

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Compliance Officer</i>	Posting Date: <i>August 19, 2024</i>	Serial No.: <i>106-24</i>
Department/Division: <i>Department of Public Works</i>	Closing Date: <i>August 23, 2024</i>	Announcement No.: <i>106-24</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467 - \$41,817p.a.</i>

General Description:

The Compliance Officer is under the direct supervision of the Program Manager for the Federal Transit Administration (FTA) division. The incumbent will oversee the FTA program, compliance of policies and will function as an objective that reviews and evaluates compliance issues and concerns for the program.

Key Duties and Responsibilities:

- Develop, initiate, maintain and revise policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, and improper conduct.
- Manage day to day operations of the program.
- Assist the Program Manager in reviewing Americans with Disabilities Act (ADA) compliance issues related to accessibility, wheels chair ramp and measurements and standards, safe deployment of vehicle lift of passenger.
- Identify potential areas of compliance vulnerability and risks.
- Develop or implement corrective action plans for resolution of problematic issues and provide general guidance on how to deal with issues in the future.
- Provide reports on a regular basis and as directed or requested to keep the staff and senior management informed of the operation and progress of compliance efforts.
- Ensure proper reporting of violations of potential violations to duly authorized enforcement agencies as appropriate and or required.
- Resolve any related services issue with other human service agencies through information sharing and partnerships.
- Provide passenger training agency, groups and staff on how to utilize FTA transportation services.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: hr@americansamoa.gov / Fax: (684) 633-1139
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- Provide Program Manager with support in managing FTA programs.
- Provide final plans check for PNRS and ZONING concerns before DPW-Building Branch initiates its own review procedures for building permits.
- Establish site visit tracking procedures and coordinate follow-up site visits with respective review agencies for Stop Work Orders and/or Issuance of Notice of Violations.
- All other duties and responsibilities as assigned.

Knowledge, Skills, and Ability:

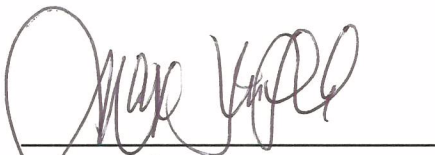
- Knowledge of State and Federal regulations and policies to accessibility of public transit systems.
- Have planning, research, statistical analysis, reporting, communication, interpersonal and time management skills.
- Ability to consult with agencies and members of the community involved in the FTA programs.
- Ability to anticipate, understand and be sensitive to transit needs of persons with disabilities.

Academic and Experience Requirements:

- Applicant must have an associate's degree in a related field from an accredited college or university plus four (4) years of work experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement if not met.
- Salary may be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Max Tuitele

Acting Director, Department of Human Resources

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