

EEO PUBLIC FILE REPORT // LA SEU

August 1, 2022 -- July 31, 2023

I. VACANCY LIST

See Section II, the “*Master Recruitment Source List*” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Customer Services Representative	1-8, 10-29, 31-34, 36-38, 40-71, 74-76	#14
President	1-8, 10-34, 36-38, 40, 41, 43-71, 73-76	#73

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Administrative Assistant II	1-8, 10-29, 31-34, 36-38, 40, 41, 43-71, 74-76	#14
On-Air Fundraising Director	1-8, 10-29, 31-34, 36-38, 40, 41, 43-72, 74-76	#72
Gift Processing Coordinator	1-8, 10-29, 31-34, 36-38, 40, 41, 43-72, 74-76	#72
Marketing Coordinator	1-8, 10-29, 31-34, 36-38, 40-71, 74-76	#37
Program Host Trainee, USC Radio Group	1-8, 10-29, 31-34, 36-38, 40-71, 74-76	#34

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Source Entitled to Vacancy
Notification? Y/N
No. of Interviewees
Referred by RS during
Reporting Period

SECTION II MASTER RECRUITMENT SOURCE LIST ("MRSLS")

Agency	Last Name/Dep	First name	Email	Email/Web	Street Address	City	St.	Zip		
1 Actors Fund Career Center	Berg	Ross	rberg@actorsfund.org	rberg@actorsfund.org	5757 Wilshire Blvd. #400	Los Angeles	CA	90036	Y	0
2 Arts for LA	Herrera	Gustavo	info@artsforla.org	info@artsforla.org https://www.brailleinstitute.org/services-for-blind-adults/career-counseling	P.O. Box 4099	West Covina	CA	91791	N	0
3 Braille Institute				https://ca.broadcast1source.com/Default.aspx	741 N. Vermont Ave.	Los Angeles	CA	90029	N	0
4 California Broadcasters Association	Berry	Joe		http://www.careers.csulb.edu/employers	915 "L" Stree#1150t	Sacramento	CA	95814	Y	0
5 Cal State Long Beach/Career Center				https://www.csun.edu/career/employers	1250 Bellflower	Long Beach	CA	90840	N	0
6 CSUN/Career Center				https://www.usccareers.usc.edu/	18111 Nordhoff St.	Northridge	CA	91330	N	0
7 Dan's List	Rothblatt	Dan	dan@dans-list.org	dan@dans-list.org https://edd.ca.gov/Jobs_and_Training/Experience_Unlimited_Local_Information.htm	6505 Wilshire Blvd Ste. #1200	Los Angeles	CA	90048	Y	0
8 Experience Unlimited/EDD	Frigs	Jeannine		gsmith@jvs-socal.org	933 S. Glendora Ave.	West Covina	CA	91790	N	0
9 JVS SoCal	Smith	Grant	gsmith@jvs-socal.org	https://www.lacountyarts.org/employment	5446 Sepulveda Blvd.	Culver City	CA	90230	N	0
10 Los Angeles Dept of Arts and Culture	Sakoda	Kristin			1055 Wilshire Blvd, Suite 800	Los Angeles	CA	90017	Y	0
11 Los Angeles Sentinel		Alan		https://lajobs.laui.org/	3800 Crenshaw Blvd.	Los Angeles	CA	90008	Y	0
12 Los Angeles Urban League	Kif	Maiesha		(323) 761-8888	4401 Crenshaw Blvd., #201	Los Angeles	CA	90043	Y	0
13 UCLA/African American Studies	Benson	Veronica		https://usccareers.usc.edu/	1308 Rolfe Hall P.O. Box 957109	Los Angeles	CA	90095	N	0
14 USC Recruitment Website					Student Union #110	Los Angeles	CA	90089	N	5
15 Venice Skills Center / LAUSD	Baskin	Lisa			611 5th Avenue	Venice	CA	90291	N	0
16 Verdugo Job Center	Khachikyan	Ani	akhachikyan@glendaleca.gov	akhachikyan@glendaleca.gov	1255 S. Central Ave.	Glendale	CA	91204	Y	0
17 West Valley Occupational Center					6200 Winnetka Ave.	Woodland Hills	CA	91367	N	0
18 All Women in Media				https://allwomeninmedia.org/career-center/	2365 Harrodsburg Road, A325	Lexington	KY	40504	Y	0
19 American News Women's Club			anwclub@comcast.net	anwclub@comcast.net	1607 22nd Street, NW,	Washington	DC	20008	Y	0
20 Asian American Journalists Assoc	Angela	Tang		https://www.aaja.org/posting_jobs_introduction	1301 K Street, NW, 300W, 3rd Fl.	Washington	DC	20005	Y	0
21 Association of Fundraising Professionals				https://jobs.afgglobal.org/employers/	4300 Wilson Blvd #300	Arlington	VA	22203	N	0
22 California Arts Council				http://www.arts.ca.gov/opportunities/jobform.php	1300 I Street	Sacramento	CA	95814	N	0
23 California Department of Rehabilitation	Talent Acquisition Portal (TA		administration@tapability.org	administration@tapability.org	721 Capitol Mall	Sacramento	CA	95814	Y	0
24 Calif State Employment Development Dept	CalJOBS			https://edd.ca.gov/Jobs_and_Training/Caljobs.htm	745 Franklin Street	San Francisco	CA	94102	Y	0
25 Cal State University Chico Career Center	Deems	Donna	kaadams@csuchico.edu	https://www.csuchico.edu/careers/employers/	400 W. First Street	Chico	CA	95929	Y	0
26 CCNMA: Latino Journalists of California	Career Center		cnmainfo@ccnma.org	Email: cnmainfo@ccnma.org	ASU Walter Cronkite School of Journalism and Mass Communication	Santa Monica	CA	90401-	Y	0
27 Chronicle of Philanthropy				https://hire.philanthropy.com/careers	725 Arizona Ave., Suite 404	Washington	DC	20037	N	4
28 Community Colleges Jobs Consortium	College Central Network			collegecentral.com/caccjobs/	1255 Twenty-Third St. 7th Floor	Sacramento	CA		N	0
29 CPB			PLEASE REMOVE 2-2-23	REMOVED at Organization's Request: 2-2-23						0
30 Current				https://current.org/	4400 Massachusetts Avenue, NW	Washington	DC	20016	N	2
31 Emma Bowen Foundation	Barham	Michael		https://www.emmabowenfoundation.com/jobs					Y	0
32 Internal Candidate					Powell Building, 525 Bryant Street				N	0
33 Howard University	Office of Career Services			https://careerservices.howard.edu/employers	NW	Washington	DC	20059	N	0
34 Indeed.com				https://www.indeed.com/					N	2
35 The Job Plugs				https://thejobplugs.com/employers/					N	0
36 JournalismJob.com				http://journalismjob.com/ , Email: corp@sastha.net		Michigan	MI		N	0
37 Linked-In.com				https://business.linkedin.com/talent-solutions/ https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job					N	12
38 Mills College Career Center	Ramirez	Ashley			5000 MacArthur Blvd	Oakland	CA	94613	Y	0

