

## APPENDIX I

### TITLE VI COORDINATOR DESCRIPTION SUMMARY

- The Department of Human Services (DHS) Title VI Coordinator is a Human Resources Specialist V who also serves as the Title VI and VII Coordinator, ADA and EEO Coordinator. She provides technical assistance to division administrators, executive directors, and supervisors in civil rights matters. She is responsible for responding to inquiries from external agencies, including but not limited to the EEOC, HCRC, DOJ, USHHS, and USDA and responding to discrimination and retaliation charges.
- She represents the DHS at State of Hawaii Executive Branch meetings such as at the ADA and EEO meetings. She is responsible for DHS policy development, implementation and revisions, requiring union consultation with HGEA and UPW, including but not limited to, DHS policy 4.10.1-4 relative to discrimination complaints, harassment prevention, opportunities to participate in programs and activities and access to facilities, programs, activities, and employment.
- She is responsible for developing, implementing and updating DHS Affirmative Action, Self-Evaluation, and Title VI Compliance plans, which includes data gathering analysis, and synthesis, as well as periodic site visits statewide, for example.
- Developing and presenting training materials related to civil rights matters is a key function in both employment and service areas.
- Notifications required in public accommodations and employment are the responsibility of the Title VI and VII Coordinator also.