

STATE OF HAWAII POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title: General Professional VI
Position Number: 42360
Department: Department of Labor and Industrial Relations
Division: Office of the Director
Branch:
Geographic Location: Oahu

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 designated 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. The incumbent works independently referring to the Director when there are changes in the law or legal requirements.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Workforce Investment Act (WIA) and Non-Discrimination Policies: 60%

1. Serves as the State of Hawaii Liaison with the USDOL-Civil Rights Center regarding non-discrimination matters . Carries out the Governor's responsibility for oversight of all WIA Title 1 financially assisted State programs for compliance; which includes all USDOL programs administered within the State of Hawaii.

2. Monitors, investigates or mediates in response to complaints concerning activities and/or 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. Prepares report of findings to Director.

3. Serves as coordinator in the development and implementation of the State of Hawaii Methods of Administration with the USDOL, which details how the State of Hawaii will comply with the provisions of 39 CFR, Part 37. Consults with other jurisdictions, surveys their respective programs, identifies problems, and makes recommendations for change.

4. Represents the Governor/Director at local, 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. Responsible for DLIR's compliance with all equal employment laws; drafts proposals regarding departmental policies procedures and programs consistent with Federal and State laws governing employment/program practices in regard to discrimination, affirmative action, sexual harassment, Americans with Disabilities Act (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; and serves as the departments ADA Coordinator.

B. Internal Planning Activities:

25%

1. Serves as Team Leader in 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. Serves as advisor to the Director and is 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, HRS.

3. Responsible for the collection of information, compilation, maintenance of records, and report filing of the DLIR's public records program pursuant to the Uniform Information Practices Act (UIPA), chapter 92F, HRS.

4. Provides support to the departmental Administrators and staff regarding development of short and long range plans and programs.

5. Serves as the departmental ADA Coordinator and represents the department at DCAB meetings; works with division administrators, ASO and Personnel Office to develop policies and procedures that will ensure compliance with ADA.

C. Civil Defense and Disaster Assistance:

5%

1. Serves as Civil Defense Coordinator for department; plans and develops operational plans and emergency procedures where the department's facilities and personnel can assist in carrying out their roles in civil defense and disaster assistance.

2. Attends and represents the department in all meetings related to civil defense and disaster assistance.

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

D. Develops, conducts, and provides staff training for departmental staff

5%

and others to promote a fuller understanding of the meaning and implications of various Federal and State laws, rules, and regulations related to employment.

1. Works with division administrators, and DHRD EEO Officer to resolve complaints regarding discrimination.
2. Develops customized training for divisions.

E. Other Duties As Assigned

5%

Supervises Position(s) No. Title
None

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Department Director, position # 100187

B. Nature of Supervisory Control Exercised Over the Work.

This position is under the general supervision of the Director of Labor and Industrial Relations. The incumbent is expected to work independently and referring to the supervisor for clarification or special instructions.

C. Nature of Available Guidelines Controlling the Work.

Chapter 321C, HRS (LEP)
Chapter 92F, HRS (UIPA)
Title 29, part 37 of the CFR (WIA)
Title I, of the ADA of 1990
Sections 503 and 504 of the Rehabilitation Act of 1973
Chapter 368, HRS
Age Discrimination Act of 1967
DLIR Emergency Evacuation Procedure Manual
WIA Methods of Administration Manual
DCAB (Disability Communication Access Board) Manual

V. REQUIRED LICENSES, CERTIFICATES, ETC.

None

VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge:** Knowledge of investigative techniques; EEO, ADA, and RA laws; research methods and techniques; legislative process.
- B. Skills/Abilities:** Ability to read, interpret and apply rules, laws, and regulations; ability to work with a wide range of groups and entities; ability to speak in front of groups; ability to mediate between two opposing parties; ability to make sound and well informed decisions; perceive the impact and implication of decisions; ability to identify problems, analyze and make recommendations; and ability to write clear and concise reports and recommendations.
- C. Education:** Graduation from an accredited college or university with a bachelor's degree.

- D. Experience:** One year of responsible professional work experience which required a high degree of analytical skill. Such experience must have involved the gathering, evaluating and analyzing facts and other pertinent information required to solve/resolve problems and/or determine and recommend appropriate courses of action. This experience must have been comparable to the IV level or higher in State service.

VII. TOOLS, EQUIPMENT & MACHINES

computer

VIII. WORKING CONDITIONS – SEE SUPPLEMENT TO POSITION DESCRIPTION