## WSYR JOB OPENING DOCUMENTATION

Position: Network Server Operator Date Position Open: 12/10/12 Date Position Closed: 2/1/13

Recruitment Initiated By: Production/Creative Services Manager

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

#### Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. NYS Labor Department
- 5. NAACP of Syracuse
- 6. Women's Information Center

#### **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. NYS Dept. of Labor Fast Fax Job Order
- 5. Letter to NAACP of Syracuse
- 6. Letter to Women's Information Center
- 7. Email Confirmation for NYS Broadcasters Association

## **Documentation Not Attached:**

- 1. Email to Distribution List
- 2. WSYR Website Posting Confirmation

#### EEO HIRING DOCUMENTATION

Job Title of Opening Network Server Operator
Date of Posting 17/10/12
Total Number Interviewed:
Breakdown of Interviewees by Source:
Source Name # of Interviewees  Word of Mouth
Every interviewee must complete the Nexstar Employment Application
Date of Hire: 2/1/13
Name of Hiree: Paul Turner
Referral Source of Hiree: Word of mouth

- Paperwork to accompany this form:

  1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
  - 2. Resumes & Applications of those NOT interviewed

Posted 12/10/12



December 10, 2012

#### NETWORK SERVER OPERATOR

WSYR Television seeks Network Server Operator to monitor and control Digital Operations of automated broadcast center. Responsibilities include controlling on air operations for Regional Station Group, maintaining daily commercial inventory, and transferring material to digital server. Familiarity with automation software, video servers, video library management and Network Operations is preferred. EOE.

Send resumes to: WSYR-TV, 5904 Bridge St., E. Syracuse, NY 13057. No phone calls, please.

## JOB OPENING NOTIFICATIONS

POSITION: _	Network	Server	Opera	<u>itor</u>
Open: 12/1	0 12	Closed:	2/1/13	<del></del>
In-House Pos	sting		-	<u>/</u>
WSYR Webs	site		-	
Syracuse Pos	st Standard			- <b></b>
Syracuse Ne	w Times			_/
NYS Labor	Dept.			V
Syracuse UI	iversity			1
Onondaga C	Community College	•		<del>/</del>
Ithaca Colle	ege			<u>V</u>
Cayuga Coi	mmunity College			<del>/</del>
Cazenovia	College			<del>V</del>
SUNY Osv	vego			<u>v</u>
Tompkins-	Cortland Commun	ity College -		<del>\</del>
Association	n for Better Living			<del>/</del>
Aurora of	CNY			<del>/</del>
CCNMA				<del>√</del>
Center for	Community Altern	natives		<u>v</u>
CNY Natio	onal Organization	for Women		<u>√</u>
Women's	Information Cente	r		
NAACP o	of Syracuse			7
Cornell U	niversity			<del>*</del>
Displaced	l Homemakers Pro	gram		$\frac{\mathbf{v}}{\sqrt{t}}$
Dunbar A	ssociation			<del>*</del>
Howard U	University			<u> </u>

ITT Technical Institute	/
Learning Disabilities Assn of CNY	
Media Alliance	/
MediaLine	
Morrisville State College	<u> </u>
My Air Check	<u> </u>
NYS Division of Human Rights	
Office of Personnel & Labor Relations	/
Onondaga-Madison BOCES	الن
P.E.A.C.E., Inc.	<u> </u>
SI Newhouse	· _ \
Spanish Action League	
Syracuse Model Neighborhood	1
The Native American JPTA	
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	
NYS Broadcasters Assn.	
Nexstar Website	_,

## New York State Department of Labor Andrew M. Cueice, Gövernor Peter M. Rivera, Commissioner

## FAST FAX JOB ORDER

New York State Department of Labor

450 South Salina St.

Room 302

Syracuse, New York 13202

Phone: (315) 479-3284 Fax: (315) 479-3216

jobcentrelsyracuse@labor.ny.gov

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.laborny.jobs or fill out this FAST FAX JOB ORDER form and send to us via fax or mail. \_ Unemployment Ius. Employer Reg. No. 🗓 Company GO E. Syracuse Bridge Street Address Television Description of products or services your business provides:\_ Interview contact person Operations Manager · Fax No. ( Tcl No. ( E-Mail address <u>Careers a 9 WSYT. Com</u> URL/Web Site Address \_ \_ Would you like your company name available to the public on your job listing? 🗶 Yes 🔲 No Checking "Yes" allows jobseekers to view your company name, phone number and "how to apply" instructions. Checking "No" will allow job seekers to view only the job title and description. Jobseekers will be required to see an advisor to be screened for your job qualifications. Will this job opening also be listed on: Trade Journal Other Internet Job Board Newspaper Company Website Send Condidate to apply in person from \_ Referral instructions (You may select more than one): E-Mail Resuma (address) Careers (a) 4 WSVT. Com Mail Resume Fax Resume JOB DETAILS Number of Openings \_\_\_\_ Number of Persons you wish to interview Title of Job Opening. racibe Start Date ASAP. \_\_ Are you a FCJL employer? 🗌 Yes 🗍 No Job Location 5904 Bridge Street. E JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demand or special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications. Bondable? TYCE TO No Drug Test? 📈 Yes 🗌 No Reference/Security-Check? Yes No Physical? Yes Own tools? Yes No Must Join Union? Yes No Physical? | Yes | No Employment Test? 🔲 Yes 📉 No If yes, please provide name and/or type of test: \_ ☐ Temporary Duration of Job is: From \_\_\_ Job is: X Full Time Part Time 🗌 Regular Circle normal workdays: S M. Tu W Th F S Overtime? Wes Mo Mandatory Work hours: From \_ to Years of Education Needed: Specialized Education? (Degree/Certificate/License) \_\_\_ Years of Experience Required: \_ Will you accept related experience? [] Yes [] No Describe\_ Interested in OJT? TYES No Will you accept a Trainec? . Yes 🖄 No · Interested in Approviceship? Tyes No Are you on a public transportation route? 🕮 Yes 🔲 No Driver's License? X Yes: Class Salary Negotiable? 🔲 Yes 📶 No Salary Range: From S\_\_\_\_\_\_ to S\_\_\_\_ per \_ \_\_\_ (hour/week/month/year) Pald Vacation? | Yes A No Sick Leave? | Yes | No Health Ins.7 🔲 Yes 🔼 No Dental Ins.? 🔲 Yes 🖾 No Paid Holidays? - ☐ Yes 🗷 No Retirement Plan? ☐ Yes 🗵 No Clothing Allowance? 🔲 Yes 📉 No Child Care? Tyes: A No



December 10, 2012

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Network Server Operator. The job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Febring

enclosure



December 10, 2012

Women's Information Center 601 Allen Street Syracuse, NY 13210

To Whom It May Concern:

Julie Gelving

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Network Server Operator. The job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

enclosure

#### Gehring, Julie

From:

Johnson, Anne

Sent:

Monday, December 10, 2012 3:39 PM

To:

Sandy Messineo

Cc:

Field, Jane; Gehring, Julie; King, John

Subject:

Job Posting

Attachments: Network Server Operator Posting.doc

Thank you very much.

Anne

From: Sandy Messineo [mailto:Sandy@nysbroadcasters.org]

Sent: Monday, December 10, 2012 11:27 AM

To: Johnson, Anne Subject: RE:

Email all postings to me directly and we post them for you, thanks

From: Johnson, Anne [mailto:AnneJohnson@nptvgroup.com]

Sent: Monday, December 10, 2012 10:39 AM

To: Sandy Messineo

Subject:

I will no loner be posting job openings for WSYR. Can you please send me the instructions to pass on to another person?

