

WSYR JOB OPENING DOCUMENTATION

Position: Bridge Street Host/Producer

Date Position Open: 12/5/13

Date Position Closed: 3/10/14

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,
Payroll/H.R. Administrator

Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofny.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' <gmmorris@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. 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 Women's Information Center
6. Nexstar Website Posting
7. Email Confirmation from TVJobs.com
8. Email Confirmation from MediaLine.com
9. Email Confirmation from Syracuse University

Documentation Not Attached:

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

EEO HIRING DOCUMENTATION

Job Title of Opening Bridge Street Host/Producer

Date of Posting 12/5/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

<u>Source Name</u>	<u># of Interviewees</u>
<u>WSYR Website</u>	<u>3</u>
<u>TVjobs.com</u>	<u>1</u>
<u>Internal</u>	<u>1</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 3/10/14

Name of Hiree: Sistina Giordano

Referral Source of Hiree: Internal Reference

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



Bridge Street Host/Producer

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for Bridge Street Host/Producer. We are looking for an energetic and personality driven person to host our daily community-based infotainment program. The successful candidate will also work one-on-one with potential guests to book and plan segments and arrange offsite interviews and shoots. On air work is required... prior producing experience and knowledge of CNY is a plus.

Qualified candidates should email 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.

Posted: 12/5/13

JOB OPENING NOTIFICATIONS

POSITION: Bridge Street Host/Producer

Open: 12/5/13

Closed: 3/16/14

In-House Posting

☒

WSYR Website

☒

Syracuse Post Standard

☐

Syracuse New Times

☐

NYS Labor Dept.

☒

Syracuse University

☒

Onondaga Community College

☒

Ithaca College

☒

Cayuga Community College

☒

Cazenovia College

☒

SUNY Oswego

☒

Tompkins-Cortland Community College

☒

Association for Better Living

☒

Aurora of CNY

☒

CCNMA

☒

Center for Community Alternatives

☒

CNY National Organization for Women

☒

Women's Information Center

☒

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

NYS Division of Human Rights

Office of Personnel & Labor Relations

Onondaga-Madison BOCES

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

NYS Broadcasters Assn.

Nexstar Website

[illegible]



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 listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 12/6/13

Company WSYR-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 provides: Television Station

Interview contact person _____ Tel. No. () _____ Fax No. () _____

E-Mail address _____ 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:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other _____

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from _____ to _____

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from _____ to _____ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@9wsyr.com

Title of Job Opening Bridge Street Host/Producer JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____

Job Location E. Syracuse, NY Start Date ASAP Are you a FCJL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description 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.
Attached

Reference/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Test? ☒ Yes ☐ No If yes, please provide name and/or type of test: ON CAMERA AUDITION

Job is: ☒ Full Time ☐ Part Time ☐ Regular ☐ Temporary Duration of Job is: From _____ to _____

Work hours: From FLEXIBLE Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☒ No ☐ Mandatory

Years of Education Needed: COLLEGE Specialized Education? (Degree/Certificate/License) _____

Years of Experience Required: _____ Will you accept related experience? ☐ Yes ☐ No Describe _____

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☒ Yes ☐ No Driver's License? ☒ Yes: Class _____ ☐ No

Salary Range: From \$ NEGOTIABLE per _____ (hour/week/month/year) Salary Negotiable? ☐ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No

December 5, 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 a Bridge Street Host/Producer. The job description is attached. Please contact me for further information on these job postings.

Thank you.

Julie Gehring

Julie Gehring
Executive Assistant

enclosures



-Favorites-

My Spotlights- show

Nexstar Broadcasting, Inc. - Jobs Dashboard

Search Applicants For...

