

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: State-Level Equal Opportunity Officer
Position No.: 42360
Department: Labor and Industrial Relations
Division: Office of the Director
Branch:
Section:
Unit:
Geographic Location: Oahu

II. INTRODUCTION

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

The position serves as the liaison with the U. S. DOL Civil Rights Center (CRC), pursuant to the Workforce Innovation and Opportunity Act (WIOA) and 29 C.F.R. Part 38, in implementing the nondiscrimination and equal opportunity provisions of the WIOA. Typical duties include developing, implementing and monitoring the application of policies and procedures regarding civil rights, language and disability access in accordance with the WIOA. Duties also involve responding to discrimination complaints, conducting investigations and determining if violations have occurred and recommending corrective actions. Serves as the Language Access Coordinator pursuant to Chapter 321C, Hawaii Revised Statutes.

This position also serves as the Emergency Management Officer engaged with emergency management agencies and partners in seminars and trainings to ensure emergency readiness; and to collaborate, facilitate, and report the emergency response and recovery activities and operations of the department and the application of qualified grants and reimbursements.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Workforce Innovation and Opportunity Act Nondiscrimination Policy 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,

DO, 06/15/2024

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which includes WIOA nondiscrimination oversight over all DLIR programs. [1][2]

2. Conducts investigations and negotiates, where appropriate, with the recipients to secure voluntary compliance when non-compliance is found. [1][2]
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 C.F.R. Part 38. Consults with other jurisdictions, surveys their respective programs, identifies problems and makes recommendations for change. [1][2]
4. Monitors, investigates or mediates in response to complaints concerning activities and/or recipients (includes State, County and private businesses and non-profits) that receive WIOA Title 1 funds from the State to ensure compliance with the nondiscrimination and equal opportunity requirements of 29 C.F.R. Part 38. Prepares reports of findings to the DLIR Director. [1][2]
5. Provides WIOA guidance and training to the Local Areas and Local-Level Equal Opportunity Officers. [1][2]
6. Represents the Director at local, regional and national meetings, conferences and seminars pertinent to this program. Participates as speaker, resource person, and discussion leader before government and private groups to interpret State policies and to promote understanding of the law. [1][2]
7. Plans, develops, and institutes policies, procedures, and programs consistent with the WIOA nondiscrimination provision, and serves as the WIOA ADA coordinator. [1][2]

B. Department-Wide Support

25%

1. Responsible for the development and update of the Department's plan for language access for Limited English Proficient (LEP) persons as provided for by Chapter 321C, Hawaii Revised Statutes (HRS). Collects, maintains, and analyzes data related to Chapter 321C, HRS. [1][2]

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2. Serves as the department's Emergency Management Officer (EMO) and the primary liaison between the department and the Hawaii Emergency Management Agency (HI-EMA) and responsible for ensuring their department's overall readiness to respond to an emergency or disaster that requires State resources. [1][2]
3. Maintains and updates the department's emergency plans in coordination with HI-EMA, ensures that primary and alternate representatives are assigned for all the department's Emergency Support Functions, and channels information about plans, training opportunities, and exercises. [1][2]
4. Coordinates with the Administrative Services Office to track and seek reimbursement for departmental expenses for emergency related situations. [1][2]

C. Staff Training 20%

1. Develops and conducts training for department staff to promote a fuller understanding and achieve compliance with the nondiscrimination and equal opportunity provisions of the WIOA, and Chapters 321C & 127A, HRS. [1][2]
2. Participates in discussions and assists in the development of department-wide policies, procedures and guidelines. [1][2]
3. Manages, coordinates or conducts special projects or programs as assigned. [1][2]

D. Other Duties as Assigned 5%

1. Attends seminars, workshops, conferences, and other trainings to keep abreast of new developments in this program. [1][2]
2. Performs other duties as assigned. [1][2]

Essential Functions

Reasons:

- [1] The requirement and performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.

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[3] The function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

Evidence Use in Determining Essentials Functions Considered:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 100187 Class Title: Director

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 works independently under the general supervision of the supervisor. Instructions are limited to specifying priorities and due dates. Completed work assignments are reviewed for completeness and accuracy prior to submission.

C. Nature of Available Guidelines Controlling the Work.

29 C.F.R. Part 38
WIOA Nondiscrimination Plan
Titles VI & VII of the Civil Rights Act of 1964
The Age Discrimination Act of 1967
Title IX of the Education Amendments Act of 1972
Sections 503 & 504 of the Rehabilitation Act of 1973
The American with Disabilities Act of 1990
Chapter 127A, HRS
Chapter 321C, HRS
Disability Communications Access Board Manual
Administrative Directive No. 23-02, Emergency Management Preparedness Requirements for Departments

V. RECOMMENDED QUALIFICATIONS REQUIREMENTS

A. Knowledge

Understanding the principles and practices of public administration, fairness and equality; knowledge of civil rights laws, regulations and rules, including state and federal

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language access laws, regulations, and rules; and research methods and techniques; investigatory techniques.

B. Skills

Understand and interpret complex written material, including laws, rules, regulations, and policies; interpret rules and regulations to others; work with and maintain working relationships with all jurisdictions; ability to write clear and comprehensive reports and other documents.

C. 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, ability to compare requirements and reports rapidly and accurately; organize and complete assigned tasks; analyze problems and derive sound conclusions; and learn, understand, and apply a variety of processes, procedures, practices, and guidelines; maintain professional demeanor and maintain regular attendance.

D. Education

Graduation from an accredited four-year college or university with a bachelor's degree.

E. Experience

Four 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.

F. Required licenses and certificates

Valid driver's license.

VI. DESIRABLE QUALIFICATIONS

Knowledge of business and management principles involved in strategic planning, resource allocation, and human resources; knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins; and knowledge of principles and methods for training design, teaching and instruction.

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VII. TOOLS, EQUIPMENT AND MACHINES

Computing devices, such as desktop, laptop and mobile, with peripherals, networking devices and software. Commonly used office machines and equipment such as copier, fax machines, scanners, calculators, and paper shredders.

VIII. WORKING CONDITIONS-SEE SUPPLEMENT TO POSITION DESCRIPTION

May be required to work beyond normal work hours and/or travel as needed.

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