

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Urmi
DHR Director

Max Tuitele
Deputy Director

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Deputy Director

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

JOB ANNOUNCEMENT

Job Title: Data Specialist I	Posting Date: April 29, 2026	Serial No.: 062-26
Department/Division: Criminal Justice Planning Agency	Closing Date: May 04, 2026	Announcement No.: 062-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-10/\$16,917 - \$42,267p.a.

General Description:

The Data Specialist will support the American Samoa Criminal Justice Planning Agency's National Criminal History Improvement Program (NCHIP) by managing, analyzing, and reporting criminal justice data to ensure compliance with federal and territorial standards. This role is critical for improving the accuracy, completeness, and accessibility of criminal history records in American Samoa, in alignment with NCHIP objectives to strengthen the justice system and enhance public safety.

Key Duties and Responsibilities:

- Collect, clean, and validate criminal justice data from multiple sources, including law enforcement, courts, and corrections.
- Maintain and update local criminal history databases to ensure alignment with federal and NCHIP reporting standards.
- Conduct data analysis to identify trends, gaps, and opportunities for system improvement.
- Generate regular and ad hoc reports for the ASCJPA, NCHIP program, and federal reporting requirements.
- Ensure data security, privacy, and integrity in compliance with federal guidelines.
- Provide technical assistance and training to staff on data entry, reporting procedures, and data management best practices.
- Collaborate with local, territorial and federal stakeholders to enhance criminal history record accuracy and accessibility.
- Support program evaluation and grant reporting activities.

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: info@hr.as.gov

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Knowledge, Skills, and Ability:

- Proficiency in database management systems and data analysis tools.
- Understanding criminal history record systems and NCHIP requirements.
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy in handling sensitive information.
- Excellent written and oral communication skills.
- Ability to work independently and as part of a multi-disciplinary team.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus two (2) years of work-related experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will 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,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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