Keywords

Go

Job Templates	Job Listings	All Applicants	Requisitions				
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
	Account Executive - [I + E]	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
	Digital Marketing Services Account Executive - [I + E]	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
	Master Control Operator - [I + E]	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
	News Producer - [I + E]	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive							
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
	Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
	Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
	Morning Anchor/Reporter - [I]	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
	Morning Meteorologist - [I]	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
	Morning Meteorologist - [I]	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
	News Director - [I + E]	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
	News Producer - [I + E]	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
	News Producer - [I + E]	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
	News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
	News Production Assistant - [I + E]	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
	Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
	Reporter - [I + E]	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
	Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time Is 12:36 PM, 16-Feb-2015

Julie Gehring

From: jobs@tvjobs.com
Sent: Friday, December 06, 2013 3:20 PM
To: Julie Gehring
Subject: TVJobs.com - Bridge Street Host/Producer job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Bridge Street Host/Producer" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR
Position : Bridge Street Host/Producer
Category : News / Talent - Host
Database : Television
Job ID : TVJ#34233334
Posted : 12/6/2013
Expires : 1/6/2014
Status : Non-Registered Employer - New Job Listing
Ad Text :

Bridge Street Host/Producer

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for Bridge Street Host/Producer. We are looking for an energetic and personality driven person to host our daily community-based infotainment program. The successful candidate will also work one-on-one with potential guests to book and plan segments and arrange offsite interviews and shoots. On air work is requiredâ€ prior producing experience and knowledge of CNY is a plus.

Qualified candidates should email 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.
2. We recommend that you print this page and include it with your BOE 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 1/6/2014.
5. 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=7551611431765197>

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.<<

Julie Gehring

From: Mark Shilstone [mark@medialine.com]
Sent: Thursday, December 05, 2013 12:57 PM
To: Julie Gehring
Subject: FW: EEO Confirmation

>>
>>
>>Please allow this to serve as confirmation of receipt of the following
>>job
>>listing(s) from : WSYR on 12/05/13
>>
>>BRIDGE STREET HOST/PRODUCER, WEEKEND METEOROLOGIST
>>
>>
>>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
>>
>>
>
>

Julie Gehring

From: srclay01@syr.edu
Sent: Thursday, December 05, 2013 1:07 PM
To: Julie Gehring
Subject: Non-OCR Position Approved

Dear Julie Gehring:

Thank you for contacting Syracuse University. The following position has been approved:

Bridge Street Host/Producer

If students are interested in applying for this position, they will submit their applications as specified by you in the posting.

If you would like to extend your job posting simply call Sue at 315-443-2009.

If you have any questions about your job posting, or feel you have received this email in error, please feel free to contact Career Services at 315.443.9093.

Thank you for your interest in recruiting our students!

Syracuse University
Recruiting Team

Sue Clayton
Recruiting Coordinator
SU Career Services
315-443-2009
srclay01@syr.edu

Jeanne Steckel
Recruiting Specialist
Whitman School of Management Career Center
315-443-5548
jmstecke@syr.edu

Kathy Benjamin
Program Coordinator
iSchool
315-443-4496
kabenjam@syr.edu

WSYR JOB OPENING DOCUMENTATION

Position: Master Control Operator

Date Position Open: 1/10/14

Date Position Closed: 3/10/14

Recruitment Initiated By: Chief Engineer

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,
Payroll/H.R. Administrator

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' <demuro@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' <gmmorris@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 Confirmation from TVJobs.com

Documentation Not Attached:

1. Email to Distribution List

EEO HIRING DOCUMENTATION

Job Title of Opening Master Control Operator

Date of Posting 1/10/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

<u>Source Name</u>	<u># of Interviewees</u>
WSYR Website	2
Nexstar Website	1

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 3/10/14

Name of Hiree: Kevin Wright

Referral Source of Hire: Nexstar Website

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



WSYR-TV • SYRACUSE

Posted 1/10/14

Master Control Operator

Dept: Syracuse, NY
Location: E. Syracuse, NY
Pay Type: Hourly
Type: Full Time
Apply: Online at www.nexstar.tv

The Master control Operator is responsible for overall on-air look of multiple television stations through airing programming and scheduled station breaks.

Essential duties & Responsibilities:

- Updates and maintains signal control systems
- Maintains programming logs as required by station management
- Segments content and clips to the server and then trims and modifies it.
- Prints traffic logs and appends logs to the data management system.
- Monitors strength, clarity, and reliability of incoming and outgoing signals and adjust equipment necessary to maintain quality broadcasts.
- Selects sources from which programming will be received, or through which programming will be transmitted.
- Reports equipment problems and ensures that repairs are made, and makes emergency repairs to equipment when necessary and possible.
- Ensures all hub station's compliance with Emergency Alert Systems requirements.
- Performs other duties as assigned.

