

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, as well as our Health U event.

- **RECRUITMENT**

- **Current Vacancies:**

- Accountant
 - *One (1) vacant position.*
 - *Position is open until filled.*
 - *We are currently accepting applications.*
- Area Maintenance Worker
 - *We have filled one (1) vacant position.*
 - *We have one (1) vacation position remaining.*
 - *Position is open until filled.*
 - *We are currently accepting applications.*
- Asset Manager I/II/III – 4/10 Schedule
 - *One (1) vacant position.*
 - *We are currently awaiting further interested applicants.*
 - *Presently, we have not received any additional applications.*
- Eligibility Specialist I/II
 - *Four (4) vacant positions remain.*
 - *Position is open until filled.*
 - *Initial testing has been conducted.*
 - *Currently accepting applications as prior applicants have not achieved a passing score on the written test.*
- Family Self Sufficiency Coordinator - Recruitment Closed
 - *This position has been filled.*
- Housing Quality Standards Inspector / Landlord Outreach Coordinator
 - *One (1) vacant position.*
 - *Position is open until filled.*
 - *We are currently accepting applications.*
- Housing Quality Standards Inspector
 - *One (1) vacant position.*
 - *Position is open until filled.*
 - *We are currently accepting applications.*
- Maintenance Worker I/II
 - *One (1) vacant position.*

- *Position is open until filled.*
- *Presently, we have received four (4) applications.*
- *Virtual testing was attempted; however, candidates either did not show or were unable to secure an internet connection.*
- *A subsequent attempt to offer the test will take place the week of May 11, 2020.*

- **Office Assistant –**
 - *One (1) vacant position.*
 - *Position is open until filled.*
 - *We are continuing to accept applications.*

- **On-Site Maintenance Supervisor – Ceres (Internal Recruitment)**
 - *One (1) vacant position.*
 - *Oral Panel Interviews have taken place.*
 - *Final Interviews will be scheduled the week of May 11, 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.*

PREPARED BY: Dawn Bonsu, Human Resources Division Manager