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39 Monster.com				https://www.monster.com/ https://spelman.joinhandshake.com/employer_registrati					N	0
40 Spelman College			Career Planning & Devt	ons/new	350 Spelman Lane SW Box #10	Atlanta	GA	30314	N	0
41 Sphinx Music Organization	Floyd	Achia	Achia@SphinxMusic.org	http://www.sphinxmusic.org/job-postings/	2200 Hunt Street, Suite 461	Detroit	MI	48207	Y	0
42 Word of Mouth/Personal Contacts									N	8
43 WOC (Women Of Color)				https://www.woc-fp.com/post-job					N	0
44 Asian Business League of SF			info@ablsf.org						Y	0
45 Asian Immigrant Women Advocates			info@aiwa.org						Y	0
46 Asian Women's Resources			awrcgloria@pacbell.net	awrcgloria@pacbell.net					Y	0
47 Bay Area Black Journalists Association			babja1982@gmail.com	babja1982@gmail.com	1714 Franklin St. #100-260	Oakland	CA	94612	Y	0
48 Cal State East Bay	Head	Sylvia		https://www.csueastbay.edu/ace/employers.html	25800 Carlos Bee Blvd. SA #2300	Hayward	CA	94542	N	0
49 Chinese for Affirmative Action	Lim	Amos	eiteam@caasf.org	eiteam@caasf.org https://www.idealists.org/en/jobs_Direct Contact:					Y	0
50 Filipinos Advocates for Justice			Job Center	http://www.filipinos4action.org	310 8th Street #306	Oakland	CA	94607	Y	0
51 JVS San Francisco	Ruggles	Dylan		https://www.jvs.org/for-employers/	225 Bush Street #400	San Francisco	CA	94104	Y	0
52 Korean Center Inc.	Park	Young			1362 Post Street	San Francisco	CA	94109	Y	0
53 Media Alliance				https://media-alliance.org/job-file/post-an-available-job/	2830 20th Street #201	San Francisco	CA	94110	Y	0
54 National University			Career Center Assistant		9388 Lightwave Ave.	San Diego	CA	92123	N	0
55 New Ways Workers	Duong	Scott			2012 Pine Street	San Francisco	CA	94115	Y	0
56 Oakland Public Library	Tominaga	Mana	oaklandhasjobs@gmail.com	oaklandhasjobs@gmail.com https://sfcm.edu/student-resources/professional-development-and-engagement-center/employment-opportunities	125 14th Street	Oakland	CA	94612	Y	0
57 San Francisco Conservatory of Music				info@hccsf.com	50 Oak Street	San Francisco	CA	94102	N	0
58 San Francisco Hispanic Chamber of Commerce				info@hccsf.com					Y	0
59 San Francisco Human Services Agency			Jobs Now program	hsa.jobsnow@sfgov.org	1800 Oakdale Avenue, 1st Floor	San Francisco	CA	94124	N	0
60 San Francisco State University-Career Center				recruit@sfsu.edu		San Francisco			N	0
61 San Francisco State University-Journalism D	Wehrer	Amber	jour@sfsu.edu	jour@sfsu.edu		San Francisco			Y	0
62 Santa Clara University				https://scu.joinhandshake.com/login https://www.sisu.edu/careercenter/employers/post-opportunities.php https://app.joinhandshake.com	500 El Camino Real	Santa Clara	CA	95053	N	0
63 San Jose State University			Career Center		One Washington Square	San Jose	CA	95192	N	0
64 Sonoma State University			Career Center		1801 E. Cotati Avenue	Rohnert Park	CA	94928	N	0
65 Southeast Asian Community Center	Phan	Dora			875 O'Farrell Street	San Francisco	CA	94109	Y	0
66 Spanish Speaking Citizens Foundation	Contreras	Alicia	acontreras@sscf.org	acontreras@sscf.org	1470 Fruitvale Ave.	Oakland		94601	Y	0
67 St. Mary's College of CA			Career Services	https://stmarys-ca.joinhandshake.com	PO Box 3421	Moraga	CA	94575	N	0
68 The Women's Building				tania@womensbuilding.org https://www.joinhandshake.com/employers/request-more-info/ weap@weap.org	3543 18th St #8	San Francisco	CA	94110	Y	0
69 UC Berkeley			Career Center		2440 Bancroft Way	Berkeley	CA	94720	Y	0
70 Women's Economic Agenda Project				weap@weap.org					Y	0
71 YWCA of San Francisco	Gundersheim	Bette	gretchen@ywcasf-mar.in.org	gretchen@ywcasf-mar.in.org	940 Powell Street, # 101	San Francisco	CA	94108	Y	0
72 USC HR Recruitment	Ramos	Daisy		daisyara@usc.edu	3434 S Grand Ave	Los Angeles	CA	90007	N	4
73 Stanton Chase	Lightner	Shayne		s.lightner@stantonchase.com	100 Wilshire Blvd. Suite 700	Santa Monica	CA	90401	N	12
74 Pod People - Recruiting Agency				https://www.podpeople.com/jobs					N	1
75 Glassdoor				glassdoor.com					N	1
76 Bing for Jobs (Not Directly Notified by SEU)				bing.com					N	1