Requirements & Skills:

- Technical Degree in Digital Electronics, Broadcasting, or related field, or equivalent combination of education and work related experience.
- Fluency in English
- Excellent communication skills, both oral and written.
- Minimum three years experience with digital electronics systems in television broadcasting environment.
- Proficiency with computers, telephones, copiers, scanners, fax machines, and other office equipment.
- Strong PC/MS Office experience.
- Experience with digital transmitters and other broadcast-related equipment.
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously.

JOB OPENING NOTIFICATIONS

POSITION: Master Control Operator

Open: 1/10/14 Closed: 3/10/14

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

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Syracuse New Times

✓

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

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SUNY Oswego

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My Air Check

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NYS Division of Human Rights

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Office of Personnel & Labor Relations

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Onondaga-Madison BOCES

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SI Newhouse

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Spanish Action League

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Syracuse Model Neighborhood

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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

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.labor.ny.gov/jobs or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 1/10/14

Company WSYR-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 provides: Television Station

Interview contact person _____ Tel. No. () _____ Fax No. () _____

E-Mail address _____ URL/Web Site Address WWW.NEXSTAR.TV

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:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other _____

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from _____ to _____

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from _____ to _____ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@9wsyr.com

Title of Job Opening Master Control Operator JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____

Job Location E. Syracuse, NY Start Date ASAP Are you a FCJL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description 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.

Attached
Job
Description

Reference/Security Check? ☐ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☐ 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 normal workdays: S M Tu W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: 2 Specialized Education? (Degree/Certificate/License) Assoc. Degree

Years of Experience Required: 2 Will you accept related experience? ☒ Yes ☐ No Describe _____

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☐ Yes ☒ No Driver's License? ☒ Yes: Class _____ ☐ No

Salary Range: From \$ 20K to \$ 21K per yr. (hour/week/month/year) Salary Negotiable? ☐ Yes ☒ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No

* * * Communication Result Report (Jan.10. 2014 2:51PM) * * *

2}

Date/Time: Jan.10. 2014 2:50PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0265 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

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support 1P-Fax



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

FAST FAX JOB ORDER
 New York State Department of Labor
 430 South Salton St.
 Room 302
 Syracuse, New York 13202
 Phone: (315) 479-3284 Fax: (315) 479-5216
 jobs@doel.state.ny.gov

Employers: 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 help job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.jobs.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 1/10/14

Company: WSIR-TV Unemployment or Inc. Employer Reg. No. 412-512612
 Address: 5904 Bridge Street City: E. Syracuse State: Ny Zip: 13227

Description of products or services your business provides: Television Station

Manufacturer product name: _____ Tel. No. () _____ Fax No. () _____

E-Mail address: _____ URL/Web Site Address: www.wsir.tv

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 employer to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ Other

External recruitment (You may select more than one): ☐ Send Candidates to apply in person from _____ to _____

☐ Staff to call first (before sending) ☐ Candidates to call first (before coming) from _____ to _____ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☐ E-Mail Resume (Address: careers@wsir.com)

Title of Job Opening: Master Control Operator JOB DETAILS

Job Location: E. Syracuse, NY Number of Openings: 1 Number of Persons you wish to interview: _____

Start Date: ASAP Are you a FCM employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, experience, equipment used, special physical demands or special working conditions. All hiring requirements listed here and checked below must be basic side occupational qualifications.

Attached
Job Description

Reference/Security Check? ☐ Yes ☒ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bonded? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Most Job Unlaid ☐ Yes ☒ No

Employment Type? ☐ Full Time ☒ Part Time ☐ Regular ☐ Temporary Duration of Job: From _____ to _____

Work hours: From _____ to _____ Circle normal workdays: (M Tu W Th F S) Overtime? ☐ Yes ☒ No Mandatory

Years of Education Needed: 2 Specialized Education? (Degree/Certificate/License) Assoc. degree

Years of Experience Required: 2 Will you accept related experience? ☒ Yes ☐ No -Exception

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☐ Yes ☒ No Driver's License? ☐ Yes ☒ No

Salary Range: From \$ 20K to \$ 21K per yr. (hourly/month/year) Salary Negotiable? ☐ Yes ☒ No

Health Ins.? ☐ Yes ☒ No Dental Ins.? ☐ Yes ☒ No Paid Vacation? ☐ Yes ☒ No Sick Leave? ☐ Yes ☒ No

Paid Maternity? ☐ Yes ☒ No Retirement Plan? ☐ Yes ☒ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



January 10, 2014

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 Master Control Operator. The job description is attached. Please contact me for further information on these job postings.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosure

January 10, 2014

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 a Master Control Operator. The job description is attached. Please contact me for further information on these job postings.

