, serving as a Subject Matter Expert who responds to emergencies and disasters, provides consultation, facilitates post-incident briefings, and coordinates training on emergency response, business continuity and disaster recovery for students, faculty, staff, visitors and special emergency teams. This position maintains the readiness of the university's Emergency Operations Centers, implements procedures for the collection and analysis of risk-related information, and ensures that emergency medical services, incident management, and fire response services for large high-risk events, all while directly supervising a staff and maintaining awareness of current changes in the field of specialty.

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.

X 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		2 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.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Associate Business Continuity Professional - ABCP

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the administration of the university business continuity program. Develops, maintains, and updates campus-wide emergency plans for prevention, mitigation, preparedness, and response. Facilitates the development of unit-specific emergency response plans for appropriate departments, schools, and specialized teams. Coordinates annual updating and testing of business continuity plans and disaster recovery plans.				
Designs, coordinates, and facilitates emergency management exercises including tabletop, functional, and full scale drills to prepare the university for effective response to major emergencies and to improve departmental preparedness.				
Serves as a Subject Matter Expert (SME). Responds to emergencies and disasters to provide guidance and expertise and to ensure that business continuity notifications and procedures are initiated. Provides emergency management and business continuity technical consultation, advice and service throughout the university to staff, administration, students, and faculty to ensure compliance with local, state, federal, and university policies.				
Facilitates post-incident debriefings to identify lessons learned. Prepares and coordinates after-action reports and action items following exercises and major emergencies, including incorporating findings into current emergency management plans, business continuity plans, and disaster recovery plans. Tracks progress on open action items.				
Coordinates development and conduct of training on emergency response, business continuity, and disaster recovery topics for all critical emergency response units, specialized response teams, and business continuity teams. Develops and presents preparedness education and business continuity education programs and materials for students, faculty, staff and visitors. Participates and coordinates the development, training, and testing of disaster recovery and continuity of operations plans.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Conducts planning for and maintains readiness of the Emergency Operations Center (EOC) for the University Park Campus and Health Sciences Campus. Serves as incident commander or advises same in major emergencies.				
Implements systems, policies and procedures for identification, collection and analysis of risk-related information. Participate in risk and security assessments of university property (infrastructure, buildings, and grounds) and programs. Recommends strategies for identification and mitigation of hazards and risk.				
Ensures the provision of emergency medical services, incident management, and fire response services for large high-risk events.				
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 manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

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/			Yes

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.