




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Arthur Kuniyuki</i>		
Board/Commission Name: <i>Seattle Transit Advisory Board</i>		Position Title: <i>Member (Position 8)</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other		Term of Position: * 8/3/2022 to 8/2/2024 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: <i>West Seattle</i>	Zip Code: <i>98106</i>	Contact Phone No.: [REDACTED]
Background: <i>Art is a third generation Japanese-American, born and raised in Seattle. Art is Payroll and Benefits Manager for the Pike Place Market Preservation and Development Authority. In his work, he manages the ORCA Business Passport Program for about 100 users and staying informed of what transit agencies are doing regarding fare collection, COVID-19 safety rules, and route planning are more important than ever. Art holds a degree in Business Administration with a concentration in finance and has worked for the American Red Cross, Seattle-King County Chapter and volunteers with several local organizations, including the Seattle Public Library and Wired for Learning.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 8/31/2022		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

ARTHUR KUNIYUKI



QUALIFICATIONS

Proven Payroll and Benefits coordination and processing skills for over three decades.
Fully knowledgeable of ADP Payroll software (Workforce Now version)
Oversees Transportation needs by managing a 100 user ORCA Business Passport Card account.
Managed capital projects (network installation and CAT-5 wiring of a two story building)
Proven project management skills. Able to effectively communicate with stakeholders, meet time and budget constraints, and coordinate numerous vendor/customer activities.
Community leader – Board of Director Experience (Secretary/Treasurer), transportation advisory group for the **METRO CONNECTS** Plan, 19 year volunteer for the Seattle Public Library, volunteer photographer
Recognized as a patient, knowledgeable and effective teacher. Works well with diverse groups including ESL adults.

EDUCATION

B.A. - Business, University of Washington, Seattle, WA 1984

EMPLOYMENT HISTORY

Pike Place Market Preservation and Development Authority 2002-present
Payroll and HR Specialist, Payroll and Benefits Administrator, Payroll and Benefits Manager (2003 – present).

Responsible for all aspects of cloud-based ADP payroll processing and reporting for 100 employees. Conducts new employee orientations and oversees all corporate benefits processing (Medical, Dental, Vision, Life Insurance, Flex-Plan). Oversees 100 ORCA Business Passport card account. Assists HR Director with criminal background checks, personnel file maintenance, union contract preparation, personnel data analysis, employee recognition, budget preparation, and pension fund data analysis. Also assists with front desk / reception desk backup, and backup cashier duties, as required.

Temporary Employee (2002-2003)

Assisted the Accounting Department with Accounts Payable, Payroll Specialist with payroll and benefits processing, Front Desk with receptionist and office support tasks.

American Red Cross of Seattle-King County 1986-2002

Operations Administrator (1993-2002). Oversaw all corporate Information Technology systems and equipment including servers, workstations, laptops, PBX and voicemail. Provided technical support, maintenance and repair. Designed and implemented training programs on computer hardware/software programs and office equipment to all staff and volunteers. Procured all corporate office supplies, equipment and materials. Negotiated pricing, delivery and credit requirements with all vendors and the maintenance agreements on all IT devices. Updated Disaster Recovery Plan.

Payroll Coordinator (1986-1996). Processed payroll for 100 employees. Posted general ledger expenses.

Computer Specialist (1987-1993). Developed computer system procedures. Planned for future computer needs. Provided computer training and support services.

Bookkeeper (1986-1989). Performed AP and Payroll duties. Posted general ledger entries.

COMMUNITY ACTIVITIES

Seattle Public Library System Volunteer, February 2001 – present (Computer Instructor, Tutoring)

Board of Directors, Three Dollar Bill Cinema, 2007-2012, Treasurer and Secretary

Metro Transit Long Range Plan Community Advisory Group, 2015-2016, developed the **METRO CONNECTS** Plan

Volunteer Photographer, The Great Figgy Pudding Caroling Competition, 2018 - present

Community Advisory Group, The AMP: AIDS Memorial Pathway (Capitol Hill), 2018 - present

REFERENCES

Available Upon Request

Seattle Transit Advisory Board

12 Members: Pursuant to Resolution 31572, all members subject to City Council confirmation, 2-year terms:

- 7 Mayor- appointed
- 5 City Council- appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
3	M	3	1.	Member	Sandro R. Pani	8/3/22	8/2/24	2	City Council
6	M	3	2.	Member	Christopher Miller	8/3/22	8/2/24	1	City Council
3	M	7	3.	Member	Christiano Martinez	8/3/22	8/2/24	1	City Council
6	F	6	4.	Member	Michelle Zeidman	8/3/21	8/2/23	3	City Council
		7	5.	Member	Xander Barbar	8/3/21	8/2/23	1	City Council
6	M	6	6.	Member	Joshua Cooper Hirschland	8/3/22	8/2/24	1	Mayor
1	M	3	7.	Member	Ashwin Bhumbra	8/3/22	8/2/24	1	Mayor
1	M	1	8.	Member	Arthur Kuniyuki	8/3/22	8/2/24	2	Mayor
	F	7	9.	Member	Erin Tighe	8/3/21	8/2/23	4	Mayor
6	F	3	10.	Member	McKenna Lux	8/3/21	8/2/23	1	Mayor
2	M	2	11.	Member	Amin Amos	8/3/21	8/2/23	1	Mayor
3/6 /9	F	2	12.	Get Engaged Member	Maria Buchanan	9/1/21	8/31/22	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	4	3			2	1	1			3								1
Council	3	1					2			2								
Other																		
Total	7	4			2	1	3			5								1

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary, O= Other, U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.