Thank you.

Julie Gehring

Julie Gehring
Executive Assistant

enclosures

Mary Dreverman

From: Mary Dreverman
Sent: Friday, January 10, 2014 9:36 AM
To: Julie Gehring; Craig Riker; Phil Rankin
Cc: Michael Nellis
Subject: RE: WSYR Master Control Job Posting

I will place it on the Nexstar hire page.

Thanks

Mary

From: Julie Gehring
Sent: Friday, January 10, 2014 9:35 AM
To: Craig Riker; Mary Dreverman; Phil Rankin
Cc: Michael Nellis
Subject: RE: WSYR Master Control Job Posting

Hi, I will get the job opening posted today.

Julie

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

From: Craig Riker
Sent: Friday, January 10, 2014 9:30 AM
To: Julie Gehring; Mary Dreverman; Phil Rankin
Cc: Michael Nellis
Subject: WSYR Master Control Job Posting

Can we please get this Job posting listed as necessary?
Thanks

Craig Riker
Chief Engineer
WSYR-TV/ Syracuse
Regional Operations Center
5904 Bridge St.

East Syracuse, N.Y. 13057

P- 315-446-9999

F- 315-251-1567

E- craigriker@Localsyr.com



Master Control Operator

Dept: Syracuse, NY
Location: Syracuse, NY
Pay Rate:
Pay Type: Hourly
Type: Full Time

The Master control Operator is responsible for overall on-air look of multiple television stations through airing programming and scheduled station breaks.

Essential duties & Responsibilities:

- Updates and maintains signal control systems
- Maintains programming logs as required by station management
- Segments content and clips to the server and then trims and modifies it.
- Prints traffic logs and appends logs to the data management system.
- Monitors strength, clarity, and reliability of incoming and outgoing signals and adjust equipment necessary to maintain quality broadcasts.
- Selects sources from which programming will be received, or through which programming will be transmitted.
- Reports equipment problems and ensures that repairs are made, and makes emergency repairs to equipment when necessary and possible.
- Ensures all hub station's compliance with Emergency Alert Systems requirements.
- Performs other duties as assigned.

Requirements & Skills:

- Technical Degree in Digital Electronics, Broadcasting, or related field, or equivalent combination of education and work related experience.
- Fluency in English
- Excellent communication skills, both oral and written.
- Minimum three years experience with digital electronics systems in television broadcasting environment.
- Proficiency with computers, telephones, copiers, scanners, fax machines, and other office equipment.
- Strong PC/MS Office experience.
- Experience with digital transmitters and other broadcast-related equipment.
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously.

Physical Demands & Work Environment:

The master Control Operator must be able to stand, sit, reach, climb, conduct telephone conversations, use electronic mail, write letters and memos, conduct face-to-face

discussions with individual or groups, make decisions without supervision, make decisions that impact the results of co-workers, work in close proximity to others, and work in environmentally controlled conditions. In addition, the Master Control Operator must be able to handle, control or feel objects, tools or controls. Repetitive movements are required. Work may be conducted in extremely bright or inadequate conditions.

RE: Job Posting - Master Control Operator

Phil Rankin

Sent: Friday, January 10, 2014 4:47 PM

To: Julie Gehring

Cc: Craig Riker

This posting is now up on the web.