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III. RECRUITMENT INITIATIVES

Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1 Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<p>In September 2022, all SEU managers took a CPB-sponsored online course focused on the prevention of sexual harassment in the workplace.</p> <p>Among other topics, the course defined sexual harassment and discussed the importance of a harassment-free workplace.</p>
2 Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<p>In November 2022, all SEU managers took a USC-sponsored online course, further focusing on sexual harassment in the workplace, and how to address it in our departments with specific steps and procedures.</p>

3	<p>Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination</p>	<p>On June 26, 2023, all of the hiring managers, together with the Senior Leadership Team, attended a self-assessment exercise focusing on what worked for the SEU in its outreach and what had not.</p> <p>There was also report from the SEU’s own <i>DEIB Task Force</i> on the group’s efforts this past year to improve diversity and inclusion throughout the company.</p> <p>A vigorous group discussion was then held, taking a serious look at ways to improve our outreach efforts to Community Groups for each of our job vacancies.</p>
4	<p>Participate in a job or career fair</p>	<p>On March 29, 2023, several upper-level managers with hiring authority participated in the <u><i>Current Virtual Career Fair</i></u> sponsored by <i>Current</i>, the public media trade magazine.</p> <p>All done virtually, the managers “chatted” with prospective job applicants --through the job fair platform’s chat feature – and answered any questions the job seekers had.</p> <p>Managers were also able to review resumes that had been uploaded through the <u><i>Fair</i></u> portal.</p>
5	<p>Training programs that enable station personnel to acquire skills to qualify them for higher level positions</p>	<p>The SEU sent two Business Technicians to attend on-site the <i>2023 Annual Public Media Business Association Conference</i>, which took place the week of May 29, 2023, in Carlsbad California .</p> <p>Both Technicians had the opportunity to learn more about the public media industry,</p>

	<p>and they attended training sessions related to finance, compliance, and HR concerns.</p> <p>These training sessions taught concepts and skills necessary for the Technicians to qualify for higher-level positions in HR management.</p>
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