



State of Hawai'i Non-Civil Service Job Opportunity

Civil Rights and EEO Compliance Officer
State of Hawaii Executive Branch
Salary: \$59,736.00 / Year

An Equal Opportunity Employer

Opening Date: 12/11/15

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Labor & Industrial Relations. The position is located on the Island of Oahu, Downtown.

Salary: \$ 59,736.00 per year

This position is exempt from the civil service and considered **temporary** in nature. If you have any questions regarding this **non-civil service exempt position**, please contact the Department of Labor and Industrial Relations Personnel Office at (808) 586-9043 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

DUTIES SUMMARY

Serves as the liaison between the U.S. Department of Labor Civil Rights Center on matters pertaining to services provided by the Department of Labor and Industrial Relations (DLIR) covered under Title V of the Civil Rights Act of 1964. Also responsible for coordinating projects that involve programs affected by Title VI or other programs affected by federal mandates. Duties include researching, coordinating and planning the development of new programs; developing, implementing and monitoring the application of policies and procedures regarding civil rights, language and disability access to DLIR programs and services falling under Title VI of the Civil Rights Act of 1964. Responds to discrimination complaints; conducting investigations, determining if violations have occurred, and recommending corrective actions.

MINIMUM QUALIFICATION REQUIREMENTS

Citizenship Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Recommended Qualifications:

Knowledge: Of Civil Rights Laws, including non-discrimination and equal opportunity law, the ADA law, and state and federal language access laws and regulations; legislative process and drafting of legislation; research methods and techniques.

Recommended Qualifications (continued)

Skills/Abilities: Ability to work with and maintain working relationships with all jurisdiction; write clear and comprehensive reports and other documents; communicate clearly orally; read and comprehend complex written material, solve complex problems logically and systematically, mediate between two parties, identify problems, analyze and make recommendations.

Education: Graduation from a four year college or university with a bachelor's degree.

Experience: Professional work experience which involved a high degree of analytical skill. Experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and determine and recommend appropriate courses of action; perceive the impact and implication of decisions; and demonstrated ability to elicit information orally and in writing.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

SUBMIT RESUMES TO:

Department of Labor & Industrial Relations, Personnel Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813

Direct all inquiries regarding this position to:
DLIR Personnel Office, (808) 586-9043, Mon-Fri 7:45 a.m.- 4 p.m.