

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF KAUAI

EEO OFFICER/ADA COORDINATOR

15A2056

Duties Summary:

Performs as a staff specialist with independent responsibility for developing, implementing and monitoring policies, procedures and programs that ensure the County's compliance with federal, state and local laws including, but not limited to the Americans With Disabilities Act (ADA), Titles VI and VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Hawaii Revised Statutes; handling and resolving the most difficult and sensitive problems affecting the management and operation of operating departments and agencies of the County relative to these programs; and performs other related duties as required.

Distinguishing Characteristics:

This class performs as a staff specialist responsible for the planning, development, update, implementation and monitoring of policies, procedures and programs that ensure the County's compliance with federal, state and local Civil Rights and ADA laws. Work is performed under general direction and with a minimum of instruction and supervision. Recommendations are reviewed for soundness and effectiveness and technical judgment is rarely questioned.

The single position in this class is the key contact person and principal advisor on fair employment practices and ADA issues to the Mayor and County departments and agencies, and serves as advisor and technical resource to County employees and officials on these matters.

Examples of Duties:

Develops, implements and monitors policies, procedures and programs that promote, coordinate and monitor the County's compliance with federal, state and local laws and requirements of ADA and Civil Rights laws, including voluntary compliance efforts and/or court-ordered compliance requirements; analyzes the County's policies and practices relative to ADA and Equal Employment Opportunity (EEO), and recommends practices to the Mayor and County

officials; serves as the key contact person and principal advisor to the Mayor and officials of the County, responding to inquiries from employees and supervisors to resolve complaints and charges of discrimination based on protected class and/or retaliation through investigations, performing research and conducting fact-finding interviews, reviewing evidence relevant to issues being investigated and writing investigative reports, making recommendations and analyzing disciplinary action to be taken against individuals violating County policy; monitors the implementation of the County's plans for facility access, new construction and alteration projects for buildings, facilities and sites for State review under Hawaii Revised Statutes (HRS) §103-50; assists departments in modification of policies and procedures to achieve program access; receives complaints from the public or requests for modifications and accommodations under the ADA, independently investigating or referring to departments as necessary and recommends actions to resolve complaints; manages budget for countywide ADA modifications and accommodations; advises the Mayor and departments on County EEO and ADA issues relative to County activities and projects to ensure compliance and consistency with County plans, including fair employment practices, transition plans, other court orders, Equal Employment Opportunity Commission, Hawaii Civil Rights Commission orders, settlement agreements, etc.; assists labor relations specialists in handling grievances, arbitration or litigation cases, preparing responses to the union, conducting investigations and recommending appropriate action(s) to be taken, and attends meetings and hearings relative to cases regarding EEO and ADA issues; serves as the primary liaison for the Mayor's Advisory Committee on Equal Access (MACFEA) regarding County ADA issues; conducts and/or coordinates briefings and training programs relative to ADA and Civil Rights issues.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in public administration, business administration, political science, or a related field, and four(4) years of responsible administrative or personnel management experience, two (2) of which shall have involved

responsibility for an organization's equal employment opportunity, affirmative action program and service accessibility, 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.

License Requirement: Possession of a valid motor vehicle operator's license (Class 3).

Knowledge of: Federal, State and County civil rights and ADA/ADAA executive orders, laws, regulations, guidelines and policies; principles and practices of public administration and management; laws, court decisions and other rules and precedents pertaining to civil rights, equal opportunity, affirmative action and ADA/ADAA; principle and techniques of effective investigation and conciliation; legal procedures and rules of evidence required for investigation and enforcement purposes; methods and techniques of negotiation; research and statistical analysis methods and techniques; public and human relations; report writing; methods of group instruction and training.

Ability to: develop, implement and monitor County programs for assuring and promoting compliance with various Federal, State and County laws governing ADA and civil rights laws; review, analyze and evaluate program effectiveness and direct implementation of sound corrective measures for areas found not in compliance; analyze, interpret, and determine implications of existing and anticipated federal mandates; formulate and implement program action plans; provide technical guidance, advice and liaison in assigned program areas; represent the County in EEO, ADA and related compliance reviews; conduct investigation of complaints and charges of discrimination, harassment, retaliation and violation of ADA/ADAA, and determine appropriate course of action to resolve and negotiate settlements; analyze, interpret and present information and material related to Civil Rights; perform statistical research and analysis; develop training material and conduct training on program regulations, policies and procedures; develop and maintain effective working relationships with appropriate governmental agencies, operating departments, special interest


committees and groups, and the general public; analyze and interpret data and prepare clear and concise reports.

Special Working Conditions: irregular work hours that may include week-ends and evenings; confrontations and unpleasant dealings with individuals under adverse working conditions involving hostile workplaces.

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This is the first specification approved for the new class **EEO OFFICER/ADA COORDINATOR**.

APPROVED: JUN - 5 2012
Date


MALCOLM C. FERNANDEZ
Director of Personnel Services