- Phil

From: Julie Gehring

Sent: Friday, January 10, 2014 12:44 PM

To: Phil Rankin

Subject: Job Posting - Master Control Operator

Hello,

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

<< File: Job Posting - Master Control Operator.DOC >>

Julie Gehring

Executive Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

JulieGehring@LocalSYR.com

Julie Gehring

From: jobs@tvjobs.com
Sent: Friday, January 10, 2014 2:23 PM
To: Julie Gehring
Subject: TVJobs.com - Master Control Operator job posted

JOB POSTING NOTIFICATION FROM TVJOBS

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

Station : WSYR
Position : Master Control Operator
Category : Production - Master Control Operators Database : Television
Job ID : TVJ#34235530
Posted : 1/10/2014
Expires : 2/10/2014
Status : Non-Registered Employer - New Job Listing
Ad Text :

Master Control Operator

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.
2. 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 2/10/2014.
5. 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=2524441621437190>

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: 1/27/14

Date Position Closed: 4/7/14

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,
Payroll/H.R. Administrator

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' <demuro@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' <gmmorris@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 Posting Confirmation
8. Email Confirmation from TVJobs.com
9. Email Confirmation from Ithaca College

Documentation Not Attached:

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

EEO HIRING DOCUMENTATION

Job Title of Opening Reporter

Date of Posting 1/27/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name	# of Interviewees
tvjobs.com	3
WSJ website	1

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 4/7/14

Name of Hiree: Beth Cefalu

Referral Source of Hire: tvjobs.com

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: 1/27/14

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

JOB OPENING NOTIFICATIONS

POSITION: Reporter

Open: 1/27/14 Closed: 4/7/14

In-House Posting	<u>✓</u>
WSYR Website	<u>✓</u>
Syracuse Post Standard	<u>—</u>
Syracuse New Times	<u>—</u>
NYS Labor Dept.	<u>✓</u>
Syracuse University	<u>✓</u>
Onondaga Community College	<u>✓</u>
Ithaca College	<u>✓</u>
Cayuga Community College	<u>✓</u>
Cazenovia College	<u>✓</u>
SUNY Oswego	<u>✓</u>
Tompkins-Cortland Community College	<u>✓</u>
Association for Better Living	<u>✓</u>
Aurora of CNY	<u>✓</u>
CCNMA	<u>✓</u>
Center for Community Alternatives	<u>✓</u>
CNY National Organization for Women	<u>✓</u>
Women's Information Center	<u>✓</u>
NAACP of Syracuse	<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	<u>✓</u>
Morrisville State College	<u>✓</u>
My Air Check	<u>✓</u>
NYS Division of Human Rights	<u>✓</u>
Office of Personnel & Labor Relations	<u>✓</u>
Onondaga-Madison BOCES	<u>✓</u>
P.E.A.C.E., Inc.	<u>✓</u>
SI Newhouse	<u>✓</u>
Spanish Action League	<u>✓</u>
Syracuse Model Neighborhood	<u>✓</u>
The Native American JPTA	<u>✓</u>
Transitional Learning Services	<u>✓</u>
TV Jobs.com Broadcast Employment Services	<u>✓</u>
NYS Broadcasters Assn.	<u>✓</u>
Nexstar Website	<u>✓</u>



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 listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 1/27/14

Company WSYR-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 provides: Television Station

Interview contact person _____ Tel. No. () _____ Fax No. () _____

E-Mail address _____ 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:

☐ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other _____

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from _____ to _____

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from _____ to _____ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@Local5YR.com

Title of Job Opening Reporter JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____

Job Location 5904 Bridge Street, E. Syracuse Start Date ASAP Are you a FCJL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description 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.

See Attached

Reference/Security Check? ☐ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☐ 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 normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☐ No ☐ Mandatory

Years of Education Needed: _____ Specialized Education? (Degree/Certificate/License) _____

Years of Experience Required: _____ Will you accept related experience? ☐ Yes ☐ No Describe _____

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☐ No Interested in Apprenticeship? ☐ Yes ☐ No

Are you on a public transportation route? ☐ Yes ☐ No Driver's License? ☐ Yes: Class _____ ☐ No

Salary Range: From \$ _____ to \$ _____ per _____ (hour/week/month/year) Salary Negotiable? ☐ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



January 27, 2014

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 Reporter. The job description is attached. Please contact me for further information on this job posting.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosure



January 27, 2014

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 a Reporter. The job description is attached. Please contact me for further information on this job posting.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosure



My Spotlights- Show

Nexstar Broadcasting, Inc. - Jobs Dashboard

Job Templates	Job Listings	All Applicants	Requisitions			
Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
Digital Marketing Services Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
Master Control Operator - <u>II + E</u>	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
News Producer - <u>II + E</u>	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive						
Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
Morning Anchor/Reporter - <u>III</u>	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
News Director - <u>II + E</u>	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
News Producer - <u>II + E</u>	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
News Producer - <u>II + E</u>	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
News Production Assistant - <u>II + E</u>	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
Reporter - <u>II + E</u>	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time is 12:36 PM, 16-Feb-2015

Julie Gehring

From: jobs@tvjobs.com
Sent: Monday, January 27, 2014 10:47 AM
To: Julie Gehring
Subject: TVJobs.com - Reporter job posted

JOB POSTING NOTIFICATION FROM TVJOBS

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

Station : WSYR
Position : Reporter
Category : News / Talent - General Assignment Reporter Database : Television
Job ID : TVJ#34236738
Posted : 1/27/2014
Expires : 2/27/2014
Status : Non-Registered Employer - New Job Listing
Ad Text :

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

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.
2. 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 2/27/2014.
5. 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=3570281461516194>

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.<<

Julie Gehring

From: mail@experience.com on behalf of Ithaca College [notifications@experience.com]

Sent: Tuesday, January 28, 2014 1:08 AM

To: Julie Gehring

Subject: Your job posting is now open for applications



experie

Dear Julie:

Your job posting to Ithaca College is now open for applications.

Job title: REPORTER
Apply start date: 1/27/14

If you have any questions, please contact us at Careers@ithaca.edu or (607) 274-3365.

=====

Experience the largest college recruiting network
<http://www.experience.com>

Copyright © 2014

Two Faneuil Hall Marketplace, Boston, I

WSYR JOB OPENING DOCUMENTATION

Position: Production Crew Person

Date Position Open: 4/15/14

Date Position Closed: 7/1/14

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 from TVJobs.com

Documentation Not Attached:

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

EEO HIRING DOCUMENTATION

Job Title of Opening Production Crew Person

Date of Posting 4/15/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name	# of Interviewees
localsvr.com	2
tujobs.com	0
Referrals	0

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 7/1/14

Name of Hiree: Brittney Tirabassi

Referral Source of Hire: website

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 15, 2014

PRODUCTION CREW PERSON (PT)

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.

JOB OPENING NOTIFICATIONS

POSITION: Production Crew Person (PT)

Open: 4/15/14

Closed: 7/1/14

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Association for Better Living

✓

Aurora of CNY

✓

CCNMA

✓

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



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 listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 4/21/14

Company WSYR-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 provides: Television Station

Interview contact person Operations Manager Tel. No. () Fax No. ()

E-Mail address 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:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from to

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from to ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@9wsyr.com

Title of Job Opening Production Crew Person JOB DETAILS Number of Openings 1 Number of Persons you wish to interview 4-5

Job Location 5904 Bridge Street, E. Syracuse Start Date Immediate Are you a FCJL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description 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.

See Attached

Reference/Security Check? ☐ Yes ☒ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ 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 4-7pm and 9-12 midnight Circle normal workdays: (S) M Tu W Th F (S) Overtime? ☐ Yes ☒ No ☐ Mandatory

Years of Education Needed: 2 Specialized Education? (Degree/Certificate/License)

Years of Experience Required: 0 Will you accept related experience? ☒ Yes ☐ No Describe Worked in TV Before

Will you accept a Trainee? ☐ Yes ☐ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☐ Yes ☐ No Driver's License? ☒ Yes: Class ☐ No

Salary Range: From \$ to \$ per (hour/week/month/year) Salary Negotiable? ☐ Yes ☒ No

Health Ins.? ☐ Yes ☒ No Dental Ins.? ☐ Yes ☒ No Paid Vacation? ☐ Yes ☒ No Sick Leave? ☐ Yes ☒ No

Paid Holidays? ☐ Yes ☒ No Retirement Plan? ☐ Yes ☒ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No

* * * Communication Result Report (Apr. 22. 2014 9:20AM) * * *

2}

Date/Time: Apr. 22. 2014 9:19AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0635 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

