

NOTE: While this position has been abolished the highlighted responsibilities have been assumed by the Wage Standards Division Administrator. In the future when funds are restored it is expected this position will be filled and take over all duties.

ADMINISTRATIVE ASSISTANT

I. IDENTIFYING INFORMATION

Position Number: 27864 **Abolished in 2009 Reduction-In-Force)**
Department: Labor and Industrial Relations
Division (Office): Directors Office
Branch: N/A
Section: N/A
Unit: N/A
Geographic Location: Oahu

II. INTRODUCTION

This position is located in the Office of the Director, Department of Labor and Industrial Relations (DLIR). The position is responsible for administration of various programs of the department, including: workforce development, labor law enforcement, worker's compensation, prepaid health care, temporary disability insurance, occupational safety and health, unemployment insurance, and development and dissemination of data on current and projected labor market conditions.

The position serves as a top-level assistant to the Director of Labor and Industrial Relations in carrying out the director's responsibilities by directing and coordinating various administrative matters, legislative activities, equal opportunity, civil defense, administrative rules, and conducting investigations and/or other special assignments as directed.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Administrative Activities

30%

1. Assists the Director in directing and coordinating the programs of the Department of Labor and Industrial Relations as administered by the various divisions and offices.
2. On a continuing basis, relieves the Director by coordinating administrative matters which require the attention of the Director's Office. Disposes of matters independently based on an intimate knowledge of the Director's management style and approach and the director's viewpoints on program matters; maintains liaison with DLIR administrators and office heads, federal executives in Washington D.C. and regional offices, personnel in other state agencies, and members of the public.

3. Conducts special administrative studies as directed; confers with departmental management personnel and participates in formulating, implementing policy, procedures and programs to seek solutions to major departmental problems.
4. Represents the Director at various meetings of public and community groups, state and federal government agencies; explains department programs and services, laws and policies, and makes speeches.
5. Receives complaints from all sources; refers incidents to appropriate administrator or office for follow-up; when necessary conducts investigations to obtain facts and to determine validity of complaints; determines whether there has been employee misconduct, infraction or misapplication of departmental policies, rules and regulations, or procedures. Discusses findings with the respective office head to consider appropriate action to be taken by the department; submits written reports and recommends appropriate action. Where no investigation is required, determines facts and resolves issues with appropriate staff and informs complainant of corrective action to be taken or explains the department's position on the complaint.

B. LEGISLATIVE ACTIVITIES

25%

1. Participates in legislative planning sessions with the Director and staff to review administration proposals and priorities; coordinates and reviews the preparation of legislative proposals and amendments and justifications by divisions and offices; serves as intermediary between the Director's Office and division and office heads on such matters; transmits Director's decision or position on proposed legislation; serves as liaising with staff of Governor's Office.
2. Reviews all bills and resolutions introduced in the Legislature affecting existing programs or of interest to DLIR; assigns to appropriate division and office heads for analysis, comments, and recommendations; keeps abreast of and notifies Director of progress and developments affecting bills of interest; jointly reviews testimonies prepared by administrative staff for technical and legal adequacy and consistency with Administration philosophy.

3. Keeps abreast of federal legislation affecting departmental programs and analyzes them to determine impact on funding and existing programs and advises director on developments.

C. Workforce Investment Act (WIA)

15%

1. Serves as the State of Hawaii Liaison with the U.S. Department of Labor, Civil Rights Center regarding nondiscrimination matters to include all U.S. Department of Labor programs administered within the State of Hawaii.
2. Monitors and investigates State activities and recipients (includes state, county, and private businesses) that receive WIA Title I funds from the State, to ensure compliance with the nondiscrimination and equal opportunity requirements of 39 CFR Part 37.
3. Reviews nondiscrimination policies of other State departments (DHS, DOE, and UH), counties, and private businesses to ensure that policies are nondiscriminatory.
4. Develops and publishes procedures for statewide processing of discrimination complaints and ensures that procedures are followed.
5. Develops and implements the State of Hawaii Methods of Administration with the U.S. Department of Labor which details how the State of Hawaii will comply with the provisions of 39 CFR part 37.
6. Plans, develops and institutes State policies, procedures, and programs consistent with Federal and State laws governing employment/program practice discrimination, affirmative action, sexual harassment, ADA compliance, and civil rights in general. Included, but not limited to these, are Titles VI, VII, and IX of the Civil Rights Act of 1973, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination Act of 1967, as amended, and 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.
7. Carries out the Governor's responsibility for oversight of all WIA Title I financially assisted State programs for compliance with the nondiscrimination and equal opportunity provisions

of WIA. Negotiates, where appropriate, with recipient to secure voluntary compliance when noncompliance is found.

8. Determines and imposes sanctions (from verbal reprimands to withdrawal/repayment of funds received) where noncompliance is determined and no agreement for voluntary compliance can be reached.
9. Represents the Governor/Director at local, state, regional, and national meetings, conferences, and seminars pertinent to this program. As directed, participates as speaker, resource person, and discussion leader before governmental and private groups and mass media in order to interpret State policies and to promote an understanding of the various target groups and their problems.

D. Nondiscrimination policies

15%

1. Serves as advisor and action officer to the Director, Department of Labor and Industrial Relations in the development and implementation of the department's equal opportunity program.
2. Plans, develops and institutes departmental policies, procedures, and programs consistent with Federal and State laws governing employment/program practice discrimination, affirmative action, sexual harassment, ADA compliance and civil rights in general. Included, but not limited to these, are Titles VI, VII, and IX of the Civil Rights Act of 1973, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; and the Age Discrimination Act of 1967, as amended.
3. Processes and coordinates the handling of complaints and charges relating to employment and services practice discrimination, affirmative action, sexual harassment, and civil rights; conducts investigations and determines the departments position in relation to the outcomes.
4. Exercises consideration and discretionary authority in determining best course of action to take in resolving and negotiating conciliation/settlement on all cases in which DLIR is a party; provides expertise and technical assistance to the Department of the Attorney General where DLIR is a party in cases adjudicated in a court of law.

5. Identifies practices in DLIR which are clearly discriminatory or biased, or which can be or are perceived as such, and directs corrective action to be instituted. Sets timetable for corrections to be implemented and monitors compliance.
6. Promotes the elimination of discriminatory employment practices through programs designed to familiarize employers with Federal and State requirements; provides advice and technical assistance to state agencies, private employers, labor unions, community groups/ organizations, and the general public regarding various activities and the means used in assuring that equal opportunity is afforded to all recipients of services regardless of sex, race, ancestry/national origin, religion, color, disability, age, marital status, arrest/court record, National Guard participation, sexual orientation, and breast-feeding.

E. STAFF TRAINING 5%

Develops and conducts appropriate training for departmental staff and others in order to promote a fuller understanding of the meaning and implications of various Federal and State laws, rules, regulations related to employment and services.

F. CIVIL DEFENSE AND DISASTER ASSISTANCE 5%

1. Plans and develops operations plans and emergency procedures where the department's facilities and personnel can be best used in carrying out their roles in civil defense and disaster assistance.
2. Plans and develops procedures for the recruitment, distribution, and utilization of available resources and the continuation of claims-taking and unemployment insurance payments for periods of emergencies.
3. Coordinates the department's Manpower Mobilization plans with plans of other agencies on civil defense and disaster assistance activities.
4. Attends and represents the department at all meetings related to civil defense and disaster assistance.
5. Coordinates training of departmental personnel in civil defense and disaster assistance matters.

G. OTHER DUTIES AS ASSIGNED

5%

Performs other duties as required by the Governor, DLIR Director, and U.S. Department of Labor, Civil Rights Center. Serves as the departmental ADA Coordinator.

IV. CONTROLS OVER THE POSITION

A. Supervisor:

Position Number: 100187
Class Title: Appointed Official

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

This position performs under the general direction of the Director, Department of Labor and Industrial Relations, exercising wide latitude and high degree of initiative, judgment and discretion in resolving problems, making commitments, and interpreting the Director's policies and views.

2. Review of Work.

Work is reviewed for compliance with objectives, and decisions are not usually questioned on a technical basis. Decisions and recommendations are reviewed principally to evaluate overall results.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available.

Hawaii Revised Statutes - Chapters 378 Part I
Applicable Federal Laws and Regulations

2. Use of Guidelines

Employee is expected to use applicable statutes and apply to situations as they are identified. Statutes are very basic in nature and employee must use judgment in applying them.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Knowledge of principles and practices of public administration programs; the functions and organization of State government; personnel management, methods and procedures, including organizational and functional relationships within the public sector; pertinent Federal and State laws, rules and regulations, policies and directives; EEOC and court rulings and decisions relating to nondiscrimination; public and private sector trends and practices in personnel management; and a good working knowledge of research and statistical methods and techniques.

B. Skills/Abilities:

Analyze complex issues, evaluate, develop alternatives, and draw sound conclusions; establish effective working relations with management officials, personnel staffs, employees and appropriate organizations; conduct investigations; prepare and present comprehensive oral and written reports; provide leadership in promoting equal opportunity.

C. Training:

Graduation from an accredited college or university or equivalent experience.

D. Experience:

A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business or public administration, human resource development, political science, social sciences, or a related field, and three years of responsible administrative or personnel management experience which involved responsibility for an organization's equal employment opportunity, affirmative action, or related program. Such experience shall have included responsibility for program evaluation and implementation, investigation, and resolution/negotiation of settlement of complaints and charges, or provision of technical guidance and advice on equal employment opportunity and/or affirmative action laws and regulations.

VII. TOOLS, EQUIPMENT & MACHINES

Computer, typewriter, and calculating machines