

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

**CIVIL RIGHTS COMPLIANCE OFFICE**

Under the general direction of the Director, advises departmental management, supervisors, and employees on compliance with civil rights and related laws; develops and updates the departmental affirmative action plan, oversees the implementation of the plans and language access plan.

1. Maintains expertise regarding unlawful harassment, equal employment opportunity, external contract compliance, and affirmative action through knowledge of statutes, statutory changes, judicial rulings, and Federal and State rules, regulations, and directives.
2. Promotes departmental civil rights compliance through the regular and systematic dissemination of information throughout the department, training programs, advisory services, and data collection and analysis; assists departmental staff with relevant projects.
3. Monitors, reviews, and evaluates the department's compliance with the Language Access Law, Americans with Disabilities Act, Title VI and VII of the Civil Rights Act, HRS 368 and 378 and other federal, and other federal and state civil rights laws.
4. Acts as a liaison to provide information and technical assistance to program managers, administrators, and others on matters relating to civil rights programs.
5. Investigates, evaluates, and conciliates civil rights complaints from employees, applicants, and the general public.
6. Reviews, evaluates, and recommends changes to internal employment policies, practices, and training opportunities to assure compliance with State and Federal civil rights laws and regulations.
7. Maintains case files, statistics, and other program materials, and prepares required reports.
8. Prepares budget justifications and operational expenditure plans.