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



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
 jobscentral@labor.ny.gov

Date: 4/21/14

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 fill a job order, please send the following information using the address above, or apply directly online to New York's Job Exchange at www.jobscentral.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Company: WSIR-TV Unemployment Ins. Employer Reg. No. 14-012662

Address: 5904 Bridge Street City: E. Syracuse State: NY Zip: 13057

Description of products or services your business provides: Television Station

Interview contact person: Operations Manager Tel. No. () Fax No. ()

E-Mail address: 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, please see our "how to apply" instructions. Checking "No" will allow jobseekers to view only the job title and description. Jobseekers will be required to see an add-on to be screened for your job qualifications. With this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ Other

☐ Archived Instructions (You must select more than one) ☐ Send Candidates to apply in person from _____ to _____

☐ Staff to call first (before sending) ☐ Candidates to call first (before sending) from _____ to _____ ☐ Complete company application

☒ Email Resume ☐ Fax Resume ☒ Submit Resume (Address: careers@wsir.com)

Title of Job Opening: Production Crew Person JOB DETAILS

Job Location: 5904 Bridge Street, E. Syracuse Number of Openings: 1 Number of Persons you wish to interview: 4-5

Start Date: Immediate Are you a YCLM employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description 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.

See Attached

Reference/Security Check? ☐ Yes ☒ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Background? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Type? ☐ Full Time ☒ Part Time ☐ Temporary ☐ Seasonal ☐ Other

Work hours: From 4-7pm and 9-12 midnight to 9-12 midnight Duration of Job is: From _____ to _____

Years of Education Needed: 2 Specialized Education? (Degree/Certificate/License) ☐ Yes ☒ No

Years of Experience Required: 0 Will you accept related experience? ☒ Yes ☐ No Duration: Worked in TV Before

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☐ Yes ☒ No Driver's License? ☒ Yes ☐ No

Salary Range From \$ _____ to \$ _____ per _____ (hour/week/month/year) Salary Negotiable? ☐ Yes ☒ No

Health Ins.? ☐ Yes ☒ No Dental Ins.? ☐ Yes ☒ No Paid Vacation? ☐ Yes ☒ No Sick Leave? ☐ Yes ☒ No

Paid Holidays? ☐ Yes ☒ No Retirement Plan? ☐ Yes ☒ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



April 22, 2014

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 Production Crew Person. The job description is attached. Please contact me for further information on these job postings.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosure



April 22, 2014

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 a Production Crew Person. The job description is attached. Please contact me for further information on these job postings.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosures

Julie Gehring

From: jobs@tvjobs.com
Sent: Monday, April 21, 2014 3:57 PM
To: Julie Gehring
Subject: TVJobs.com - Production Crew Person job posted

JOB POSTING NOTIFICATION FROM TVJOBS

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

Station : WSYR
Position : Production Crew Person
Category : Production - Technician
Database : Television
Job ID : TVJ#34243275
Posted : 4/21/2014
Expires : 5/21/2014
Status : Non-Registered Employer - New Job Listing
Ad Text :

Production Crew Person

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.

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.
2. 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 5/21/2014.
5. 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=5509011240634595>

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: News Producer

Date Position Open: 8/27/14

Date Position Closed: 12/11/14

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager,
Payroll/H.R. Administrator

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 Posting Confirmation
8. Email Confirmation from TVJobs.com
9. Email Confirmation from Syracuse University
10. Email Confirmation from Ithaca College

Documentation Not Attached:

1. WSYR Website Posting
2. Email to Distribution List

EEO HIRING DOCUMENTATION

Job Title of Opening News Producer

Date of Posting 8/27/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name

of Interviewees

Station Web Site

3

Internal Station Posting

1

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 12/11/14

Name of Hiree: John Rizzo

Referral Source of Hire: Internal Station Posting

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

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@LocalSYR.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 8/2714

JOB OPENING NOTIFICATIONS

POSITION: News Producer

Open: 8/27/14

Closed: 12/11/14

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Association for Better Living

✓

Aurora of CNY

✓

CCNMA

✓

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



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 listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 8/27/14

Company: WSYR-TV Unemployment Ins. Employer Reg. No. 412-52662

Address: 5904 Bridge Street City: E. Syracuse State: NY Zip: 13057

Description of products or services your business provides: Television Station

Interview contact person: News Director Tel. No. () Fax No. ()

E-Mail address: careers@LocalSYR.com URL/Web Site Address: LocalSYR.com

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:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from to

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from to ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@LocalSYR.com

Title of Job Opening: News Producer JOB DETAILS Number of Openings: 1 Number of Persons you wish to interview

Job Location: E. Syracuse, NY Start Date: ASAP Are you a FCJL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description 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.