Anne

Anne Johnson, PHR Human Resources 4225 W Henrietta Rd Rochester, NY 14623 P 585-321-2224 F 585-334-0563

## WSYR JOB OPENING DOCUMENTATION

Position: Production Crew Person Date Position Open: 4/10/13 **Date Position Closed:** 5/4/13

Recruitment Initiated By: Production/Creative Services Manager

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

#### Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. NYS Labor Department
- 5. NAACP of Syracuse
- 6. Women's Information Center

## **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. Email to Distribution List
- 5. NYS Dept. of Labor Fast Fax Job Order
- 6. Letter to NAACP of Syracuse
- 7. Letter to Women's Information Center
- 8. Email for Website Posting

## **Documentation Not Attached:**

## EEO HIRING DOCUMENTATION

Job Title of Opening Production Creu	v ferson
Date of Posting 4/10/13	
Total Number Interviewed:	
Breakdown of Interviewees by Source	e:
Source Name	# of Interviewees
9WSYP. Com	3
Intensky program	<u> </u>
Word of menth	
Every interviewee must complete the Nex	
Date of Hire: 5/4/13  Name of Hiree: J. Wian Mitchel	1
Name of Hiree: J. Mian Mitchel	<u>(                                    </u>
Referral Source of Hiree: 9wsyr-c	on

- Paperwork to accompany this form:

  1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
  - 2. Resumes & Applications of those NOT interviewed



April 10, 2013

## PRODUCTION CREW PERSON (PT)

Looking for a hard-working, dependable candidate to work weekend evenings on studio equipment for our 6:00 pm and 11:00 pm newscasts. Weekday evening fill-in possible. Please send cover letter, resume and references to: Operations Manager, NewsChannel 9 WSYR, 5904 Bridge Street, East Syracuse, NY 13057. No phone calls, please. EOE.

### JOB OPENING NOTIFICATIONS

POSITION: Production	on Crew	Person	
Open: 4/12/13	Closed:	5/4/13	
In-House Posting		•	
WSYR Website			
Syracuse Post Standard		•	
Syracuse New Times			
NYS Labor Dept.			<u>√</u>
Syracuse University			_
Onondaga Community Colle	ege		<u>/</u>
Ithaca College			$\sqrt{}$
Cayuga Community College	<b>;</b>		<u> </u>
SUNY Oswego			<u>/</u>
Tompkins-Cortland Commu	nity College		1
Aurora of CNY	•		$\checkmark$
CCNMA			$\sqrt{}$
Center for Community Alter	natives		
CNY National Organization	for Women		$\underline{\checkmark}$
Cornell University			<u>/</u>
Displaced Homemakers Prog	gram		1
Dunbar Association			<u> </u>
Howard University			<u> </u>
TT Technical Institute			$\sqrt{}$
Learning Disabilities Assn of	CNY		<u> </u>
Media Alliance			
MediaLine			

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<u> </u>
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<u> </u>
<u> </u>
<u> </u>
. <u>√</u>

From:

Julie Gehring

Sent:

Friday, April 12, 2013 11:58 AM

To:

'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'vwoods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'Si Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College';

'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'

Subject:

RE: WSYR-TV Job Opening effective 4-9-2013

Attachments:

Job Posting PT Production Crew 4-10-13.doc



Job Posting PT Production Crew...

#### Greetings,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

Julie

From:

Julie Gehring

Sent:

Friday, April 12, 2013 12:05 PM

To: Subject: 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com' RENewsChannel 9 WSYR-TV Job Opening effective 4-12-2013

Attachments:

Job Posting PT Production Crew 4-10-13.doc



Job Posting PT Production Crew...

#### Greetings,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

#### Julie

From:

Julie Gehring

Sent:

Friday, April 12, 2013 12:03 PM 'sandy@nysbroadcasters.org'

To: Subject:

WSYR-TV Job Opening effective 4-12-2013

Attachments:

Job Posting PT Production Crew 4-10-13.doc



Job Posting PT Production Crew...

Hi Sandy,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

Julie



#### New York State Department of Labor Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner

#### FAST FAX JOB ORDER

New York State Department of Labor 450 South Salina St.

**Room 302** 

Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

	Date: 4/12/13
	al job order form will help us understand your hiring needs and assist us in locating the most
	he listing electronically using the address above, or apply directly online to New York's TFAX JOB ORDER form and send to us via fax or mail.
Company WSYR-TV	Unemployment Ins. Employer Reg. No. 42-52662
	city E. Syracuse state Ny zip 13057
Description of products or services your business provi	
Interview contact person Operations Man	iage Tel No. ( ) Fax No. ( )
E-Mail address <u>Careersa 9 WSYT. Com</u>	URL/Web Site Address 9 W5/17. COM
Would you like your company name available to the puview your company name, phone number and "how to	tblic on your job listing? X Yes  No Checking "Yes" allows jobseekers to apply" instructions. Checking "No" will allow job seekers to view only the job title and for to be screened for your job qualifications. Will this job opening also be listed on:
Company Website 🔲 Other Internet Job Bos	rd Newspaper Trade Journal other
Referral instructions (You may select more than one):	Send Candidate to apply in person fromto
☐ Staff to call first (before sending) ☐ Candidate to	call first (before coming) from to Complete company application
	E-Mail Resume (address)
Title of Job Opening Production Crow Perso Job Location 5909 Bridge Preet, E. Syracus	
JOB DESCRIPTION: Please provide a detailed descrip or special working conditions. All hiring requirements l	ption of the job. List skills, aptitudes, equipment used/operated, special physical demands listed here and checked below must be bona fide occupational qualifications.
yanes	
Reference/Security Check? A Yes No Physical Own tools? Yes No Must Join Union? A Yes	? ☐ Yes ☑ No Drug Test? ☑ Yes ☐ No Bondable? ☐ Yes ☑ No
Employment Test? 🔲 Yes 🖄 No If yes, please provide	name and/or type of test:
Job is: 🔲 Full Time 🛣 Part Time 🔲 Regular	☐ Temporary Duration of Job is: From to
Work hours: From to Circle no	ormal workdayer S. M. To. W. Th. E. S. Organian a Civil Charlet
Years of Education Needed: Specialized Ed	ucation? (Degree/Certificate/License)
Years of Experience Required: 🔑 Will you accep	t related experience?  Yes No Describe
Will you accept a Trainec? 🔲 Yes 🖄 No 💎 Interes	ted in OJT? Yes No Interested in Apprenticeship? Yes No
	Driver's License? Yes: Class 🔲 No
Salary Rauge: From S to \$ per	(hour/week/month/year) Salary Negotiable?   Yes  No
Health Ins.? ☐ Yes ☑ No Dental Ins.? ☐ Yes I	No Pald Vacation? Tyes No Sick Leave? Yes No
	Yes XI No Clothing Allowance? Tyes XI No Child Care? Tyes XI No



April 12, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a part-time job opening for a Production Crew Person. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Yehring

Julie Gehring
Executive Administrative Assistant

enclosure



April 12, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a part-time job opening for a Production Crew Person. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehring

enclosure

# **Production Crew Person (PT)**

Like	{0	]We				
			L.	TTT		

② 04/16/2014 06:55 PM ③ 04/16/2014 06:55 PM

 $T \cap \Box \Box$ 

NewsChannel 9 has an immediate opening for a hard-working, dependable candidate to work weekend evenings on studio equipment for our 6:00 and 11:00 newscasts. Weekday evening fill-in possible. Please send cover letter, resume and references to: Operations Manager, NewsChannel 9 WSYR, 5904 Bridge Street, East Syracuse, NY 13057. No phone calls please. EOE.

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Page: 1

## WSYR JOB OPENING DOCUMENTATION

Position: News Producer

**Date Position Open:** 2/13/13 **Date Position Closed:** 3/26/13

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

#### Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' < dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. Nexstar Website
- 5. NYS Labor Department
- 6. NAACP of Syracuse
- 7. Women's Information Center

### **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. Email to Distribution List
- 5. NYS Dept. of Labor Fast Fax Job Order
- 6. Letter to NAACP of Syracuse
- 7. Letter to Women's Information Center
- 8. Email Confirmation from TVJobs.com
- 9. Email confirmation from Medialine.com

## **Documentation Not Attached:**

1. Copy of Website Posting

## EEO HIRING DOCUMENTATION

Job Title of Opening News Praducer
Date of Posting 2/13
Total Number Interviewed:
Breakdown of Interviewees by Source:
Source Name # of Interviewees
9wsyr.com3
INTERNAL CANDIDATES 2
Every interviewee must complete the Nexstar Employment Application  Date of Hire: 3/21/13
Name of Hiree: CATHEKINE ROWER
Referral Source of Hiree: INTERNAL CANDIDATE

Paperwork to accompany this form:

1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.

