

Good evening Chairman Estacio and members of the Board. I am Dawn Bonsu, Human Resources Division Manager, and I am presenting tonight the Human Resources Report to provide the Board with an accurate update as to the status of the agency's current vacancies, including the announcement of promotions and additions to our staff.

- **RECRUITMENT**

- **Current Vacancies:**

- Accountant
 - *One (1) Vacant Position*
 - *Position is open until filled.*
 - *We are currently awaiting further interested applicants.*
- Area Maintenance Worker
 - *Two (2) Vacant Positions.*
 - *Position is open until filled.*
 - *Oral Interviews have been completed, and hands-on testing has taken place.*
 - *Final Interview(s) will be scheduled the week of March 9, 2020.*
- Asset Manager I/II/III – 4/10 Schedule
 - *One (1) Vacant Position*
 - *Initial recruitment did not produce a successful candidate.*
 - *We are currently awaiting further interested applicants.*
- Eligibility Specialist I/II
 - *One position has been filled leaving four (4) Vacant Positions (as one promoted to the Administrative Analyst position).*
 - *Position is open until filled.*
 - *Applications are being screened and another round of testing will be taking place.*
- Family Self Sufficiency Coordinator
 - *One (1) Vacant Position.*
 - *Due to promotion, one of the two positions have become vacant.*
 - *The position has been opened for recruitment as of March 6, 2020.*
 - *The position will be open until filled.*
- Housing Quality Standards Inspector / Landlord Outreach Coordinator
 - *One (1) Vacant Position.*
 - *Position is open until filled.*
 - *To date, we have received four applications.*
 - *Oral Interviews will take place the week of March 11, 2020*

- Housing Quality Standards Inspector
 - *One (1) Vacant Position.*
 - *Position is open until filled.*
 - *To date, we have received one (1) application.*
 - *We are continuing to accept applications.*
- Maintenance Worker I/II
 - *We filled two (2) vacancies, and we have one (1) remaining vacancy to fill.*
 - *Position is open until filled.*
 - *We are continuing to accept applications*
- Office Assistant
 - *One (1) Vacant Position.*
 - *Position was filled as of February 18, 2020.*
 - *Candidate was released during the probationary period.*
 - *Leaving the position vacant again.*
 - *The position was re-opened for recruitment March 4, 2020.*
 - *We are currently awaiting interested applicants.*
- On-Site Maintenance Supervisor – Ceres
 - *One (1) Vacant Position.*
 - *Due to the impending retirement of our current On-Site Maintenance Supervisor in Ceres, this position has been open for recruitment.*
 - *We opened the recruitment internally for one (1) week.*
 - *We received two applications.*
 - *Oral Panel Interviews will be taking place the week of March 9, 2020.*
- Purchasing Specialist
 - *One (1) Vacant Position.*
 - *This recruitment has been open and is still ongoing.*
 - *The recruitment is open until filled and we are screening applications for minimum qualifications as they are submitted.*
- **Promotions:**
 - Administrative Analyst – Janae Elmasian. Janae has been with the agency since January 22, 2018 as an Eligibility Specialist. She applied for the position of Administrative Analyst and was selected for the position after going through the recruitment process.
 - Resident Services Coordinator – Natalia Jebri. Natalia has been with the agency since January 16, 2016. Natalia was originally hired as an Office Assistant and promoted to the position of Family Self Sufficiency Coordinator in March 2018. She applied for the position of Resident Services Coordinator and was selected for the position after going through the recruitment process as well.
- **Additions to Our Staff:**
 - Asset Manager – Jamie Cooper. We would like to welcome Jamie Cooper to the agency as our new Asset Manager. Jamie comes to the agency with experience as

a property manager for Buckingham Property Management. We are excited to have Jamie join our agency.

- Eligibility Specialist – Corina Lazo. We would like to welcome Corina Lazo to the agency as our new Eligibility Specialist. Corina comes to the agency with vast experience as a Housing Programs Specialist from the Housing Authority of the County of San Mateo. We are excited to have Corina join our agency.
- Maintenance Worker I/II – Victor Guerrero. We would like to welcome Victor Guerrero to the agency as one of our new Maintenance Workers. Victor started with the agency on November 25, 2019, and has been a great addition to our staff.
- Maintenance Worker I/II – Tyler Vitale. We would like to welcome Tyler Vitale to the agency as one of our new Maintenance Workers. Tyler started with the agency on December 4, 2019, and has also been a great addition to our staff.

As we move forward, we will be committed to sharing not only our vacancies, but the promotions and new hires that take place within the agency. We have fantastic staff and it is exciting to add to it. Notwithstanding, we continue our strive toward filling all of our vacancies as expeditiously as possible with qualified candidates.

PREPARED BY: Dawn Bonsu, Human Resources Division Manager