

**Element 1 – Designation of State and Local Level Equal Opportunity Officers**  
(29 CFR 37.23 through 37.28)

**PART A**

**1. Equal Opportunity Officer Job Requirements and Responsibilities**

State and Local-Level Workforce Investment Act (LWIA) Equal Opportunity Officers' Positions shall comply with the requirements of the State of Hawaii (Exhibit A) and each of the four County classification systems (Exhibit B) for their respective Equal Employment Officer. The certification of eligibility shall be restricted only to those applicants possessing specialized knowledge and experience.

The duties of an Equal Opportunity Officer shall include, but not be limited to:

- a. Serving as the recipient's liaison with the Civil Rights Center, U.S. DOL;
- b. Monitoring and investigating the recipient's activities of the entities that receive WIA Title I-funds from the recipient, to make sure that the recipient and its sub-recipients are not violating their nondiscrimination and equal opportunity obligations;
- c. Reviewing the recipient's written policies to make sure that those policies are nondiscriminatory;
- d. Developing and publishing the recipient's procedures for processing discrimination complaints and making sure that those policies are followed;
- e. Reporting directly to the appropriate official about equal opportunity matters;
- f. Undergoing training to maintain competency; and,
- g. If applicable, overseeing the development and implementation of the State's Methods of Administration (MOA).

**2. Reporting Relationships for EO Matters, Priority of Responsibilities, and Conflicts of Interest**

Equal Opportunity Officers are required to report directly to an appropriate official within his/her organization (such as the State WIA Director, Governor's WIA Liaison, Job Corps Center Director, or LWIA Administrator) about equal opportunity matters.

This means that EO Officers must report directly to the highest-ranking official in their organizations. If the EO Officer does not report directly to the top official, he/she must have access to that person without undue delay or obstructions, to ensure that the necessary flow of information between the EO Officer and the top officials is not hindered.

### **3. The State Level Equal Opportunity Officer**

The Governor appointed the Department of Labor and Industrial Relations ("DLIR") as his official designee for WIA and workforce development matters. In turn, the DLIR Director assigned the department's Workforce Development Division to Administer the WIA funds on the Governor's behalf and appointed the Department Equal Opportunity Officer as the State WIA Equal Opportunity Officer.

In accordance with Sections §37.23 through 37.28, the following individual is designated as the State Level Equal Opportunity Officer for the Workforce Investment Act (WIA). This individual shall provide oversight and guidance to the Local Level Equal Opportunity Officers and comply with the requirements of §[37.25](#) for the State of Hawaii. The State Level Equal Opportunity Officer is responsible for compliance with the requirements of §[37.25\(g\)](#). The position provides services to the Employment Security (ES) program, and the Unemployment Insurance (UI) program for the State of Hawaii.

In June 2009, Pamela Martin, Administrator, Wage Standards Division, was also designated WIA Equal Opportunity Officer for the Department of Labor and Industrial Relations and assumed the duties highlighted in the position description attached as Exhibit A.

The Equal Opportunity Officer reports to the Director of the Department of Labor and Industrial Relations pertaining to equal opportunity matters. EEO contact information is:

Pamela Martin  
Equal Opportunity Officer  
Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 340  
Honolulu, HI 96813  
Phone: (808) 586-8771  
Fax: (808) 586-8766  
TTY/TDD: (808) 586-8847  
E-mail: Pamela.B.Martin@hawaii.gov

### **4. The Local Level Equal Opportunity Officers**

The Mayor of each county designates its LWIA Equal Opportunity Officer for his/her county. According to Sections §37.23 through 37.28, the following individuals are designated as Local Level (LWIA) Equal Opportunity Officers for the WIA program and are responsible for carrying out §37.25 (as listed in section 1, above) for their respective counties.

## Local Level Equal Opportunity Officers List

### **a) City and County of Honolulu:**

Denise L. Tsukayama  
Equal Opportunity Officer  
City and County of Honolulu  
650 South King Street, 10<sup>th</sup> Floor  
Honolulu, HI 96813  
Phone: (808) 768-8505  
e-mail: [dtsukayama@honolulu.gov](mailto:dtsukayama@honolulu.gov)

### **b) County of Kauai:**

Linda Nulan-Ames  
EEO/ADA Coordinator  
County of Kauai  
4444 Rice Street  
Lihue, HI 96766  
Phone: (808) 241-6595  
Fax: (808) 241-6493  
e-mail: [lnuland@kauai.gov](mailto:lnuland@kauai.gov)

### **c) County of Maui:**

Roland Prieto  
WIA Executive Director  
County of Maui  
200 S. High Street, Suite 305  
Wailuku, Maui HI 96793  
Phone: (808) 270-8225  
e-mail: [Roland.Prieto@mauicounty.gov](mailto:Roland.Prieto@mauicounty.gov)

### **d) County of Hawaii:**

Teri Spinola-Campbell  
Equal Opportunity Officer/ADA Coordinator  
Department of Civil Services  
County of Hawaii  
101 Pauahi St, Suite 2  
Hilo, HI 96720-4224  
Phone: (808) 961-8379  
TTY: (808) 961-8619  
Fax: (808) 961-8617  
e-mail: [tspinolacampbell@co.hawaii.hi.us](mailto:tspinolacampbell@co.hawaii.hi.us)

## **5. State Program Coverage**

The State and LWIA Equal Opportunity Officers for the City and County of Honolulu, Maui, Hawaii, and Oahu will work together to ensure that coverage is provided to those entities participating in this system. The Equal Opportunity positions shall serve as a point of contact and fulfill the requirements of Section 188 of the WIA program.

## **6. Contact Information**

The Equal Opportunity Officer's contact information is published in various publications which includes, but is not limited to, the local phone books, bulletin boards, brochures, and department directives and policies. (See Element 2.)

The four counties are partnered with the Workforce Development Division to provide services required by the Workforce Investment Act. Pertinent information is made available to applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for

employment as well as interested members of the public through our One-Stop Centers and offices.

## **7. Training**

Required training shall be the responsibility of each County to ensure that the designated LWIA Equal Opportunity Officer is provided proficiency training at least twice a year on a range of subjects which shall be determined by the Mayor of the respective County. Training for the State Level Equal Opportunity Officer shall be determined by the Director, Department of Labor and Industrial Relations.

The State Equal Opportunity Officer may partner with each of the LWIA Equal Opportunity Officer to provide statewide training in discrimination issues.

LWIA Equal Opportunity Officers are required to attend, and if necessary, assist with training in their jurisdictions. Monitoring shall include a review of training for local level Equal Opportunity Officers to ensure compliance.

## **8. Budgeting**

Budgeting for the State level Equal Opportunity Officer is included with the general administrative budget of the department. The costs associated with the office are prorated at 63% for federal (WIA, ES, and UI programs) and 37% for state programs, unless an expense is for a specific program (state or federal), in which case, cost is provided by that program.

## **9. Staffing**

Current staffing of the State Level Equal Opportunity Office includes the Equal Opportunity Officer. Assistance is provided by the Department's Personnel Office Training Officer during the department's statewide training.

**PART B**

Supporting Documentation

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| Exhibit A | Position Description of State Equal Opportunity Officer (Specific Position abolished 2009, EO duties taken up by Administrator of Wage Standards Division in FY 2010 are highlighted) |
| Exhibit B | Representative Sample Position Description for County Equal Opportunity Officer   |