

DEPARTMENT OF EDUCATION
STATE OF HAWAII

.....

Class Specifications for the Class:

CIVIL RIGHTS SPECIALIST V

Class Distinguishers:

Complexity: Serves as the department's principal subject matter specialist and advisor for one or more department-wide civil rights programs; and/or is predominantly responsible for performing the most difficult and complex program development and evaluation activities for one or more department-wide civil rights programs.

Such work involves performing extensive and intensive work in developing, implementing, monitoring and evaluating one or more of the department's civil rights programs; developing policies and procedures, and coordinating department efforts to ensure compliance with civil rights laws, rules, regulations and requirements, and investigating and resolving the most complex civil rights issues. A position in this class is delegated considerable independence in solving problems and dealing with officials of various agencies. The work requires frequent dealings with major, unprecedented and controversial matters involving difficult and complex administrative and technical problems requiring the identification of problem areas and development and recommendation of strategies, policies and solutions. May supervise the work of one or more lower-level civil rights specialists.

Personal Contacts: Contacts are with the director, school administrators, and other department personnel to provide advice and assistance in interpreting and applying program requirements to ensure compliance with federal enforcement officials, legislators, agency heads, association presidents, and minority leaders for the purpose of developing and maintaining a clear understanding of the principles, concepts and practices underlying a particular civil rights area; and with federal, State, city and county agencies and other agencies, organizations and individuals to negotiate and monitor the extent of compliance commitments made by the department and other agencies; and to develop and maintain partnerships to support and create unprecedented participation by minority and business groups in eliminating or mitigating discrimination causes and effects.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Comprehensive knowledge of civil rights laws, rules and regulations, issues and principles and practices governing an area such as Title VI, Equal Employment Opportunity and Americans with Disabilities programs; federal, State and department mission and goals regarding how the civil rights program functions within the department's programs; department's program plan, organizational structure, policies and procedures; research, analysis, problem solving and investigation techniques; and report writing.

Ability to: Plan, develop, coordinate, direct and evaluate a civil rights program; implement civil rights compliance program requirements; interpret and apply civil rights laws, rules, regulations, issues, principles and practices; exercise judgment, confidentiality, discretion, logic and creativity; perform research, analyze, investigate and resolve complex civil rights program problems and issues; effectively communicate orally, including speaking to groups and individuals; write clear and concise reports; and establish and maintain effective working relationships with departmental employees, administrators, federal and State personnel and others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Serve as the departmental specialist for a civil rights program; provide advice and assistance to departmental staff on all matters relating to the civil rights programs administered by the department; provide expert consultation to other civil rights specialists within the department regarding the interpretation and application of civil rights laws, rules and regulations; and recommend departmental positions on civil rights problems.
2. Guide and develop the mission, goals and objectives for the civil rights program area. Develop policies and procedures in accordance with applicable federal and State laws, rules and regulations. Plan, organize, coordinate, direct, monitor and oversee activities to ensure non-discrimination in departmental programs, adherence to civil rights program requirements and continuation of federal aid.
3. Analyze, investigate and make recommendations on complex civil rights issues involving precedence and/or litigation; recommend new or revisions to program policies, procedures, guidelines and interpretations for uniform application of civil rights laws, rules and regulations.
4. Oversee or conduct staff studies and evaluations of program operations to identify problems. Develop, plan and implement special projects to promote and enhance

- a civil rights program; identify problem areas; develop solutions, implement programs or policies to remedy or mitigate identified problems.
5. Prepare, maintain and modify the civil rights program plan to ensure compliance with State and federal regulations and to reflect changes in departmental policies and priorities.
 6. Collect and analyze data, identify problem areas and recommend changes to existing practices which overtly or inadvertently result in discrimination and/or are required in order to implement new policies and procedures. Develop action-oriented goals and establish realistic timetables to accomplish them.
 7. Coordinate and maintain liaison and develop effective working relationships with federal, State, city and county agencies, and other pertinent agencies, organizations or persons as well as departmental personnel.
 8. Develop, implement, monitor and maintain administrative procedures for receiving and processing complaints.
 9. Represent the Director or Departmental Civil Rights Officer when investigating or directing the investigation of complaints of discrimination in employment and/or agency programs/activities. Analyze facts and prepare comprehensive written recommendations for Director's review.
 10. Negotiate settlements when appropriate or submit recommendations to the Director or Departmental Civil Rights Officer for review.
 11. Develop, monitor, maintain, conduct and/or coordinate orientation and training programs for departmental personnel, representatives of other government agencies, sub-recipients and others on civil rights programs, opportunities and compliance requirements.
 12. Serve as the departmental liaison for all civil rights matters. Receive and disseminate timely reports/information concerning civil rights to departmental personnel, vendors, contractors, labor organizations and clientele being served by agency programs. Monitor the development and ongoing civil rights compliance/affirmative action programs of contractors.
 13. Assist program personnel in developing and establishing outreach programs in order to reach minority and disability target groups.
 14. Ensure that all internal and external program operations relative to the department comply with federal and/or State legislation by establishing departmental guidelines that describe methods of compliance.

15. Conduct administrative hearings in contested cases and/or represent the department in disputes on matters relating to civil rights programs.
 16. Monitor federal legislation, court decisions, federal regulations and other relevant laws and regulations to determine impact on civil rights program.
 17. Assign, review and evaluate the work of lower-level civil rights specialists. Participate in the selection of new employees; orient and train new employees; and recommend approval of personnel transactions.
-

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specification for the Executive Branch Civil Service class CIVIL RIGHTS SPECIALIST V by the Department of Education Civil Service system.

DATE APPROVED: DEC 11 2006

EFFECTIVE DATE: JUL 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources