POSITION DESCRIPTION APPROVAL FORM

DEPARTMENT OF EDUCATION
Office of Human Resources
Classification & Compensation Section
P.O. Box 2360 Honolulu, HI 96804

Please reference the Position Description Approval Form - Instructions (DOE OHR 200-001Ins) for additional information.

I. GENERAL INFORMATION

Position Number: 72804 Title: Civil Rights Compliance Specialist II - Title IX Salary Range: EOSR7

State Office/Complex Area: Office of the Superintendent Branch: Civil Rights Compliance Office

Section/Unit: Location/School: Oahu

FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Civil Rights Compliance Specialist II Salary Range: EO-07 BU Code: 56

Approval Authority Name: Sandi Yamagata Title: Personnel Specialist

Approval Authority Signature: Sandi Yamagata Effective Date: 12/01/2017
MM/DD/YYYY

II. INTRODUCTION

Function of Organization (Describe the focus and function of your organizational unit):

The Civil Rights Compliance Office (CRCO) is responsible for the overall Department of Education (DOE) compliance of federal and state equal opportunity and anti-discrimination laws as it relates to students, employees, and members of the public who access our services, programs, and activities, including, but not limited to federal and state laws, Hawaii Administrative rules, and Board Policies.

The CRCO is also responsible for overseeing select administrative appeals at the Superintendent's level.

The CRCO is responsible for overseeing compliance pursuant to audits that are conducted by the U.S. Department of Education, Office for Civil Rights; the U.S. Department of Justice; and the Office of the State Director for Career and Technical Education.

The CRCO provides necessary technical assistance, coordination, and supports to DOE staff, students, parent/legal guardians, external agencies, and the general public.

Purpose of Position (Brief description of the job; Describe the purpose of the position, including how the position's function fits into the function of the larger organizational unit):

The purpose of this Equity Specialist II position is primarily to coordinate the DOE's efforts to comply with and carry out the responsibilities under Title IX of the Educational Amendments of 1972, other related civil rights laws, department rules, and Board of Education policies. The position requires the development, coordination, and dissemination of relevant materials, information, and training guidelines to enable the department to comply with civil rights compliance responsibilities, including conducting investigation of complaints communicated to the department from applicants, employees, students, or parents alleging noncompliance. The position is also needed to assist with the DOE's immediate response to emerging civil rights compliance issues.

This position will also coordinate compliance pursuant to federal and state laws and assist with federal and state audits that are conducted by the U.S. Department of Education, Office for Civil Rights, U.S. Department of Justice and the Office of the State Director for Career and Technical Education.

This position is essential and necessary to ensure that there is proper technical assistance, coordination, and supports to the Equity Specialists serving the Complex Areas.

III. MAJOR DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS (Attach separate sheet if necessary)

Describe duties, responsibilities and essential functions as indicated on page 2 of the PD Guide instructions.	% of time	* E
1. Conducts full range of investigations involving issues dealing with alleged violations of civil rights laws, policies, and/or procedures, specifically, but not limited to, Title IX of the Educational Amendments of 1972.	30	E
2. Drafts responses to complaints filed with the U.S. DOE Office of Civil Rights, Equal Employment Opportunity Commission, or Hawaii Civil Rights Commission, as assigned. Prepares DOE's official responses to various state and federal enforcement agencies concerning potential civil rights violations.	20	E
3. Acts as the subject matter expert for Title IX and for compliance with state and federal laws, including enforcement by the U.S. DOE Office of Civil Rights and audits by the Career and Technical Education program. Provides technical assistance, information, and guidance to departmental supervisors, staff, and/or the general public. Develops and recommends administrative policies, guidelines and instructions to achieve compliance with various state and federal laws, including, but not limited to, Title IX and nondiscrimination on the basis of sex in education program or activities.	20	E
4. Conducts training for managers, supervisors, employees, and/or students on areas relating to Title IX or other civil rights laws and compliance issues.	25	E
5.		
6.		
Performs other related duties as assigned.	5%	

☐ Check here if separate sheet attached.

*** E = Essential Function**

IV. QUALIFICATIONS (Education, experience, licenses, or certificates required to perform the essential functions of the position, as well as those that may be preferred)

Education:

Bachelor's degree from an accredited college or university in education, human resources, or a related field relevant to the duties described above.

Equivalencies for Education:
Bachelor's degree from an accredited college or university PLUS two (2) years of professional work experience.

Desired Education: Master's degree in education, human resources or a related field relevant to the duties described above, or a law degree.

Experience:

Four (4) years of responsible professional work experience in civil rights compliance, including overseeing, providing advice and recommendations, or ensuring compliance, of which one (1) year shall have been in an education program, agency or system.

Equivalencies for Experience:
Master's degree from an accredited college or university in a related field may substitute for two (2) years of experience. Doctorate in a related field or law degree from an accredited college of university may substitute for three (3) years of experience.

Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

License/Certificate:

V. COMPETENCIES (Knowledge, skills and abilities to perform the essential functions of the position)

Knowledge:

Laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment, such as requirements under Title VI, Title VII, Title IX, Section 504 and ADA as well as other State and Federal civil rights policies, guidelines, and Administrative Rules; operations research.

Desired Knowledge:
Process of revising, drafting, and presenting policies and Administrative Rules leading to adoption by the Board of Education.

Skills/Abilities:

Communicate effectively with others both orally and in writing; conduct complex research and multi-task projects; analyze facts and make findings based on applicable laws, rules and policies; make presentations in front of large audiences; operate computer and other business machines.

VI. PHYSICAL REQUIREMENTS

Describe any physical requirements for this position:

Ability to conduct the essential functions of the position, including conducting investigations that may require neighbor island travel or driving to/from sites on Oahu.

VII. ENVIRONMENTAL CONDITIONS

Describe any adverse conditions (e.g. hazards, heat, light, cold, noise, fumes, dust, etc.):

VIII. SUPERVISION RECEIVED AND EXERCISED (Attach separate sheet if necessary)

Supervisor Title: Director Section: Civil Rights Compliance Office

Supervises the following unit or positions (position numbers and titles):

IX. EMPLOYEE CERTIFICATION

I have reviewed the duties and responsibilities assigned to this position.

Employee Signature: _____ Date: _____
MM/DD/YYYY

X. SUPERVISOR CERTIFICATION

I certify that the above is a complete and accurate description of the duties and responsibilities of this position.

Supervisor Signature: _____ Date: _____
MM/DD/YYYY

Complex Area Superintendent/
Assistant Superintendent/
Superintendent Signature: _____ Date: _____
MM/DD/YYYY

XI. ORGANIZATION CHART (Attach the most recent official organization chart that shows this position. This does not apply to school level positions.)