2. Resumes & Applications of those NOT interviewed



#### News Producer - 2 Positions

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Candidates must also be willing to work nights, weekends and holidays. Qualified candidates should e-mail their resume and links to their work to <a href="mailto:careers@9wsyr.com">careers@9wsyr.com</a> or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 2/13/13

## JOB OPENING NOTIFICATIONS

POSITION: News Producer	(2)_
Open: 3/13/13 Closed:	3/26/13
In-House Posting	<u> </u>
WSYR Website	<u> </u>
Syracuse Post Standard	
Syracuse New Times	<del></del> /
NYS Labor Dept.	<u> </u>
Syracuse University	
Onondaga Community College	<u>√</u>
Ithaca College	$\frac{}{}$
Cayuga Community College	$\sqrt{}$
SUNY Oswego	<u> </u>
Tompkins-Cortland Community College	
Aurora of CNY	$\checkmark$
CCNMA	$\frac{\checkmark}{}$
Center for Community Alternatives	$\sqrt{}$
CNY National Organization for Women	$\frac{}{}$
Cornell University	$\sqrt{}$
Displaced Homemakers Program	<u> </u>
Dunbar Association	<u> </u>
Howard University	$\sqrt{}$
ITT Technical Institute	$\checkmark$
Learning Disabilities Assn of CNY	$\sqrt{}$
Media Alliance	$\frac{}{}$
MediaLine	

	/
Morrisville State College	<u></u>
My Air Check	
NYS Division of Human Rights	
Office of Minority Affairs	<u> </u>
Onondaga-Madison BOCES	<u> </u>
P.E.A.C.E., Inc.	_\_
SI Newhouse	V
Spanish Action League	<u> </u>
Syracuse Model Neighborhood	_\
The Native American JPTA	$\frac{}{}$
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	$\sqrt{}$
NYS Broadcasters Assn.	
Nexstar Website	$\downarrow$

From:

Julie Gehring

Sent:

Wednesday, February 13, 2013 9:55 AM

To:

'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Pregram'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'My Air Check'; 'woods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'My Air Check'; 'woods@dhr.state.ny.us'; 'OCC EMC Department'; 'Sl Newhouse':

'My Air Check'; 'woods@dhr.state.ny.us'; 'OCC EMC Department'; Office of Minority Analy 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services';

'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'; 'sandy@nysbroadcasters.org'

WSYR-TV Job Opening effective 2-13-2013

Subject:

Attachments:

News Producer Ad.doc



News Producer Ad.doc (119 KB)

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a **News Producer** in our News Department. A job description is attached. Please contact me for further information.

Thank you.

Julie



#### New York State Department of Labor Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner

#### FAST FAX JOB ORDER

New York State Department of Labor 450 South Salina St.

Room 302

Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

	Date: 2/13/13
suitable candidates. To list a job order, please submit t	al job order form will help us understand your hiring needs and assist us in locating the most he listing electronically using the address above, or apply directly online to New York's T FAX JOB ORDER form and send to us via fax or mail.
	A FAX JUB UNDER form and send to us via lax or mail.
Company WSYR-TV	Unemployment Ins. Employer Reg. No. 43-53663
Address 5904 Bridge Strock	city E. Syracuse state NY zip 13057
Description of products or services your business provi	idea: Television Station
Interview contact person	Tel. No. ( )Fax No. ( )
E-Mail address	URL/Web Site Address
view your company name, phone number and "how to	ablic on your job listing? Yes I No Checking "Yes" allows jobseekers to apply" instructions. Checking "No" will allow job seekers to view only the job title and sor to be screened for your job qualifications. Will this job opening also be listed on:
Company Website 🔲 Other Internet Job Bos	ard Newspaper Trade Journal other
Referral instructions (You may select more than one):	Scrid Candidate to apply in person fromto
Staff to call first (before sending)   Candidate to	call first (before coming) from to Complete company application
	E-Mail Resume (address)
Title of Job Opening News Producer  Job Location E. Suya Cube, NY	JOB DETAILS  Number of Openings 2 Number of Persons you wish to interview  Start Date ASAP Are you a FCJL employer?  Ves  No
JOB DESCRIPTION: Please provide a detailed descriper special working conditions. All hiring requirements I	ption of the job. List skills, aptitudes, equipment used/operated, special physical demands isted here and checked below must be bona fide occupational qualifications.
Reference/Security Check? [ Yes [ No Physical Own tools? [ Yes [ No Must Join Union? ] Yes	?  Yes No Drug Test? Yes No Bondable?  Yes No
Employment Test? 🔲 Yes 🔲 No If yes, please provide	name and/or type of test:
Job is: 🖊 Full Time 🔲 Part Time 🔝 Regular	Temporary Duration of July From
Work hours: From VAULE to Circle no	ormal workdays: S M Tn W Th F S Overtime? Wes No Mandatory
cars of Education Needed: Specialized Ed	ucation? (Degree/Certificate/License)
ears of Experience Required: Will you accep	t related experience? T Yes T No Describe
Vill you accept a Trainec? ☐ Yes 💋 No Interes	ted in O.JT? Yes No Interested in Apprenticeship? Yes No
tre you on a public transportation route? 🔟 Yes 📋 No	Driver's License? 🔲 Yes: Class 🖂 No
alary Range: From S NOOTAN DE per	(hour/weck/month/year) Snlary Negotiable?
lealth Ins.? 🗹 Yes 🔲 No 💮 Dental Ins.? 💋 Yes 🛭	No Paid Vacation? Yes   No Sick Leave? V Ves   No
aid Holidays? - Ves 🗀 No Retirement Plan? 🗾	Yes   No Clothing Allowance?   Yes   No Child Care?   Yes   No

New York State Department of Labor 443 N. Franklin St. (Lower Level) Syracuse, NY 13204 Andrew M. Cuomo, *Governor* Peter M. Rivera. *Commissioner* 



Roger Mirabito WSYR News Channel 9 5904 Bridge Street East Syracuse, NY 13057

Good Morning Roger:

Thank you for listing your job order with New York State Department of Labor, a partner in the Workforce New York system. Enclosed is a copy of your job order as it appears in our Job Bank. Please contact us at the number shown below if any changes are necessary.

The job order will be active on the system for  $\underline{60}$  calendar days. If the position is still available at the end of that period, please contact us to discuss your needs.

Your job listing will be entered and maintained by local job order staff. Among the services available are customer matching and referral services. Please note - interview space is available in our Syracuse location for your recruitments.

We appreciate the opportunity to assist you in meeting your recruitment needs, and look forward to working with you. Communication is the key to great customer service. Please contact this office if you have any questions, if you need to see additional candidates, or if there is further assistance we can provide to you.

Sincerely,

Tom Goskoski Labor Services Representative Syracuse Job Bank

Enclosure(s)

Peter M. Rivera, Commissioner



#### **Job Summary**

Order Number:

NY1049720

Date Job Order Received:

02/13/2013

Number of Openings:

2

Company Name:

WSYR News Channel 9

Job Title:

News Producer

#### Minimum Experience Required:

No experience requirement provided.

#### Job Description:

NY1049720 News Producer for WSYR-TV NewsChannel 9 in East Syracuse, NY. NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Must also be willing to work nights, weekends and holidays. Qualified candidates should e-mail their resume and links to their work to careers@9wsyr.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

#### Job Location:

East Syracuse, New York

#### Pay:

Starting pay not specified.

#### Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan

#### Hours per Week:

Not specified.

#### **Duration:**

Full Time, Regular

New York State Department of Labor 443 N. Franklin St. (Lower Level) Syracuse, NY 13204 Andrew M. Cuomo, *Governor* Peter M. Rivera, *Commissioner* 



#### Work Days:

Not specified.

