

### **EXHIBIT 3**

**Copies of Job Notices Submitted to the Career Site During the  
Reporting Period  
KNBC, Los Angeles, California  
KVEA, Corona, California**

# 65676BR - Show Editor – CALIFORNIA LIVE

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Johnston III, JJ (206599797)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

jj.johnstoniii@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

51496421 - Show Editor

Job ID Name :

Editor Story

Job Title :

Show Editor – CALIFORNIA LIVE

Recruiter :

Jerez, Carmen (206679024)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Development

Posting Category :

Production

Organization :

CA Live Producers

## Section 4

Career Band :

Professional Band

No. of Positions :

1

Career Level :

Experienced

Labor Code :

EEO Category :

Professionals

Addition/ Replacement :

Replacement

Assignment Category :

Name of Replacement :

Annie Joy

## Section 5

Work Location ID :

Universal City, CA US

State/Province :

California

Country :

United States

City :

Universal City

## Section 6

Company Code :

T0T4

Salary Type :

Exempt

Cost Object :

T0T403664

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

**Responsibilities : Essential Responsibilities:**

California Live is looking for a creative and motivated editor to work on an exciting multi-market lifestyle show. The candidate will be responsible for editing and producing dynamic content, including but not limited to, the final line cut, on-air packages, show opens, bumps, teasers and social videos for a lively, innovative show called "California Live". Our ideal candidate will have hands-on experience editing both broadcast and digital content, be a strong team player, as well as the ability to bring creative ideas to the table.

Ideal candidate is a creative and visual storyteller who can work, both collaboratively and independently, within the "California Live" structure. Candidate should be a partner eager to work with the content, creative, marketing, and sales teams on various projects. Candidate should also work well independently, staying focused on key tasks and tracking essential details and deliverables.

Being self-motivated is a key!

Functions/Responsibilities:

- Edit daily lifestyle show: Final line cut, packages with music, bumps, cold opens, teases and social content.
- Experience producing and editing for TV, digital and social video content and platforms such as Facebook, Instagram, Snapchat, etc.
- Editing footage captured by other production companies and contributors.
- Concept creative content on a fast turnaround.
- Produce/edit topical spots, quote spots, social videos and other video content for California Live.
- Work with internal producers and outside companies on campaign development and execution.
- Working with editorial, social, marketing, and creative to ensure project goals are achieved.
- Partner with various in-house teams (Ad Sales, Affiliate Marketing, Consumer Marketing & all digital platforms) to create communications that tie in with marketing campaigns.
- Partner with team for brain-storming.
- Contributes towards building the brand identity.
- Is flexible in the role within the team and within the company, including working on marketing reels, Ad Sales spots and other Off-Air work.
- Diligent about production paperwork, music reporting and adhering to the On-Air working practices.
- Communicates throughout the stages of production to other departments within the company.
- Is aware of and open to the need to include input from local markets, where necessary.
- Able to confidently pitch and present ideas to the team and stakeholders.

Qualifications/Requirements : Basic Qualifications:

- Minimum 3 years of experience producing and editing digital and social video content
- Expert level experience Adobe Premiere. Dalet/Galaxy is a plus.
- Knowledge of Adobe After Effects, Photoshop and other graphics applications
- Knowledge of all aspects of video shooting and post-production including camera/audio operation, lighting

- Working knowledge of current industry standard audio/video formats
- Experience with audio/video production and post-production utilizing current technologies including live streaming
- Experience in working with digital new media and/or broadcast media production
- Demonstrated ability to tell stories across multiple platforms
- Interpersonal skills and ability to interact and work with staff at all levels
- Excellent written and verbal communication skills
- Ability to work independently and in a team environment
- The ideal candidate must be able to work effectively with others in a team oriented environment
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast paced environment

