

Business Continuity Services Group

The Business Continuity Services Group is chartered with providing the alternate facility, core computing systems equipment and support necessary to effect business continuance in the event of a disaster or some other emergency situation which would preclude normal operations at one of X Company's primary processing site(s). The focus is on providing a comprehensive ability to recover systems and operations with minimal operating risk, positioning X CO. for future changes in geography, products and technology while minimizing expenses.

The group is also responsible for the development of and compliance with corporate guidelines for X Company's business contingency planning efforts. These responsibilities encompass all operational, trading floor and non-trading floor entities of X Company. The group is to assure, in the event of a business interruption disrupting normal business processes or warranting relocation of any business unit, that the proper planning and testing have been accomplished to facilitate a timely restoration of business operations or relocation to an adequate alternate facility.

The Business Continuity Services Group is composed of three separate yet integrated functions designed to accomplish contingency planning goals on a firm-wide basis: Data Center Recovery, Trading Floor Recovery and Business Recovery.

Position Description – Data Center Recovery Services – Sr. Analyst

The Sr. Data Center Recovery Analyst will provide leadership in coordinating, assessing & communicating recovery environment requirements associated with X Company's Data Center current, in plan & new activities, to appropriate technology groups, resulting in recommendations to enable timely, effective decisions regarding hardware/software recovery planning. Provide very complex project management between the technology groups and other X CO. business units, emphasizing regular, direct communication with mainframe application support personnel.

This position will provide the applicant an opportunity to manage the department responsible for planning and implementation of a highly advanced mainframe disaster recovery program. The technologies and strategies employed in this program are to be leading edge. The applicant will be exposed to disk mirroring technology, wave division multiplexed networks using private, dark fiber services, and operational control strategies in a first time implementation at X Company. The final implementation of the program will put X Company in the industry forefront of recovery capabilities nationwide.

Under minimal direction, coordinate & facilitate business continuity mainframe activities. The person who fills this position is expected to interact with the various mainframe support groups for the purpose of planning, directing, controlling and maintaining the Mainframe Disaster Recovery Process. A strong MVS mainframe background is a necessary requirement. This background will enable the applicant to be more effective in a coordinator/facilitator role. It will enable the candidate to bring to bear the necessary knowledge to interact with the various support groups without actually writing the procedures. It will also enable the candidate to keep focus on the Business Continuity process. The candidate would act as the primary interface to the Business unit Recovery and Trading Floor Recovery Groups.

Responsibilities

- Coordinate/facilitate data center recovery meetings and planning sessions
- Coordination and scheduling of Business Continuity Recovery exercises; includes tracking, follow-up and management reporting required to resolve all issues identified, to ensure the firm's ability to recover, in the event of a disaster
- Assist in performing data center recovery capacity planning coordination with X CO. technology groups in support of specific business unit current, in plan & new initiatives, with a major focus on proactively assuring an adequate recovery network and processing environment
- Work with data center technical support groups to develop and maintain viable recovery plans
- Monitor and report on the completeness of all required disaster recovery job flows and backups
- Coordinate disaster recovery activities with alternate recovery data center personnel (i.e. Comdisco & Rutherford, NJ): interaction with site personnel, scheduling required planning sessions, facilitate installation & maintenance of recovery equipment
- Interface with firm trading floor support, business unit support, vendors and external suppliers/receivers on mainframe related recovery issues and other relevant matters; facilitate timely identification, escalation, resolution and follow-up for all outstanding issues
- Maintain currency in technology areas related to Business Continuity and Advanced Recovery; attend appropriate vendor meetings and conferences, as required
- Assume a prominent coordination/facilitation role in the business recovery process, in the event of an extended outage

- Assist the department in enhancing, formalizing and standardizing the business continuity planning process, including forecasting and tracking mechanisms, across all business units, to facilitate timely accommodation of future X CO. recovery requirements & opportunities.
- Perform all departmental administrative activities including staff meeting attendance, monthly status reporting, strategic planning, expense processing, documentation and other activities, as assigned, in a timely fashion.