

STATE OF HAWAII
POSITION DESCRIPTION

Approved Date: 10/13/2020

Effective Date: 10/1/2020

Approved by: Richelle Daraban, Human Resources Specialist V
Signature of Appointing Authority or Authorized Representative

I. IDENTIFYING INFORMATION

Position Number:	00042360
Class Title:	State-Level Equal Employment Opportunity Officer
Class Code:	22.002
Department:	DLIR
Division:	Office of the Director
Branch:	[Branch]

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 this 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 V 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. The position also performs Department-Wide Support and Project Management, conducting state and countywide analytics, legal reviews and statute interpretation. Serves as the Emergency Management Officer for DLIR and is responsible for the Limited English Proficiency Program.

III. MAJOR DUTIES AND RESPONSIBILITIES

#	List duties in order of importance or frequency, and combine related details. Indicate the approximate percentage of time spent for each duty/group of duties (total 100%), Identify essential function and enter the appropriate ADA indicator(s) shown below in the far right column. 1- The performance of this function is the reason that the job exists 2- The number of other employees available to perform this function is limited. 3- This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.	% of Time	Essential Function
A	<p>Department-Wide Support and Project Management</p> <ol style="list-style-type: none"> 1. State and countywide workforce analytics; community-based forum initiatives; legal reviews and interpretations of statutes, policies and procedures; and employee relations matters at the level of the Director’s Office. 2. 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. 3. Serves as an Emergency Management Officer (EMO) for DLIR, including being a liaison with emergency management agencies, ensuring the department's overall readiness to respond to small and large-scaled emergencies and disasters, and coordinating DLIR's participation in emergency response activities. 4. 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). Serve as LEP Officer for DLIR; prepares and presents testimony on regulatory compliance with State and Federal program; addresses meaningful benefits and services of individuals’ rights. 5. Manages, coordinates or conducts special projects or programs as assigned by the Director. 	50%	1
B	<p>Workforce Innovation and Opportunity Act (WIOA) and Non-Discrimination Policies:</p> <ol style="list-style-type: none"> 1. Serves as the State of Hawaii Liaison with the U.S. DOL Civil Rights Center regarding non-discrimination and equal opportunity 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 State, County and private businesses) that receive WIOA Title 1 funds from the State to ensure compliance with the non-discrimination and equal opportunity requirements of 29 Code of Federal Regulations (CFR), Part 38. Prepares reports of findings to the DLIR Director. 3. Develops and implements the State of Hawaii Nondiscrimination Plan with the U.S. DOL, which details how the State of Hawaii will comply with the provisions of 29 CFR Part 38. Consults with other jurisdictions, surveys their respective programs, identifies problems and makes recommendations for change. 	35%	1

	<ol style="list-style-type: none"> 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 and monitoring of all WIOA Title 1 financially assisted State programs for compliance with the non-discrimination and equal opportunity provisions of 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 regards 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. 		
C	<p>Staff Training</p> <ol style="list-style-type: none"> 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. 	10%	
D	Other Duties as Assigned.	5%	

SUBORDINATES

POSITION NUMBER, CAREER GROUP, & WORKING TITLE:

N/A

MINIMUM QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Graduation from a four-year college or university with a bachelor's degree.

Experience: Two years of 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.

In addition to the above, one year of professional work experience involving the interpretation or implementation of Federal and State laws, rules and regulations pertaining to the Department of Labor's areas of oversight, such as Employment/Workforce Development, Labor, Disability Compensation, Unemployment Insurance or Civil Rights is preferred. Possession of a degree in law may be deemed to have met all education and professional experience requirements.

COMPETENCIES:

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.

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.

Nature of Available Guidelines Controlling the Work.

- Chapter 29 CFR, Part 38 (WIOA)
- WIOA Nondiscrimination Plan
- 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)
- Chapter 29 CFR, Part 30
- Disability Communication Access Board (DCAB) Manual

SUPPLEMENTAL MINIMUM QUALIFICATIONS (Includes licenses, certificates, tools, equipment, etc., required to perform the essential functions of the position):

Tools: Office computer, basic office software and equipment.

DESIRABLE QUALIFICATIONS:

N/A

WORKING CONDITIONS:

Works indoors in an air-conditioned environment. May travel to other offices for meetings.