See Attached Job Description

Reference/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ 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 VARIOUS to

Work hours: From VARIOUS Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☐ No ☐ Mandatory

Years of Education Needed: COLLEGE DEGREE Specialized Education? (Degree/Certificate/License)

Years of Experience Required: Will you accept related experience? ☐ Yes ☐ No Describe

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☒ Yes ☐ No Driver's License? ☐ Yes: Class ☐ No

Salary Range: From \$ to \$ per (hour/week/month/year) Salary Negotiable? ☒ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



August 27, 2014

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 News Producer. The job description is attached. Please contact me for further information on this job posting.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring
Executive Assistant

enclosure

August 27, 2014

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 a News Producer. The job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Julie Gehring
Executive Assistant

enclosure



My Spotlights- Show

Nexstar Broadcasting, Inc. - Jobs Dashboard

Job Templates	Job Listings	All Applicants	Requisitions			
Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
Account Executive - <u>[L + E]</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
Digital Marketing Services Account Executive - <u>[L + E]</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
Master Control Operator - <u>[L + E]</u>	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
News Producer - <u>[L + E]</u>	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive						
Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
Morning Anchor/Reporter - <u>[L]</u>	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
Morning Meteorologist - <u>[L]</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
Morning Meteorologist - <u>[L]</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
News Director - <u>[L + E]</u>	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
News Producer - <u>[L + E]</u>	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
News Producer - <u>[L + E]</u>	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
News Production Assistant - <u>[L + E]</u>	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
Reporter - <u>[L + E]</u>	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time is 12:36 PM, 16-Feb-2015

Julie Gehring

From: jobs@tvjobs.com
Sent: Wednesday, August 27, 2014 2:45 PM
To: Julie Gehring
Subject: TVJobs.com - News Producer job posted

JOB POSTING NOTIFICATION FROM TVJOBS

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

Station : WSYR
Position : News Producer
Category : News - Producers
Database : Television
Job ID : TVJ#34251598
Posted : 8/27/2014
Expires : 9/27/2014
Status : Non-Registered Employer - New Job Listing
Ad Text :

News 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@LocalSYR.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.
2. 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 9/27/2014.
5. 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=8564431272636497>

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.<<

Julie Gehring

From: srclay01@syr.edu
Sent: Friday, August 29, 2014 12:27 PM
To: Julie Gehring
Subject: Non-OCR Position Approved

Dear Julie Gehring:

Thank you for contacting Syracuse University. The following position has been approved:

News Producer

If students are interested in applying for this position, they will submit their applications as specified by you in the posting.

If you would like to extend your job posting simply call Sue at 315-443-2009.

If you have any questions about your job posting, or feel you have received this email in error, please feel free to contact Career Services at 315.443.9093.

Thank you for your interest in recruiting our students!

Syracuse University
Recruiting Team

Sue Clayton
Recruiting Coordinator
SU Career Services
315-443-2009
srclay01@syr.edu

Jeanne Steckel
Recruiting Specialist
Whitman School of Management Career Center
315-443-5548
jmstecke@syr.edu

Kathy Benjamin
Program Coordinator
iSchool
315-443-4496
kabenjam@syr.edu

Julie Gehring

From: mail@experience.com on behalf of Ithaca College <notifications@experience.com>
Sent: Friday, August 29, 2014 12:57 AM
To: Julie Gehring
Subject: Your job posting is now open for applications



experience™

Dear Julie:

Your job posting to Ithaca College is now open for applications.

Job title: News Producer
Apply start date: 8/28/14

If you have any questions, please contact us at Careers@ithaca.edu or (607) 274-3365.

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Experience the largest college recruiting network
<http://www.experience.com>

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