**Eligibility Requirements:**

- Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered
- Must be willing to work in Universal City, CA
- Willingness to work evenings and weekends with short notice (if applicable)
- Willingness and ability to work long hours, late nights and weekends as required. Good attendance and ability to avoid tardiness is crucial.
- Must be able to work flexible hours including weekends, holidays and overnights
- Must have unrestricted work authorization to work in the United States

**Desired Characteristics : Desired:**

- Experience in working with high-profile talent
- Demonstrated ability to work in a high pressure, fast-paced environment with tight deadlines
- Show reel that demonstrates work
- Experience in working with digital new media and/or broadcast media production
- Self-starter who is assertive, enthusiastic and highly motivated

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without

regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

## Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted Access  
Required? :

Req team : Pierce, Sage (206035542)  
Eminente, Giuliana  
(206422674)  
Tibai, Thomas  
(206551936)  
Carvalho, Stephanie  
(206585454)

Req Creator not  
on Req Team :

Turn off Autofiler ☒  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

**The following information is to be  
completed by Recruiter only**

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

## Approval routing

Job title	User	Date
Recruiters	Jerez, Carmen (206679024)	18-Nov-2021

Notify upon approval completion  
Carvalho, Stephanie  
(206585454)

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66158BR - Reporter - KNBC

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Washington, Renee (206599105)

Send Hiring Manager Survey? :

No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51403879 - Local TV Anchor/Reporter AFTR

Job ID Name :

Reporter On Air Talent

Job Title :

Reporter - KNBC

Recruiter :

Arroyave, James (206424861)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :  
NBCUL - KNBC

Sub Function :  
Production On Air Talent  
  
Posting Category :  
Editorial  
  
Organization :  
KNBC News

#### Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Patrick Healy

Assignment Category :  
Full-Time Regular

#### Section 5

Work Location ID :  
Universal City, CA US

State/Province :  
California

Country :  
United States

City :  
Los Angeles

#### Section 6

Company Code :  
T0T4

Salary Type :  
Exempt

Cost Object :  
T0T403640

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

120k

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : NBC 4 is looking for a dynamic Reporter to join our award-winning team of journalists. This is a multi-platform role that requires excellent storytelling skills and live on-air presence. This position requires the ability to break stories and enterprise leads. Must have a strong desire to contribute to the NBC4 team and win!

### Essential Responsibilities:

- Perform on-air live reporting for NBC4 news on broadcast and digital platforms.
- Must ensure editorial accuracy and compliance with NBC4 legal standards.

- Collaborate with managers, producers to conceptualize stories and produce news packages based on either breaking news or assigned stories.
- Generate enterprise, community-driven story ideas that showcase the diversity of Southern California.
- [Proven ability to develop and maintain a network of news sources across diverse communities, organizations and social media platforms that lead to exclusive stories.](#)
- Perform fill-in anchoring and other temporary assignments, as needed.
- Track story developments and communicate progress to assignment desk and managers.
- Articulate viewpoints and experiences in a manner that helps the audience feel a personal connection to the content.
- [Ability to work independently and in a collaborative environment.](#)
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast-paced environment.
- Participate in station-sponsored events and all assigned special promotions projects.

Qualifications/Requirements : Basic Qualifications:

- Minimum 5 years of experience as television reporter in top 10 market
- Bachelor's Degree in Journalism or related field, or equivalent work experience
- Proven track record of strong writing, visual storytelling and live reporting skills

Demonstrated ability to perform non-linear editing and shooting workflow

- Bilingual in English/Spanish highly desired

Eligibility Requirements:

- Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered
- Must be willing to work in Universal City, CA
- Must have a flexible schedule with ability to work any of a 24x7 shift and willingness to travel and work long hours and on weekends with short notice
- Successful candidate will be required to join the SAG AFTRA union if not already a member and remain a member in good standing of that union
- Must have a valid driver's license

- Must have unrestricted work authorization to work in the United States

Desired Characteristics :

