



**American Samoa Government  
Department of Human Resources**



# **JOB ANNOUNCEMENT**

**OPEN TO THE PUBLIC**

**DEPARTMENT / DIVISION: DEPARTMENT OF COMMERCE**

## **SENIOR COMPLIANCE REVIEW OFFICER**

Posting Date: October 23, 2023 - Closing Date: November 10, 2023

Serial No.: 157-23 || Announcement No.: 157-23

Temporary Appointment || Pay Grade & Salary: GS 12 - \$17,673 - \$43,023 p.a

### **GENERAL DESCRIPTION**

The Senior Compliance Review Officer position is located within the American Samoa Coastal Management Program (ASCMP) Division of the Department of Commerce. The Senior Compliance Review Officer will perform all facets concerning the Land Use Permit Application and is responsible for the compliance review of land use permit application and maintain the permitting review process.

### **KEY DUTIES & RESPONSIBILITIES**

- DOC lead for coordinating major site visits:
  - Schedule site visit times with applicants and PNRS Board Members (ASEPA, ASPA, DOH, HPO, DMWR, DPR, and DPW and alternate for minor site visits)
- Perform internal review of applications for local regulations and interpret ASCMP codes
- Assist the Planning division in determining Best Management Practices for use of coastal lands, and link resource management concepts with coastal development objectives
- Coordinate project applications and files with concerned agencies while assisting in land planning and development of the coastal lands
- Prepare land use permits with conditions approved by the PNRS Board
  - Generate site visit and web portal reports as well as position papers
- Floodplain Administrator - Generate and verify elevation certificates for applicants
- Update SCRO tasks for permits on the electronic database management system

**THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Department of Human Resources, A.P Lutali Executive Office Building, Pago Pago, Am. Samoa 96799  
Ph: (684) 633-4485 / Email: americansamoagovernmenthr@gmail.com / Fax: (684) 633-1139

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(ASCMP Dashboard)

- Distribute minor land use permits to ASCRO for site visits and processing
- Review permits for approved minor and major projects
- Enforcement - issue Stop Work Orders (SWO) to violators and prepare SWO Reports
- Voting member or DOC representative at the PNRS Board Hearings
- Follow up on Stop Order Violations
- Prepare Position Paper and Agenda for the PNRS meeting
- Perform other job-related duties assigned

### **KNOWLEDGE, SKILLS AND ABILITY**

- Must be detail oriented and hold excellent communication, writing, and interpersonal skills
- Fluently write both in English and Samoan
- Excellent computer skills
- Proficiency in Access and Word
- Obtain experience in Coastal Planning or Resource Management
- Knowledge of Geographical Information Systems software associated hardware
- Ability to input tabular data correctly and check information for accuracy

### **ACADEMIC AND EXPERIENCE REQUIREMENTS**

- Applicant must have a Master's Degree from an accredited college or university plus one year of work related experience OR a Bachelor's Degree from an accredited college or university plus three years of work related experience and one year of supervisory capacity
- Salary will commensurate with degree and 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.**

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