Shift:

Varies

#### **Public Transportation:**

Public Transportation is available.

#### Minimum Education Required:

High School Diploma

#### Driver Licenses, Including Endorsements:

No Driver License requirements specified.

#### How to Apply:

To apply, contact the employer by mail, or by email:

WSYR News Channel 9

5904 Bridge Street

East Syracuse, NY 13057

Email: careers@9wsyr.com

#### Staff Assigned:

Tom Goskoski

#### Staff Assigned Phone Number:

(315) 479-3290

#### Staff Assigned Email Address:

Thomas.Goskoski@labor.ny.gov



February 13, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a News Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehring

enclosure



February 13, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a News Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehring

enclosure

From: jobs@tvjobs.com

Sent: Wednesday, February 13, 2013 10:41 AM

To: Julie Gehring

Subject: TVJobs.com - Producer job posted

#### JOB POSTING NOTIFICATION FROM TVJOBS

The "Producer" position for WSYR was just posted in the Job Bank and is now available online ...

Station : WSYR Position : Producer

Category : News - Producers

Database: Television
Job ID: TVJ#34209446
Posted: 2/13/2013
Expires: 3/13/2013

Status : Non-Registered Employer - New Job Listing

Ad Text :

#### Producer

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Must also be willing to work nights, weekends and holidays.

Qualified candidates should e-mail their resume and links to their work to careers@ 9wsyr.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

#### Notes

- 1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
- We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (http://www.tvjobs.com)
- 3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
- If no extension is needed, the job will be automatically removed at 1 am PST on 3/13/2013.
- If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
- 6. If you would like to verify that the actual job listing is online, point your browser to:

http://www.tvjobs.com/cgi-bin/JOB?ID=5575021365808795

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway Broadcast Employment Services TVJobs admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you >>manage your online jobs.<<

Mark Shilstone [mark@medialine.com] From:

Wednesday, February 13, 2013 11:28 AM Sent:

To: Julie Gehring

Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job 2/13/13

WSYR on listing(s) from :

#### **PRODUCER**

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to

contact us at: Phone: 800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address: Box 51909, Pacific Grove, CA 93950

Contact: Mark Shilstone, Manager

Thank you for using MediaLine, Mark Shilstone Manager MediaLine

# WSYR JOB OPENING DOCUMENTATION

Position: Web Producer Date Position Open: 4/9/13 **Date Position Closed:** 6/13/13

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,

Associate Counsel & Director of Human Resources

## Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. Nexstar Website
- 5. NYS Labor Department
- 6. NAACP of Syracuse
- 7. Women's Information Center

# **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. Email to Distribution List
- 5. NYS Dept. of Labor Fast Fax Job Order
- 6. Letter to NAACP of Syracuse
- 7. Letter to Women's Information Center
- 8. Email for Website Posting
- 9. Email for Nexstar Website Posting

# **Documentation Not Attached:**

## EEO HIRING DOCUMENTATION

Job Title of Opening WEB PROSURE	
Date of Posting 4/9/2013	
Total Number Interviewed:	
Breakdown of Interviewees by Source:	
Source Name	# of Interviewees
WEBSITE	6
INTERNAL REFEREAL	
Every interviewee must complete the Nexstar E	mployment Application
Date of Hire: 6/3/13	<u> </u>
Name of Hiree: THOMY REPROEN	
Name of Hiree: - TIMOTHY NETROEN	
Referral Source of Hiree: LIPSSITE	

- Paperwork to accompany this form:

  1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
  - 2. Resumes & Applications of those NOT interviewed



## Web Producer

NewsChannel 9 WSYR-TV is looking for a full time web producer to join the digital team behind our award-wining website, mobile apps, and social media accounts. 9WSYR.com is one of the most successful local TV news websites in the country. We constantly experiment and set new standards across all our digital platforms. We're looking for a motivated person who's passionate about creating exceptional work. Candidates should have strong writing and web publishing skills. Daily responsibilities include writing stories, posting video and photos, managing user generated content, and contributing to the station's Facebook and Twitter accounts.

This position includes more than just publishing content. NewsChannel 9's web producers help manage the station's multiple digital platforms throughout the day. The ideal candidate has knowledge of a working newsroom, the ability to multi-task efficiently, and strong editorial judgment. Ideally, a candidate will also have working knowledge of HTML, content management systems, non-linear editing, and Photoshop. Qualified candidates should email their resume, along with any writing or digital media samples, to <a href="mailto:careers@9wsyr.com">careers@9wsyr.com</a> or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 4/9/13

## JOB OPENING NOTIFICATIONS

POSITION: Web Producer	<del></del>
Open: 4 9 13 Closed: 6 3 1	<u>3_</u>
In-House Posting	
WSYR Website	
Syracuse Post Standard	, <u></u>
Syracuse New Times	
NYS Labor Dept.	
Syracuse University	<u> </u>
Onondaga Community College	
Ithaca College	$\sqrt{}$
Cayuga Community College	$\sqrt{}$
SUNY Oswego	$\sqrt{}$
Tompkins-Cortland Community College	$\sqrt{}$
Aurora of CNY	$\sqrt{}$
CCNMA	$\sqrt{}$
Center for Community Alternatives	$\sqrt{}$
CNY National Organization for Women	1
Cornell University	$\checkmark$
Displaced Homemakers Program	/_
Dunbar Association	$\sqrt{}$
Howard University	$\sqrt{}$
ITT Technical Institute	1
Learning Disabilities Assn of CNY	4
Media Alliance	<u>√</u>
MediaLine	J

	)
Morrisville State College	
My Air Check	
NYS Division of Human Rights	
Office of Minority Affairs	<u> </u>
Onondaga-Madison BOCES	
P.E.A.C.E., Inc.	
SI Newhouse	4
Spanish Action League	<del>/</del>
Syracuse Model Neighborhood	
The Native American JPTA	$\frac{}{}$
Transitional Learning Services	$\frac{}{}$
TV Jobs.com Broadcast Employment Services	1
NYS Broadcasters Assn.	<u>√</u>
Nexstar Website	· <u>√</u>

From:

Julie Gehring

Sent:

Tuesday, April 09, 2013 9:22 AM

To:

'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'

Subject:

WSYR-TV Job Opening effective 4-9-2013

Attachments:

Job Posting-WSYR Web Producer.doc



Job Posting-WSYR Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information.

Thank you.

Julie

From:

Julie Gehring

Sent:

Tuesday, April 09, 2013 9:36 AM

To:

'sandy@nysbroadcasters.org'

Subject:

WSYR-TV Job Opening effective 4-9-2013

Attachments:

Job Posting-WSYR Web Producer.doc



Job Posting-WSYR Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information.

Thank you.

Julie

From:

Julie Gehring

Sent:

Tuesday, April 09, 2013 9:48 AM

To: Subject: 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com' NewsChannel 9 WSYR-TV Job Opening effective 4-9-2013

Attachments:

Job Posting-WSYR Web Producer.doc

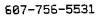


Job Posting-WSYR Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information on the job posting.

Thank you.

