

PD

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Planner VI
Position Number: 42360
Department: Department of Labor and Industrial Relations
Division: Office of the Director
Branch: N/A
SECTION: N/A
UNIT: N/A
LOCATION: HONOLULU

II. INTRODUCTION

Function of this organizational unit:

The Office of the Director is charged with the administration of the State's labor laws as enacted in the Hawaii Revised Statutes and which are designed to increase the economic security, physical and economic well being and productivity of workers, and achieve industrial peace.

Purpose of the position:

The position advises the Department Director in the formulation of policies, plans and programs that will fulfill the mission of the department.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Internal Planning Activities 60%
1. Responsible for the development and update of the DLIR Strategic Management Plan that includes the Mission Statement, departmental strategic goals, objectives, measures of effectiveness, strategies and action plans
 2. Responsible for the development and update of the department's plan for language access, including implementation and staff training, as provided for by chapter 321C, Hawaii Revised Statutes (HRS).
 3. Responsible for the development and update of the DLIR's public records program pursuant to the Uniform Information Practices Act (UIPA), chapter 92F, HRS
 4. Serves as a resource person to the departmental Administrators and staff to explain planning policies and procedures.
 5. Provides support and technical consultation to the departmental Administrators and staff regarding development of short and long-range plans and programs.
 6. Provides support and technical consultation to the departmental Administrators and staff regarding development of short and long-range plans and programs.

- B. Workforce Investment Act (WIA) and Non-Discrimination Policies 20%
1. Serves as the State of Hawaii Liaison with the U.S. Department of Labor, Civil Rights Center, regarding non-discrimination 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 1 funds from the State to ensure compliance with the non-discrimination and equal opportunity requirements of 39 CFR Part 37.
 3. 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.
 4. Carries out the Governor's responsibility for oversight of all WIA Title 1 financially assisted State programs for compliance with the non-discrimination and equal opportunity provisions of the WIA. Negotiates, where appropriate, with the recipient to secure voluntary compliance when non-compliance is found.
 5. 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, private groups and media in order to interpret State policies and to promote understanding of the law.
 6. Serves as advisor and action officer to the Director, DLIR, in the development and implementation of the department's equal opportunity program.
 7. 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.
- C. Staff Training 10%
1. Develops and conducts appropriate training for departmental staff and others to promote a fuller understanding of the meaning and implications of various Federal and State laws, rules and regulations related to employment.
- D. Civil Defense and Disaster Assistance 5%
1. Plans and develops operations plans and emergency procedures where the department's facilities where the department's personnel can assist in carrying out their roles in civil defense and disaster assistance.
 2. Attends and represents the department at all meetings related to

civil defense and disaster assistance.

3. Coordinates training of departmental personnel in civil defense and disaster assistance matters.

E. Other Duties as Assigned

5%

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

Supervises Position(s) No. Title

None

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Department Director Position #100187E

B. Nature of Supervisory Control Exercised Over the Work.

This position is under the general supervision of the Director of Labor and Industrial Relations.

C. Nature of Available Guidelines Controlling the Work.

Chapter 321C, HRS (LEP)

Chapter 92F, HRS (UIPA)

Chapter 29, of Title 29 of the US Code (WIA)

CFR 29, Part 37

Titles VI, VII and IX of the Civil Rights Act of 1973, as amended

Section 503 and 504 of the Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990, as amended

Age Discrimination Act of 1967, as amended

V. REQUIRED LICENSES, CERTIFICATES, ETC.

None

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: The incumbent must meet Planner VI qualifications as noted in the specifications for that class. Planning experience should have been related to human services/resources areas of public and private sector activities; working knowledge of government processes.

B. Skills/Abilities: Ability to work with and maintain working relationships with all jurisdictions; ability to write clear and comprehensive reports and other documents; ability to communicate clearly orally; ability to read and

comprehend complex written material; and solve complex problems logically and systematically.

C. Education: Graduation from a four year college or university with a bachelors degree

D. Experience: Four and one half years of progressively responsible professional planning experience which included the collection and evaluation of an extensive variety of physical, social, economic, and environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in the area(s) of concern. At least one year of experience must have been comparable to the fully independent Planner V level in the State.

VII. TOOLS, EQUIPMENT & MACHINES

Personal computers, various software (Access, Excel, Word, Powerpoint, Lotus Notes, Microsoft Windows); telephone, multipurpose copiers.

VIII. WORKING CONDITIONS – SEE SUPPLEMENT TO POSITION DESCRIPTION