

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title: Civil Rights and Equal Opportunity Officer  
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 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 serves as the liaison between the U. S. DOL Civil Rights Center (CRC) on matters pertaining to services provided by the DLIR covered under Title V of the Civil Rights Act of 1964. In addition, the position is responsible for coordinating projects that involve programs affected by Title VI or other programs affected by federal mandates. Typical 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 the DLIR programs and services falling under Title VI of the Civil Rights Act of 1964. Duties also involve responding to discrimination complaints, conducting investigations and determining if violations have occurred and recommending corrective actions.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Workforce Innovation and Opportunity Act (WIOA) and Non-Discrimination Policies: 50%
1. Serves as the State of Hawaii Liaison with the U.S. DOL Civil Rights Center regarding non-discrimination matters. Carries out the Governor's responsibility for oversight of all WIOA Title 1 financially assisted State programs for compliance; which includes all U.S.DOL programs administered within the State of Hawaii.
  2. Monitors, investigates or mediates in response to complaints concerning activities and/or recipients (includes Wtate, County and private businesses) that receive WIOA Title 1 funds from the State to ensure compliance with the non-discrimination and equal opportunity

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requirements of 29 Code of Federal Regulations (CFR), Part 37.  
Prepares reports of findings to the DLIR Director.

3. Develops and implements the State of Hawaii Methods of Administration with the U.S. DOL, which details how the State of Hawaii will comply with the provisions of 29 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.

5. Carries out the Governor's responsibility for oversight of all WIOA Title 1 financially assisted State programs for compliance with the non-discrimination and equal opportunity provisions of the WIOA. Negotiates, where appropriate, with the recipients to secure voluntary compliance when non-compliance is found.

6. Plans, develops and institutes 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 and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972, 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 WIOA ADA Coordinator.

B. Department-Wide Support

40%

1. Manages, coordinates or conducts special projects or programs as assigned by the Director.

2. Responsible for the development and update of the department's plan for language access for Limited English Proficiency (LEP) persons, including implementation and staff training, as provided for by chapter 321C, Hawaii Revised Statutes (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. Serves as the WIOA ADA contact and with division and agency administrators, Administrative Services and Personnel Offices to develop policies and procedures that will ensure compliance with the ADA.

C. Staff Training

5%

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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 civil rights in employment.

5%

D. Other Duties as Assigned.

**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.

**C. Nature of Available Guidelines Controlling the Work.**

Chapter 29 CFR, Part 37 (WIA/WIOA)  
WIA/WIOA Methods of Administration  
Titles VI & VII of the Civil Rights Act of 1964  
The Americans with Disabilities Act of 1990  
Sections 503 and 504 of the Rehabilitation Act of 1973  
The Age Discrimination Act of 1967  
Title IX of the Education Amendments Act of 1972  
Chapter 378, Part 1, HRS  
Chapter 321C, HRS (LEP)  
Chapter 92F, HRS (UIPA)  
Disability Communication Access Board (DCAB) Manual

#### **V. REQUIRED LICENSES, CERTIFICATES, ETC.**

None

#### **VI. RECOMMENDED QUALIFICATIONS**

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

- 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; ability to solve complex problems logically and systematically; ability to mediate between two parties, ability to identify problems, analyze and make recommendations.
- C. Education:** Graduation from a four year college or university with a bachelors degree.
- D. Experience:** Professional work experience which involved a high degree of analytical skill. The experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and or to determine and recommend appropriate courses of action; perceive the impact and implication of decisions; and demonstrated the ability to elicit information orally and in writing.

#### **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**