Julie



# CORTLAND WORKS

FAST FAX JOB ORDER New York State Department of Labor 450 South Salina St. Room 302

Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

New York State Department Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner	of Labor

Employer: Providing information requested on this spe	cial job order form will help us understand your hiring needs and assist us in locating the most
animore candidates. It is is a lob order, picase submit	the listing electronically using the address shown or apply directly culture to New Yorking
Company WSYR-TV	ST FAX JOB ORDER form and send to us via fax or mail.
Address 5904 Bridge Street	Unemployment Ins. Employer Reg. No. 4 2 5 2 6 6 2
J .	Suite [1] Zip 1003
Description of products or services your business pro	
Interview contact person	
	URL/Web Site Address
	ublic on your job listing?
Company Website 🔲 Other Internet Job Be	ard
Reserral instructions (You may select more than one):	Send Candidate to apply in person fromto
Staff to call first (before sending)   Candidate i	to call first (before coming) fromto
Mail Resume 🔲 Fax Resume	E-Mail Resume (address) <u>Careers@ Quisyr. com</u>
Title of Job Opening Web Producer	JOB DETAILS Number of Openings Number of Persons you wish to interview
	Number of Openings   Number of Persons you wish to interview    Start Date   ASAP   Are you a FCJL employer?   Yes   No
or special working conditions. All hiring requirements	iption of the job. List skills, aptitudes, equipment used/operated, special physical demands listed here and checked below must be bona fide occupational qualifications.
Reference/Security Check? Yes No Physics Own tools? Yes No Must Join Union? Yes	
imployment Test?  Yes  No If yes, please provide	name and/or type of test:
ab is: Full Time   Part Time   Regular	☐ Temporary Duration of Job is: Fromto
vork hours: From JPN to CAM Circle n	normal workdays: S M Tu W Th P S Overtime? Kyes No Mandatory
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ears of Experience Required: Will you acce	pt related experience?  Yes  No Describe
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aid Holidays? Yes 🗌 No Retirement Plan? 💆	Yes   No Clothing Allowance?   Yes   No Child Care?   Yes   No

\* \* \* Communication Result Report (Apr. 9. 2013 5:34PM) \* \* \*

Date/Time: Apr. 9. 2013 5:28PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0124 Memory TX	4793216	P. 2	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

01/17/2013 10:29 607-756-553	11. (*) CORȚILAND NORKS PAGE 02/82
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Title of Job Opening Web Program	JOB DETAILS
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April 9, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Web Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehring

enclosure



April 9, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

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Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehring

enclosure

#### RE: Web Producer Posting

# **RE: Web Producer Posting**

Phil Rankin Sent:Tuesday, April 09, 2013 10:52 AM

To: Julie Gehring

All set.

From: Julie Gehring

Sent: Tuesday, April 09, 2013 10:06 AM

To: Phil Rankin

Subject: Web Producer Posting

Hi Phil,

Please post this position on our website. Thanks.

Julie

Julie Gehring
Executive Administrative Assistant
NewsChannel 9 WSYR-TV
5904 Bridge Street
E. Syracuse, NY 13057
(315) 446-9999
juliegehring@9wsyr.com

From: Robert Cartwright

Sent: Monday, April 08, 2013 5:19 PM

To: Julie Gehring

Subject: Web Producer Posting

Julie.

Can you please post and distribute this ad.

Many thanks.

Rob

Rob Cartwright | News Director | WSYR-TV/NewsChannel 9 & <a href="http://www.9wsyr.com/">http://www.9wsyr.com/</a> | 5904 Bridge Street, East Syracuse, NY 13057 | Office: 315.446.9999 x.2269 | <a href="mailto:robertcartwright@9wsyr.com">robertcartwright@9wsyr.com</a>

STATEMENT OF CONFIDENTIALITY

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this email, please delete it from your system and advise the sender.

From:

Julie Gehring

Sent:

Tuesday, April 09, 2013 5:22 PM

To:

Terri Bush

Subject:

Nexstar Website Job Posting for WSYR-TV Web Producer

Attachments: Nexstar Website Job Posting Template.doc

Hi Terri,

Attached is a job posting for the Nexstar website for a Web Producer at WSYR-TV. Please let me know if you have any questions and when the job opening gets posted. Thank you.

Best regards,

Julie

Entry-level: No

Job Title:

Web Producer

Station Name & Mailing Address:

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

Position reports to title:

News Director

If interested, mail or email resume to: News Director

WSYR-TV

5904 Bridge Street E. Syracuse, NY 13057 careers@9wsyr.com

Work hours schedule: 3 pm - 12 midnight

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

- Strong writing and web publishing skills
- Responsibilities include writing stories, posting video and photos, managing user content and contributing to the station's Facebook and Twitter accounts
- Help manage the station's multiple digital platforms throughout the day/evening
- Ideal candidate has knowledge of a working newsroom
- Ideal candidate will also have working knowledge of HTML, content management systems, non-liner editing, and Photoshop
- · Ability to multi-task efficiently and have strong editorial judgment

Work experience and education required for position:

Strong writing and web publishing experience

Nexstar Broadcasting Group, Inc. is an Equal Opportunity Employer If you have any questions, contact Terri Bush, Director Human Resources tlbush@nexstar.tv

# WSYR JOB OPENING DOCUMENTATION

Position: Account Executive **Date Position Open:** 1/17/13 **Date Position Closed: 3/26/13** 

Recruitment Initiated By: Local Sales Manager

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,

Associate Counsel & Director of Human Resources

### Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. Nexstar Website
- 5. NYS Labor Department
- 6. NAACP of Syracuse
- 7. Women's Information Center

## **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. Email to Distribution List
- 5. NYS Dept. of Labor Fast Fax Job Order
- 6. Letter to NAACP of Syracuse
- 7. Letter to Women's Information Center
- 8. Nexstar Website Job Description

# **Documentation Not Attached:**

1. Copy of Website Posting

# EEO HIRING DOCUMENTATION

Job Title of Opening Account Executive
Date of Posting 1/17/13
Total Number Interviewed:
Breakdown of Interviewees by Source:
Source Name  WOGHA  11 Old of Maitha  # of Interviewees  A CONTROL OF MAINTER  # OF INTERVIEWEES
WOLD OF MICHAEL
Every interviewee must complete the Nexstar Employment Application
Date of Hire: 6 10 15
Name of Hiree: DOMINIC VICASE
Referral Source of Hiree: Word of Mouth Child Referral

- Paperwork to accompany this form:

  1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
  - 2. Resumes & Applications of those NOT interviewed



### Account Executive

Account Executive position with the best broadcast sales organization in the market! WSYR-TV, NewsChannel 9, Nexstar Communications, seeks energetic and passionate individual for position in broadcast sales. Candidate must be able to develop and service direct and agency accounts with an emphasis on new business development and internet selling. Broadcast or Sales experience a plus Send Resume to Todd Guard, Sales Manager, WSYR-TV, 5701 Enterprise Parkway, E. Syracuse, N.Y. 13057. EOE

Posted 1/17/13

# JOB OPENING NOTIFICATIONS

POSITION: Account Executive	
Open: 1 17 13 Closed:	<u>;</u>
In-House Posting	<u>/</u>
WSYR Website	
Syracuse Post Standard	
Syracuse New Times	. —
NYS Labor Dept.	1/
Syracuse University	<u>'</u>
Onondaga Community College	~
Ithaca College	Y,
Cayuga Community College	1
SUNY Oswego	<u> </u>
Tompkins-Cortland Community College	<u> </u>
Aurora of CNY	<u>~</u> /
CCNMA	~
Center for Community Alternatives	<u> </u>
CNY National Organization for Women	<u> </u>
Cornell University	<u> </u>
Displaced Homemakers Program	<u> </u>
Dunbar Association	<u> </u>
Howard University	<u> </u>
ITT Technical Institute	<u> </u>
Learning Disabilities Assn of CNY	<u>-</u>
Media Alliance	<u>-×</u>
MediaLine	

Morrisville State College	<del>'</del> /
My Air Check	<u> </u>
NYS Division of Human Rights	1
Office of Minority Affairs	1/
Onondaga-Madison BOCES	<u>'\</u>
P.E.A.C.E., Inc.	4
SI Newhouse	$\frac{}{}$
Spanish Action League	<u>/</u>
Syracuse Model Neighborhood	<u>√</u>
The Native American JPTA	$\frac{}{}$
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	
NYS Broadcasters Assn.	
Nexstar Website	

### Gehring, Julie

From:

Gehring, Julie

Sent:

Thursday, January 17, 2013 11:01 AM

To:

Association for Better Living; Aurora of CNY; Cayuga Community College; CCNMA; Center for Community Alternatives; CNY National Organization for Women; Cornell University; Displaced

Homemakers Program; 'Sharcol56@aol.com'; Howard University; Ithaca College; 'PCalabro@itt-tech.edu'; Learning Disabilities Assn of CNY; Media Alliance; MediaLine; Morrisville State College; Morrisville State College; Morrisville State College; My Air Check; 'vwoods@dhr.state.ny.us'; OCC EMC Department; Office of Minority Affairs; Onondaga Community College; Onondaga-Madison BOCES; Peace Inc; SI Newhouse; Spanish Action League; SUNY Oswego; Syracuse Model Neighborhood; Syracuse University; The Native American JPTA; Tompkins-Cortland Community College; Transitional Learning Services; TV

Jobs.com Broadcast Employment Services WSYR-TV Job Opening effective 1-17-2013

Subject:

Attachments:

2013 Job Postings-Position Descriptions.doc



2013 Job ostings-Position Des.

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information.