- Excellent written, verbal communication skills, news judgment and research skills.
- Experience in a variety of on-air reporting functions including anchoring, investigations, franchises, etc.
- Very strong ability to ad-lib effortlessly in various types of situations, particularly breaking news.
- Strong understanding and demonstration of editorial judgment and journalistic ethics, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations.
- Demonstrated ability to solve problems, prioritize decisions and successfully manage multiple assignments concurrently in a high pressure, breaking news environment.
- Effective self-starter with the proven ability to generate and produce original news stories.
- Understanding of emerging news production techniques and technology, with a pioneering spirit with desire to learn emerging technologies and invent the future
- Good collaborative and interpersonal skills to communicate at all levels

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

## Section 8

Please Note: The Restricted Access feature limits access to your req. By

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selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Arroyave, James (206424861)	03-Dec-2021

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 67541BR - Director of Business Development & Strategic Partnerships - NBCU Local

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Wynne, Jeff (206039948)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

jeff.wynne@nbcuni.com

Campus Req Category :

Recruitment Status :

Currently searching/selecting qualified candidates

Send Candidate Survey? :

## Section 2

SAP Position Number :

51499342 - Director, Business Developmen

Job ID Name :

Director Ad Sales

Job Title :

Director of Business Development & Strategic Partnerships - NBCU Local

Recruiter :

Vasquez, Manny (206684834)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Sales

Sub-Business :

NBCUL - TLM KVEA

Sub Function :

Ad Sales

Posting Category :

Sales

Organization :

KNBC &amp; KVEA Sales BD

## Section 4

Career Band :

Director

No. of Positions :

1

Career Level :

Experienced

Labor Code :

EEO Category :

Officials and Managers

Addition/ Replacement :

Replacement

Assignment Category :

Full-Time Regular

Name of Replacement :

??

## Section 5

Work Location ID :

Universal City, CA US

State/Province :

California

Country :

United States

City :

Los Angeles

## Section 6

Company Code :

E0QN

Salary Type :

Exempt

Cost Object :

E0QN03894

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

125k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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### Responsibilities : **Job Responsibilities:**

- Responsible for overall strategic business development efforts for the NBCU Local Media Office in Los Angeles
- Develop Client Direct and High-Level Regional Agency relationships to generate new revenue primarily for our Flagship Stations, NBC 4 & Telemundo 52 Los Angeles, as well as the 40+ NBC, NBC Regional Sports and Telemundo Stations that make up our NBCU Owned sales portfolio

- Develop and implement a new business sales strategy that takes advantage of NBC Universal's best in class Linear & Non-Linear programs and platforms including: Peacock, Olympics, World Cup, Super Bowl, Sunday Night Football, Premier League, NHL, Triple Crown, Chivas de Guadalajara, PGA Tour Golf, NASCAR, Notre Dame Football and much more
- Participate in strategic planning with Los Angeles Market Sales Management to identify growth opportunities in the LA as well as the Regional Marketplace
- Ability to develop and execute sales initiatives that deliver incremental revenue to NBC4, Telemundo 52 and Regional NBC OTS
- Develop and lead overall station business development projects and events
- Work with and support approximately twenty Los Angeles based Account Executives on their individual Business Development strategies
- Collaborate and coordinate with Corporate Business Development group

Qualifications/Requirements : Basic Qualifications:

- Minimum of 5-7 years media ad sales/TV Station experience
- Bachelor's degree or equivalent sales experience
- Required leadership skills include effective verbal, written communication and presentation skills.
- Strong computer skills with particular proficiency in Excel and PowerPoint
- Proven success in selling multi-platform, including digital, product integration, internet, out-of-home and mobile.

Eligibility Requirements:

- Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered
- Must be willing to work at the location in Universal, CA.
- Must have unrestricted authorization to work in the

United States.

