

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Information Technology Technician I</i>		Posting Date: <i>March 18, 2025</i>	Serial No.: <i>040-25</i>
Department/Division: <i>Health</i>		Closing Date: <i>April 08, 2025</i>	Announcement No.: <i>040-25</i>
Type of Position: <i>Temporary 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 Information Technology Technician I (ITTI) reports directly to the IT Manager. The ITTI works closely with Information Technology II (ITT2) to provide support to computer, printer, and network users across the Department of Health. The ITTI works with Administrative Assistant to provide inventory management and assists with moving equipment when needed. The ITTI works with all IT staff members to assist in providing support for the department where assistant is needed.

Key Duties and Responsibilities:

- Ensure that current lab devices comply with LIM/LIS minimum computer requirements.
- Lab network is optimized, secure and compliant with Industry Standards i.e. ANSI, TIA/EIA
- Assist LIM/LIS vendor in training Lab personnel on proper and efficient use of product.
- Conduct timely and routine maintenance of computing and network devices/peripherals.
- Conduct quality assessment and reports conditions.
- Provide recommendations for scaling, growth and/or enhancement of Lab systems.
- Maintain reporting conditions and status for delivering ELR.
- Assist in other necessary technical duties.
- Individuals will become the LIM/LIS Administrator.
- Provides guidance, leadership, or training to other employees.
- Directly responsible for supervising non-exempt, clerical, or office administrative personnel.

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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- Responsible for supervising exempt, professional, or technical employees.
- Responsible for supervising supervisory/managerial employees.

Knowledge, Skills, and Ability:

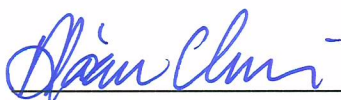
- Provides primary troubleshooting for computer, printer, network and media technology for the department.
- Assists with relocating, deploying and documentation of technology equipment on the for the department.
- Provides installation and antivirus scanning for desktops software and virus scanning for desktops and laptops in the department.
- Assist with managing IP host list for the department.
- Provides support to ELC IT Manager/ELR Process and data modernization.
- Assist in maintenance of documentation of Department of Health systems and training.
- Ability to communicate technical information both verbally and in writing.
- Knowledge of PC and server operating systems.
- Knowledge of basic network technology, ability to design layouts.
- Perform other duties as assigned by the IT Manager and Disparities Manager.

Academic and Experience Requirements:

- Applicant must have an associate degree from an accredited university or college plus four (4) years of work 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,



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

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