Thank you.

Julie

## Gehring, Julie

From:

Gehring, Julie

Sent:

Thursday, January 17, 2013 11:35 AM

To:

'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com' NewsChannel 9 WSYR-TV Job Opening effective 1-17-2013

Subject:

Attachments:

2013 Job Postings-Position Descriptions.doc

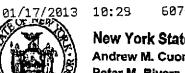


2013 Job ostings-Position Des.

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on the job posting.

Thank you.

Julie



### New York State Department of Labor Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner

CORTLAND WORKS

FAST FAX JOB ORDER

New York State Department of Labor 450 South Salina St. Room 302

Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

1	
suitable candidates. Lo list a job order, picase submit	Date: 117/13  cial job order form will help us understand your hiring needs and assist us in locating the most the listing electronically using the address above, or apply directly online to New York's
1010 /	ST FAX JOB ORDER form and send to us via fax or mail.
Company NSVR-TV	Unemployment Ins. Employer Reg. No. 42-52662
Address 5904 Bridge Street	city E. Syracuse state Ny zip 13057
Description of products or services your business pro	videx: Television Station
Interview contact person Local Sales M	Parager Tel. No. ( ) Fax No. ( )
E-Mail address	URL/Web Sitc Address
Would you like your company name available to the p view your company name, phone number and "how t	ublic on your job listing? Yes W No Checking "Yes" allows jobseekers to o apply" instructions. Checking "No" will allow job seekers to view only the job title and isor to be screened for your job qualifications. Will this job opening also be listed on:
Company Website	ard Newspaper Trade Journal other
Referral instructions (You may select more than one):	Send Candidate to apply in person fromto
☐ Staff to call first (before sending) ☐ Candidate t	o call first (before coming) from to Complete company application
Mail Resume 🔲 Fax Resume	E-Mail Resume (address) <u>Carelr Sa Jusyr Com</u>
JOB DESCRIPTION: Please provide a detailed descri	JOB DETAILS Number of Openings Number of Persons you wish to interview  Start Date 1/17/13 Are you a FCJL employer? Yes No iption of the job. List skills, aptitudes, equipment used/operated, special physical demands
and beams they man a conditional with multiplication	risted nere and checked below must be bona fide occupational qualifications.
( <u>See</u>	HHached
Reference/Security Check? (2) Yes [] No Physics Own tools? [] Yes [] No Must Join Union? [] Ye	u?
Employment Test? 🔲 Yes 📋 No If yes, please provide	name and/or type of test:
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	normal workdays: S M (Tu) W (Th) F S Overtime? Tes I No I Mandatory
Years of Education Needed: Specialized E	ducation? (Degree/Certificate/License)
Years of Experience Required: Will you acce	pt related experience?  Yes No Describe
Will you accept a Trainec? ☐ Yes ☐ No Interes	sted in OJT? Yes No Interested in Approvinceship? Yes No
kre you on я public transportation route? 🔲 Yes 🔲 🖪	No Driver's License? Yes: Class No
alary Range: From Sto \$per	(hour/week/month/year) Salary Negotiable?   Yes  No
	□ No Paid Vacation? □ Yes □ No Sick Leave? □ Yes □ No
	Yes No Clothing Allowance? Yes No Child Care? Yes No

\* \* \* Communication Result Report (Jan. 18. 2013 11:24AM) \* \* \*

Fax Header)

Date/Time: Jan. 18. 2013 11:24AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
9829 Memory TX	4793216	P. 2	OK	

Reason for error
E. 1) Hang up or line fail
E. 3) No answer
F. 51 Exceeded max. E-mail size

E. 2) Busy E. 4) No facsimile connection

New York State Department of Labor	FAST FAX JOB ORDER
Andrew R. Cuome, Governor	450 South Sallan St. Rusen MI
Perfor M. Rivera, Consederationer	Spraces, New York 15202
	Planes: (315) 479-3214   Fact (315) 479-3216
Frederica Bredita International Control of the Cont	P=== 1/17/13
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January 17, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Julie Sehring

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

enclosure



January 17, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

To Whom It May Concern:

Julie Gehring

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

enclosure



## **Position Description ACCOUNT EXECUTIVE**

Station: WSYR-TV	Department: Sales
Reports To: Local Sales Manager	Exempt: Yes
Mcports for zoon	<del></del>

### Position Summary:

The Account Executive works within established Sales Department guidelines to increase sales volume with assigned accounts, aggressively seeks new customers for both TV and eMedia business, executes plans and strategies set forth by sales management, maintains awareness of the competition, and maintains visibility in the community.

# Essential Duties & Responsibilities:

- Implements strategies to consistently grow revenue and exceed revenue goals.
- Establishes credible relationships with local business community.
- Makes sales calls on existing and prospective clients.
- Maintains assigned accounts and develops new accounts.
- Prepares and delivers sales presentations to clients.
- Explains to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Provides clients with information regarding rates for advertising placement in all media.
- Develops advertising schedules with clients and station personnel responsible for placing advertising into station media.
- Works with clients and station personnel to develop advertisements.
- Performs other duties as assigned.

## Requirements & Skills:

- Bachelor's degree in Marketing, Advertising or Mass Communications, or a related field, or an equivalent combination of education and work related experience.
- Fluency in English.
- Excellent communication skills, both oral and written.
- Minimum one year's experience in sales, preferably in the media field.
- Valid driver's license with an acceptable driving record.
- Experience achieving long-range objectives and implementing the strategies and actions to achieve them.
- Proficiency with computers, telephones, copiers, scanners, fax machines and other office equipment.

# Physical Demands & Work Environment:

The Account Executive must be able to sit, conduct telephone conversations, use electronic mail, write letters and memos, conduct face-to-face discussions with individuals or groups, make decisions without supervision, make decisions that impact the results of co-workers, work in close proximity to others, work outdoors in all weather conditions, and work indoors in environmentally controlled conditions.

# WSYR JOB OPENING DOCUMENTATION

Position: Assignment Editor Date Position Open: 2/27/13 **Date Position Closed: 3/21/13** 

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,

Associate Counsel & Director of Human Resources

## Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. Nexstar Website
- 5. NYS Labor Department
- 6. NAACP of Syracuse
- 7. Women's Information Center

## **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. NYS Dept. of Labor Fast Fax Job Order
- 5. Letter to NAACP of Syracuse
- 6. Letter to Women's Information Center
- 7. Nexstar Website Job Description
- 8. Email for Website Posting
- 9. Email Confirmation from TVJobs.com

# **Documentation Not Attached:**

1. Email to Distribution List

## EEO HIRING DOCUMENTATION

Job Title of Opening Assignment Editor
Date of Posting $\sqrt[3]{3}$
Total Number Interviewed:
Breakdown of Interviewees by Source:
Source Name # of Interviewees
Source Name  Interviewes  Pot microrewes  Existing employee
,
Every interviewee must complete the Nexstar Employment Application
Date of Hire: $3/31/13$
Name of Hiree: Franklin Freytag
Referral Source of Hiree: Existing employee
y · · ·

- Paperwork to accompany this form:

  1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
  - 2. Resumes & Applications of those NOT interviewed



