

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
 Stations WTJX-TV and WTJX-FM
EEO PUBLIC FILE REPORT
For the period covering September 22, 2020 through September 21, 2021

The following table provides information on full-time vacancies filled during this reporting period:

Job Title	Recruitment Source Used	Number of Interviewees	Interviewees Recruitment Source	Date Filled & Successful Source
Broadcast Technician I	Indeed Internal Posting WTJX website	3	(2) Indeed (1) Internal Posting	03/08/2021 Internal Posting
Director of Radio Operations	VI Department of Labor Indeed Internal Posting WTJX website Virgin Islands Daily News	2	(1) WTJX website (1) Internal Posting	06/28/2021 Internal Posting

Below is a listing of the **recruitment sources** used, as appropriate for each open position, complete with contact persons and their corresponding mailing addresses:

Master Recruitment Source List

RS ID#	Recruitment Source Name and Contact Information	Number of interviewees referred
1	The Virgin Islands Daily News Terrance Jacobs 9155 Estate Thomas St. Thomas, VI 00802 (340) 774-8772 * 335	0
2	Department of Labor Ruejah Smith, Job Developer P.O. Box 302608 St. Thomas, VI 00803 (340) 776-3700	0
3	Internal Posting & Word of Mouth Virgin Islands Public Broadcasting System – WTJX Catrina Beyer, Special Assistant to COO P.O. Box 7879 St. Thomas, VI 00802 (340) 774-6255	2
4	WTJX Website – www.wtjx.org Virgin Islands Public Broadcasting System – WTJX Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	1
5	WTJX- Facebook Virgin Islands Public Broadcasting System Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	0

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For the period covering September 22, 2020 through September 21, 2021

6	WTJX- Instagram Virgin Islands Public Broadcasting System Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	0
7	St. Croix Avis Leon Boganu P.O. Box 750 Christiansted, VI 00820 (340) 718-2300	0
8	Indeed, Inc. Kathleen Highsmith, Account Executive 6433 Champion Grandview Way, Building 1 Austin, TX 78750 (512) 664-0778	2
9	Office of Disaster Recovery Adrienne Williams-Octalien, Director 5033 Kongens Gade, Government Hill St. Thomas, VI 00802 (340) 714-1635	0
10	Corporation for Public Broadcasting Job line Carole Mah 401 Ninth Street, NW Washington, DC 20004 (202) 879-9600	0

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The following long-term recruitment initiatives were implemented by the Virgin Islands Public Broadcasting System during this reporting period:

A. Internship Program.

The System provided learning opportunities for a total of one (1) student within the following internship category:

1. Student Internship – During the reporting period from 2020 to 2021, the System participated in hosting an Intern. One (1) student was placed at the System during the 2021 summer months. This internship was conducted to assist in gaining more knowledge and experience in their desired field. The intern was mentored and trained by our Production Manager and Production Supervisor in developing skills in filming and the basics of the production industry.

B. Vacancy Listing

The System listed upper-level vacant positions on the Virgin Islands Department of Labor job listing system. This agency administers a system of effective programs and services designed to develop, protect, and maintain a viable workforce in the Virgin Islands. They also provide resources and enforce fair labor standards and the protection of the people of the Virgin Islands.

C. Career Development Training Program.

The Virgin Islands Public Broadcasting System strongly encourages employees to obtain training and professional development courses. In doing so, these trainings will help employees enhance their organizational knowledge and skills, optimizing the performance and success rate of the System. Some areas of trainings completed during the reporting period include the following:

Public Media Business Association (PMBA) Annual Conference - This conference was attended by the Chief Financial Officer and the Senior Financial Officer during May 26-29, 2021. It gave them a broader range of knowledge needed to be equipped to solve challenges facing public media in the financial sector. In attending this conference, they were able to benefit from sound business practices, strategies and guidelines.

Lighting Training – The Production team participated in lighting training from October 19-21, 2020. This training provided the fundamentals of studio lighting using arrangements of lights and taught techniques on setting up a lighting console.

Production Truck Training – The System received a new Production truck on the island of St. Croix. Two (2) different trainings were held: A three-hour training was conducted on March 10, 2021. Production staff was taught how to maneuver and configure the Mira and Tria video payout systems for replay motion.

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Xpression Graphics Training – Our Graphic Artist attended two days of training with Ross Video in March 24-25, 2021. The training consisted of a full run of basic functions and more advanced strategies. Setting up a project all the way to motion graphics. Another training on St. Thomas June 15 and 17, 2021 around visual logic (form of visual programming) advanced training involving programming the graphics to interact with different conditions and variables based on input information. Dashboard that used in the production truck. Routing the hardware to connect with each other in the truck to other software.

UVI Cell Grant Writing Course – The Director of Development attended this grant writing course for non-profit organizations from January 12 - March 4, 2021. This course focused on a range of areas such as preparing letters of interest and concept papers. Techniques to create competitive grant proposals and best practices for research were also introduced.

SkillShare – The Production team continue to use the courses offered in this program to enhance their skills in shooting, editing, etc. The staff have now increased their knowledge of the different equipment and skills, increasing their ability to deliver better and complex productions.

FEMA Bipartisan Budget Act (BBA) Training – WTJX's Disaster Recovery Specialist completed this training on August 2, 2021. The BBA is a federal Act that allows the System to receive certain industry standards for critical facilities. Participants were trained on the details of the law and what it means to be eligible and the process to apply through FEMA.

NETA Conference & CPB Thought Leader Forum – Team members attended this training that assisted in identifying personal roadblocks to leadership for staff from January 25-28, 2021. Staff were able to network and attend seminars that assist with techniques that turn ideas into action. New technologies and groundbreaking methods were introduced to assist stations with continued growth in servicing their communities. The conference is dedicated to providing public media professionals with meaningful and relevant connections to the people and ideas that are at the heart of their mission to educate, engage and entertain.

D. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Conflict Management Training – The Human Resources Manager attended training that gave guidance on proper documentation of employee discipline and performance when a problem arises. Methods on how to effectively engage and resolve employee conflict was also given.

E. Examine rates of pay and fringe benefits for employees having the same duties, and eliminate any inequities based upon race, national origin, color, religion, or sex discrimination.

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Employee wages were examined to ensure that salaries and duties were aligned based on current union wage increase rates.