

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, and other HR related matters.

- **RECRUITMENT**

The Authority continues to diligently strive towards filling vacant positions for all departments within the agency. Recently Oral Interviews and Final Interviews have been conducted for the Eligibility Specialist position. Oral Interviews and Test Dates have been scheduled for the Purchasing Specialist and Accountant positions.

The Recruitment Committee has met and recommendations were submitted to the Executive Director. The recommendations proposed which have been accepted and implemented are:

- Broaden the areas in which our job announcements are advertised.
- Modify the advertisement language in order to attract the candidate pool we are seeking.
- Revise the test for both the Eligibility Specialist and Maintenance Worker/Area Maintenance Worker Test in order to yield positive results.
- Begin preparation efforts for a virtual job fair.

In addition, the Authority has opened two (2) new positions for recruitment:

- IT Assistant
- HR Assistant

- **OPEN ENROLLMENT**

Open Enrollment is open and underway with a closing deadline of Friday, October 16, 2020.

PREPARED BY: Dawn Bonsu, Human Resources Division Manager