# **Assignment Editor**

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an aggressive Assignment Editor. If you love breaking news and thrive in a high pressure newsroom environment we want to talk to you. Must be cool under fire. Candidate will coordinate breaking news coverage, dispatch multiple crews as well as enterprise, develop and track news stories. Also maintains constant communication with newscast and web staff. Experience as Assignment Editor or Producer required. Send resume to <a href="maintainto:careers@9wsyr.com">careers@9wsyr.com</a> or News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 2/27/13

# JOB OPENING NOTIFICATIONS

position: Assignment Editor  Open: 2/27/13 Closed: 3/21/13	
Open: $\frac{3}{21/13}$ Closed: $\frac{3}{21/13}$	<u>.                                    </u>
In-House Posting	$\sqrt{}$
WSYR Website	$\overline{\checkmark}$
Syracuse Post Standard	
Syracuse New Times	
NYS Labor Dept.	<u>\</u>
Syracuse University	<u> </u>
Onondaga Community College	
Ithaca College	<u>J</u> ,
Cayuga Community College	$\sqrt{}$
SUNY Oswego	$\frac{}{}$
Tompkins-Cortland Community College	
Aurora of CNY	$\frac{}{}$
CCNMA	$\frac{1}{\sqrt{2}}$
Center for Community Alternatives	<u>√</u>
CNY National Organization for Women	1
Cornell University	
Displaced Homemakers Program	1
Dunbar Association	$\frac{}{}$
Howard University	<u>√</u>
ITT Technical Institute	
Learning Disabilities Assn of CNY	$\frac{}{}$
Media Alliance	$\frac{1}{\sqrt{1}}$
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Morrisville State College	
My Air Check	$\frac{\mathcal{L}}{\mathcal{L}}$
NYS Division of Human Rights	$\frac{}{}$
Office of Minority Affairs	
Onondaga-Madison BOCES	<u>√</u>
P.E.A.C.E., Inc.	
SI Newhouse	
Spanish Action League	_\
Syracuse Model Neighborhood	
The Native American JPTA	
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	<u> </u>
NYS Broadcasters Assn.	<u> </u>

Nexstar Website



### New York State Department of Labor Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner

#### FAST FAX JOB ORDER

New York State Department of Labor 450 South Salina St. Room 302

Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

Employer: Providing information requested on this special	job order form will help us understand your hiring needs and assist us in locating the most
suitable candidates. To list a job order, please submit the Job Exchange at <a href="https://www.laborny.jobs">www.laborny.jobs</a> or fill out this FAST	listing electronically using the address above, or apply directly online to New York's
Company WSYR-TV	Unemployment Ins. Employer Reg. No. 42-52662
Address 5104 Bridge sweet	City E. Syracuse state NY zip 13057
Description of products or services your business provide	:: lelevision Station
Interview contact person	Tcl. No. ( ) Fax No. ( )
E-Mail address	URL/Web Site Address
view your company name, phone number and "how to at	ic on your job listing?  Yes No Checking "Yes" allows jobseekers to pply" instructions. Checking "No" will allow job seekers to view only the job title and to be screened for your job qualifications. Will this job opening also be listed on:
Company Website  Other Internet Job Board	l Newspaper Trade Journal other
Referral instructions (You may select more than one):	Scood Candidate to apply in person fromto
Staff to call first (before sending) Candidate to ex	all first (before coming) from to Complete company application
//•	Mail Resume (address) <u>Careers@ 9 Wsyr. com</u>
Title of Job Opening Assignment Editor	JOB DETAILS Number of Openings Number of Persons you wish to interview
Job Location E. Syvacuse	Start Date Are you 2 FCJL employer?
JOB DESCRIPTION: Please provide a detailed description special working conditions. All hiring requirements list  Offsched	on of the job. List skills, aptitudes, equipment used/operated, special physical demands ted here and checked below must be bona fide occupational qualifications.
Ž	
Reference/Security Check?  Yes No Physical? Own tools? Yes No Must Join Union? Yes [	☐ Yes ☑ No Drug Test? ☐ Yes ☑ No Bondable? ☐ Yes ☑ No
Employment Test? 🔲 Yes 📈 No If yes, please provide na	nme and/or type of test:
Job is: 🖊 Full Time 🔲 Part Time 📋 Regular	Temporary Duration of Joh is: From
Work hours: From VANUES to Circle north	mal workdays: S M Tu W Th F S Overtime? Tes T No T Mandatory
Years of Education Needed: Could Specialized Educ	mal workdays: S M Tu W Th F S Overtime? [Yes ] No ] Mandatory ation? (Degree/Certificate/License)
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tre you on a public transportation route? 🗹 Yea 🔲 No	I in OJT?  Yes No Interested in Appronticeship?  Yes No  Driver's License? Yes: Class  No
alary Range: From \$ to \$ per	(hour/week/month/year) Salary Negotiable? 💆 Yes 🗌 No
lealth Ins.? Yes 🗆 No Dental Ins.? 🖒 Yes 🗀	No. Deld Verenium Divertium Divertium Divertium Divertium
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Date/Time: Feb. 28. 2013 9:11AM

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Reason for error
E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy E. 4) No facsimile connection

Poter III, Rivera, Commissioner	Rotes 902 Syracus, New York 13202
	Photo: (315) 479-3284 Fac: (315),479-3214 jobominityranist@isher.sy.gov
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February 28, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Assignment Editor in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

enclosure



February 28, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Assignment Editor in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Executive Administrative Assistant

Julie Gehrzing

enclosure

## Julie Gehring

From:

Julie Gehring

Sent:

Monday, March 04, 2013 11:44 AM

To:

Terri Bush

Subject:

Nexstar Website Job Posting for Assignment Editor

Attachments:

Nexstar Website Job Posting Template.doc



Nexstar Website Job Posting Te...

Hi Terri,

Please post this WSYR job opening for an Assignment Editor on the Nexstar website. Please let me know when it has been posted. Thanks for your assistance.

Julie

Julie R. Gehring
Executive Administrative Assistant
NewsChannel 9 WSYR-TV
5904 Bridge Street
E. Syracuse, NY 13057
(315) 446-9999
juliegehring@9wsyr.com

## **RE: NEW Job Posting**

Phil Rankin Sent: Wednesday, February 27, 2013 12:41 PM To: Julie Gehring

All set.

From: Julie Gehring

Sent: Wednesday, February 27, 2013 12:34 PM

To: Phil Rankin

Subject: NEW Job Posting

Hi Phil,

Please post the attached job opening on our website. Thank you.

Julie

Julie R. Gehring **Executive Administrative Assistant** NewsChannel 9 WSYR-TV 5904 Bridge Street E. Syracuse, NY 13057 (315) 446-9999, ext. 2249 juliegehring@9wsyr.com

From: Robert Cartwright

Sent: Wednesday, February 27, 2013 10:53 AM

To: Julie Gehring Subject: Job Posting

Hi Julie --

Attached is a job ad for an Assignment Editor. Can we please post in all the usual places.

Many thanks.

Rob Cartwright | News Director | WSYR-TV/NewsChannel 9 & www.9wsyr.com | 5904 Bridge Street, East Syracuse, NY 13057 |

Office: 315.446.9999 x 2269 | robertcartwright@9wsyr.com

STATEMENT OF CONFIDENTIALITY

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this email, please delete it from your system and advise the sender.

