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: 69700 Title: Civil Rights Compliance Director Salary Range: EOSR-10

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

Section/Unit: Location/School: Oahu

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Class Title: Civ Rights Compl Director Salary Range: EOSR-10 BU Code: 56

Approval Authority Name: Sandi Yamagata Title: Personnel Specialist

Approval Authority Signature: Sandi Yamagata Effective Date: 03/23/2018
MM/DD/YYYY

II. INTRODUCTION

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

The Civil Rights Compliance Office (CRCO) supports the executive function of the Superintendent of Education by promoting equal opportunity in educational programs, services, and activities for students; equal employment opportunity; and equal access to Department of Education (Department) programs, services, and activities in compliance with various federal and state civil rights laws and related administrative rules and Board of Education policies.

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):

This position has the highest level of civil rights responsibility for the Department, with overall responsibility for establishing, administering, and maintaining the Department's civil rights programs and ensuring its compliance with all civil rights obligations.

The incumbent in this position shall conduct all business of the program with the highest degree of professionalism and confidentiality. Discretion and security in the handling and maintenance of personnel data, complaint files, and other personal records is of the utmost importance.

The position is responsible for establishing positive relationships with organizational representatives of special emphasis groups, government agencies, service organizations, etc. and working effectively with all levels of employees, members of the public, government officials, professional organizations, and advocacy groups.

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. Planning and Development: Develop, update, and review policies, rules, regulations, procedures, and guidelines related to civil rights compliance; review new, or modifications to, federal and state laws, rules, and regulations to determine their impact on the Department; direct and oversee the Department's compliance with all civil rights and equal employment opportunity laws; provide policy direction; plan, organize, and carry out activities related to self-assessment, reporting, and monitoring of civil rights requirements; coordinate and ensure compliance with audits and reviews conducted by applicable federal and state agencies.	40	E
2. Investigations and Complaints: Oversee and coordinate proper handling of all civil rights complaints, including internal administrative fact-gathering, investigations, and analyses of civil rights and discrimination complaints, including but not limited to those related to public accommodations, employment, and Title IX compliance; represent the Department in negotiations of settlement and/or conciliation agreements on specific complaints, as well as mediating complaints in alternative dispute resolution proceedings; ensure timely and complete responses to complaints filed against the Department by, and in, federal and state civil rights enforcement agencies.	30	E
3. Advisement: Serves as the principal advisor, policy maker, and technical resource for Department personnel on matters related to the various federal and state civil rights and anti-discrimination laws, regulations, administrative rules, enforcement guidance, policy interpretations, and case law; advise school administrators on student-to-student discrimination issues that may be addressed under Chapter 19, Hawaii Administrative Rules; provide guidance and technical assistance to administrators on fact-gathering requirements and processes as related to discrimination complaints.	10	E
4. Training: Plan, organize, and carry out training programs related to civil rights and anti-discrimination issues for Department employees and, when resources permit, for students and parents in the public school system.	10	E
5. Supervisory / Administrative: Responsible for all personnel and administrative functions of the branch, including personnel selection, training, management and evaluation; budget development and execution; and establishment / maintenance of appropriate fiscal and program records.	5	E
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:

Graduation from an accredited college or university with a bachelor's degree in political science or business administration with coursework in management, organizational studies, and research and statistics.

Education Desired: Master's degree in Business or Juris Doctor.

Experience:

Nine (9) years of responsible professional work experience in operations research, organization and systems studies, and/or management analysis, of which five (5) years shall have been in an education program, agency or system including two (2) years of supervision of professional staff in operations research, organization and systems studies, and/or management analysis.

Experience Desired: Responsible professional work experience in management of a civil rights program.

License/Certificate:

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

Knowledge:

Management and organizational behavior; organizational change and effectiveness; organizational communication; business statistics; operations research; productivity management; laws, rules, regulations and administrative procedures pertinent to the program; principles and practices of supervision.

Knowledge Desired: Federal and State civil rights, constitutional and school/education laws, rules, regulations, policies, and procedures; precedent case law on the same; conducting and supervising internal administrative investigations of employees; mediation, negotiations, and alternative dispute resolution of cases; promulgating, repealing, and/or amending administrative rules; principles of civil litigation, including knowledge of legal proceedings, motions, pleadings, production of information for discovery, and other legal-related matters.

Skills/Abilities:

Plan, direct, coordinate, and evaluate civil rights compliance, affirmative action, and complaint investigations; deal effectively with state, federal, and departmental officials to accomplish program goals and objectives; communicate effectively with others both orally and in writing; operate various business machines.

Skills/Abilities Desired:
Manage a high volume of investigations and lawsuits at the same time; prioritize workload and give assignments to staff; provide immediate technical assistance to administrators, staff, parents, and other interested individuals; respond to high profile issues within a short period of time; solve problems in a timely manner; work with a diverse group of people; represent the Superintendent and/or the Deputy Superintendent in assigned meetings; read and interpret complex materials relating to civil rights, investigations, and litigation; work independently and follow instructions provided by the Superintendent of Education; work flexible hours; possess qualities such as maturity, patience, and acceptance, good judgment, integrity, and respect for confidentiality of sensitive information.

VI. PHYSICAL REQUIREMENTS

Describe any physical requirements for this position:

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: Superintendent Section: Department of Education

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

21803 Secretary IV
69701 Civil Rights Compliance Specialist III
Equity Specialists II in state office (72804, 75886, 75888, 602657, 604485)
Equity Specialist II in Complex Areas (604365, 604366, 604367, 604368, 604369, 604370, 604371, 604372, 604373, 604374, 604375, 604376, 604377, 604378, 604879)

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.)