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: 604372 Title: Equity Specialist II - Complex Area Salary Range: EO-07

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

Section/Unit: Location/School: Castle-Kahuku

FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Equity Specialist II Salary Range: EO-07 BU Code: 56

Approval Authority Name: Cara Tanimura Title: Personnel Specialist

Approval Authority Signature: Cara Tanimura Effective Date: 07/01/2017
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 §9524 of ESEA of 1965, Title VI and VII of the Civil Rights Act of 1964, and as amended in 1991, Title IX of the Educational Amendments of 1972, also known as the Patsy T. Mink Equal Opportunity in Education Act, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975 (Students), the Americans with Disabilities Act of 1990, and as amended in 2008, Uniformed Services Employment and Re-employment Rights Act of 1994, the Rehabilitation Act of 1973, the Equal Educational Opportunity Act of 1974, the Equal Pay Act of 1973, the Genetic Information Non-Discrimination Act of 2009, Hawaii Revised Statutes Chapter 368, 378, and 489, as well as, Title 8, Chapter 41, and BOE Policies 305-1 and 900-1, Equal Educational Opportunity Act of 1974, and Hawaii Revised Statutes Section ChapterPart II.

The CRCO is also responsible for overseeing select Chapter 19 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 the Complex Area Superintendents (CASs), Principals, Vice Principals, State Office staff, State Office of Career and Technical Education specialist, teachers, employees, and student, parent/legal guardians, 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 civil rights laws, department rules and Board of Education policies at the complex level. The duties include conducting investigations of complaints communicated to the department from applicants, employees, students, or parents/guardians, alleging protected class discrimination or harassment; working with employees who request reasonable accommodations for disabilities; and working with limited English proficient parents/guardians. This position is also needed to assist with the DOE's immediate response to emerging compliance issues in these and other civil rights areas.

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 provided to the CASs, Principals, Vice Principals, State Office staff, State Office of Career and Technical Education specialists, and teachers who are impacted by these compliance audits.

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 possible violations of civil rights laws, policies, and/or procedures, including Title VI, Title VII, Title IX and the Americans with Disabilities Act or 504.	30	E
2. Acts as the Title IX Coordinator for the Complex Area and accepts complaints relating to discrimination or harassment based on sex or gender, assures compliance with Title IX throughout the Complex Area and provides guidance to the schools' administration relating to compliance under Title IX and the DOE policies relating to Title IX.	25	E
3. Acts as the Language Access Coordinator for the Complex Area and assures compliance with Title VI throughout the Complex Area. Provides guidance to the schools' administration relating to compliance under Title VI and the DOE policies relating to Title VI.	10	E
4. Acts as the Reasonable Accommodation Coordinator for the Complex Area and works with the schools and employees to determine reasonable accommodations for employees with disabilities. Provides guidance to the schools' administration relating to compliance under the ADA and the DOE policies relating to the ADA.	15	E
5. Provides guidance to the schools' administration relating to compliance under Title VII and the DOE policies relating to Title VII.	15	
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.

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 or the neighbor islands.

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: 06/23/2017 MM/DD/YYYY

Complex Area Superintendent/
Assistant Superintendent/
Superintendent Signature: _____ Date: JUL - 6 2017 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.)