2/13/2015 3:14 PM

Entry-level: No

Job Title: Assignment Editor

Station Name & Mailing Address: NewsChannel 9 WSYR-TV

5904 Bridge Street E. Syracuse, NY 13057

Position reports to title: News Director

If interested, mail or email resume to: News Director

WSYR-TV

5904 Bridge Street E. Syracuse, NY 13057 careers@9wsyr.com

Work hours schedule: Varies

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

• Coordinate breaking news coverage

• Dispatch multiple news crews

• Enterprise, develop and track news stories

• Maintains constant communication with newscast and web staff

• Must thrive in a high pressure newsroom environment & be cool under fire

Work experience and education required for position:

Bachelor's degree

• Experience as Assignment Editor or Producer

Nexstar Broadcasting Group, Inc. is an Equal Opportunity Employer If you have any questions, contact Terri Bush, Director Human Resources tlbush@nexstar.tv

#### Julie Gehring

From: jobs@tvjobs.com

Sent: Thursday, February 28, 2013 2:54 PM

To: Julie Gehring

Subject: TVJobs.com - Assignment Editor job posted

#### JOB POSTING NOTIFICATION FROM TVJOBS

The "Assignment Editor" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR

Position : Assignment Editor

Category : News - Assignment Editor

Database: Television
Job ID: TVJ#34210940
Posted: 2/28/2013
Expires: 3/28/2013

Status : Non-Registered Employer - New Job Listing

Ad Text

#### Assignment Editor

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an aggressive Assignment Editor. If you love breaking news and thrive in a high pressure newsroom environment we want to talk to you. Must be cool under fire. Candidate will coordinate breaking news coverage, dispatch multiple crews as well as enterprise, develop and track news stories. Also maintains constant communication with newscast and web staff. Experience as Assignment Editor or Producer required.

Send resume to careers@9wsyr.com or News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

#### Notes

- We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
- We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (http://www.tvjobs.com)
- 3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
- 4. If no extension is needed, the job will be automatically removed at 1 am PST on 3/28/2013.
- If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
- 6. If you would like to verify that the actual job listing is online, point your browser to:

http://www.tvjobs.com/cgi-bin/JOB?ID=

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway Broadcast Employment Services TVJobs admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you >>manage your online jobs.<<

# WSYR JOB OPENING DOCUMENTATION

Position: Reporter

**Date Position Open:** 5/13/13 **Date Position Closed:** 6/19/13

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,

Associate Counsel & Director of Human Resources

## Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' < Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>, 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

- 2. In-House Posting
- 3. WSYR Website
- 4. Nexstar Website
- 5. NYS Labor Department
- 6. NAACP of Syracuse
- 7. Women's Information Center

## **Documentation Attached:**

- 1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
- 2. Job Description (includes Posting Date)
- 3. Job Opening Notifications Checklist
- 4. NYS Dept. of Labor Fast Fax Job Order
- 5. Letter to NAACP of Syracuse
- 6. Letter to Women's Information Center

## **Documentation Not Attached:**

- 1. Copy of Website Posting
- 2. Email to Distribution List

# EEO HIRING DOCUMENTATION

Job Title of Opening REPORTER
51-
Date of Posting 3/13
Total Number Interviewed:
Breakdown of Interviewees by Source:
Source Name # of Interviewees
<u> </u>
TVIORSCOM 1
I WEGY. COM
Application
Every interviewee must complete the Nexstar Employment Application
Date of Hire: 6/19/13
Name of Hiree: ANDREW DONOVAN
^
Referral Source of Hiree: YWSyV.COM
<ul> <li>Paperwork to accompany this form:</li> <li>1. Resumes &amp; Applications of interviewees, with the copy of the application for employee hired labeled.</li> <li>2. Resumes &amp; Applications of those NOT interviewed</li> </ul>
<del></del>



Posted: 5/13/13

### REPORTER

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an experienced, aggressive and enterprising reporter. Wow us with your story ideas and writing skills. Must specialize in active live shots and investigative experience a plus. This is not an entry-level position. Qualified candidates should e-mail their resume and links to their work to <a href="mailto:careers@9wsyr.com">careers@9wsyr.com</a> or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

## JOB OPENING NOTIFICATIONS

POSITION: Reporter	
Open: 3/13/13 Closed: 6	19/13
In-House Posting	<u>,</u>
WSYR Website	$\overline{\checkmark}$
Syracuse Post Standard	
Syracuse New Times	
NYS Labor Dept.	$\angle$
Syracuse University	$\sqrt{}$
Onondaga Community College	$\checkmark$
Ithaca College	$\sqrt{}$
Cayuga Community College	
Cazenovia College	
SUNY Oswego	1
Tompkins-Cortland Community College	$\sqrt{}$
Association for Better Living	$\sqrt{}$
Aurora of CNY	$\sqrt{}$
CCNMA	$\sqrt{}$
Center for Community Alternatives	
CNY National Organization for Women	
Women's Information Center	
NAACP of Syracuse	
Cornell University	
Displaced Homemakers Program	
Dunbar Association	
Howard University	

ITT Technical Institute	
Learning Disabilities Assn of CNY	
Media Alliance	
MediaLine	
Morrisville State College	✓
My Air Check	<u> </u>
NYS Division of Human Rights	
Office of Personnel & Labor Relations	
Onondaga-Madison BOCES	
P.E.A.C.E., Inc.	_
SI Newhouse	بد
Spanish Action League	
Syracuse Model Neighborhood	
The Native American JPTA	
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	
NYS Broadcasters Assn.	

Nexstar Website



## New York State Department of Labor Andrew M. Cuomo, Governor Peter M. Rivera, Commissioner

### FAST FAX JOB ORDER

New York State Department of Labor
450 South Salina St.
Room 302
Syracuse, New York 13202
Phone: (315) 479-3284 Fax: (315) 479-3216
jobcentralsyracuse@labor.ny.gov

	Daté:
Employer: Providing information requested on this spec suitable candidates. To list a job order, please submit	ial job order form will help us understand your hiring needs and assist us in locating the most the listing electronically using the address above, or apply directly online to New York's
	T FAX JOB ORDER form and send to us via fax or mail.
Company WS/R-TV	Unemployment Ius. Employer Reg. No. 42-52662
Address 5904 Bridge Street	City E. Syracuse state NY Zip 13057
Description of products or services your business prov	iden: Television Station
Interview contact person	Tcl. No. ( ) Fax No. ( )
E-Mail address	URL/Web Site Address
View your company name, phone number and "how to	ublic on your job listing?   Yes  No Checking "Yes" allows jobseekers to apply" instructions. Checking "No" will allow job seekers to view only the job title and sor to be screened for your job qualifications. Will this job opening also be listed on:
Company Website Other Internet Job Bo	ard Newspaper Trade Journal other
Referral instructions (You may select more than one):	Scool Candidate to apply in person fromto
	call first (before coming) from to to Complete company application
Mail Resume	E-Mail Resuma (address) <u>Careers@ 9 WSYT. COM</u>
0	Job Details
Title of Job Opening Keparter	Number of Openings Number of Persons you wish to interview
Job Location 5904 Bridge Street, E. Syrac	USC Start Date ASAC. Are you a FCJL employer? Tyes No
JOB DESCRIPTION: Please provide a detailed descri	l ption of the job. List skills, aptitudes, equipment used/operated, special physical demands
or special working conditions. All hiring requirements	listed here and checked below must be bona fide occupational qualifications.
· Millian · ·	
1	
Reference/Security Check? Yes No Physics Own tools? Yes No Must Join Union? Y	ul? 🗌 Yes 🟹 No Drug Test? 🗎 Yes 🟹 No Bondable? 🗍 Yes 🟹 No
Employment Test? [ Yes No If yes, please provide	name and/or type of test:
Job is: Full Time   Part Time   Regular	☐ Temporary Duration of Job is: Fromto
•	ormal workdays: S M Tu W Th F S Overtime?
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Years of Experience Required: Will you acce	pt related experience?  Yes No Describe !
Will you accept a Trainec? ☐ Yes ☒ No Interes	sted in O.JT? 🗌 Yes 🛭 No Interested in Apprenticeship? 🔲 Yes 🗵 No
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	□ No Pald Vacation? ☑ Yes □ No Sick Leave? ☑ Yes □ No
Paid Halidaye? - N Ves I No Retirement Plan? 5	No Clothing Allowance? Tyes XNo Child Care? Yes XNo



May 13, 2013

NAACP of Syracuse PO Box 397 Colvin Elmwood Station Syracuse, NY 13205

To Whom It May Concern:

Julie Gebring

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Account Executive and a Part Time job opening for a Master Control Operator. The job descriptions are attached. Please contact me for further information on these job postings.

Thank you.

Julie Gehring

Executive Administrative Assistant

enclosure



May 13, 2013

Women's Information Center 601 Allen Street Syracuse, NY 13210

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