- Willingness to travel, at times work outside of normal business hours, and potentially on weekends with short notice

Additional Requirements

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

Desired Characteristics : • Existing relationships with client-direct and digital / OOH agencies

- Experience selling cable, print, digital and/or radio
- Demonstrated strong domain level expertise within the digital media space with and emphasis on mobile
- Experience managing a team of account executives

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Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)  
Vasquez, Manny  
(206684834)

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

**The following information is to be  
completed by Recruiter only**

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Job title	User	Date
Recruiters	Vasquez, Manny (206684834)	25-Jan-2022

Notify upon Vasquez, Manny  
approval (206684834)  
completion

HR Manager  
Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67750BR - Director, Human Resources – NBCU Local

**Confidential**

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Carlston, Steve (206105581)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

ileana.prado@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51248846 - Director, Human Resources

Job ID Name :

Manager HR Client Support

Job Title :

Director, Human Resources – NBCU Local

Recruiter :

Leloux, Alex (206648444)

TA Team :

Corporate Functions

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :

Carrie Maltese

HR Manager :

BrennanLindsey (206614623)

HR Representative :

Brennan Lindsey (206614623)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Human Resources

Sub-Business :

Sub Function :

NBCUL - KNBC

HR Client Support

Posting Category :

Human Resources

Organization :

KNBC HR

## Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Sandra Rodriguez

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403924

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

N/A

Relocation Expenses :

Bonus :

None

## Section 7

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### Responsibilities : **Role Summary**

The HR Director is responsible for leading the onsite HR function for the NBCUniversal Local Los Angeles business. This position is responsible for interfacing & problem solving with leadership, managers, and employees of the NBC & Telemundo TV stations in Universal City, CA.

### **Responsibilities:**

- Drive key HR initiatives across departments, including staffing, performance management, compensation planning, succession planning, training and development, reward and recognition, organizational effectiveness, and employee communication.

- Identify, select and on-board diverse and world class talent to ensure a dynamic pipeline, extend on-going outreach to potential future hires through career fairs, organizations, events, and social media.
- Partner with the leadership team and provide HR guidance developing solutions to talent gaps, training needs, cost changes, organizational structures.
- Create and execute a comprehensive employee relations strategy including working closely with union and non-union staff. Partner with Labor Relations on collective bargaining issues, resolving grievances, and furthering NBCU's relationships with its unions.
- Find opportunities to grow our employees, developing them to support current and future roles.
- Provide coaching and feedback to department leaders, line managers and employees around performance, personal issues, dispute resolution and all areas of employee engagement.
- Be a thoughtful leader for the organization and help to drive change within the organization, to include adoption of new technologies, workflows, staffing models, and organization structures.
- Communicate company policies, practices, and procedures to employees in a manner that is clear and engaging, and easy to follow.
- Foster a positive work environment and drive engagement that encourages all employees to maximize their potential and full use of diverse talents and abilities, extend beyond their comfort zone, take measured risks, look to the future.
- Uncover, assess, and propose opportunities for HR, as well as operational, process improvements.
- Develop a learning and understanding of each role and responsibility supporting the organization and how those roles and responsibilities impact our product.
- Lead compliance efforts and training around potential legal risks, OSHA, FCC EEO reporting.
- Organize, create, assemble opportunities for employees to celebrate success and effort, to motivate and engage, and to recognize contributions.

Qualifications/Requirements :

**Basic Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field required
- 7+ years of relevant HR experience required
- Must be willing to work in Universal City, Los Angeles CA.
- Ability to communicate in Spanish highly preferred

**Required Skills/Abilities:**

- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

**Desired Characteristics :**

- Proven ability to handle quick resolution of administrative requests, yet also stretch to high-level strategic future planning with executive level leaders.
- Strong client-support orientation, and the ability to work effectively with all levels of the organization and with a wide range of clients, individually and in groups.
- Strong business acumen, analytical and project management skills.
- Demonstrated ability to coach and mentor at all levels of the organization with respect for confidentiality.
- Demonstrated ability to translate 'big picture' business strategy into an HR plan which can be executed.
- Strong employee relations skill set; can earn trust and credibility with employees quickly.
- Strong prioritization experience with the ability to handle multiple concurrent deliverables.
- Demonstrated track record of delivering results.

- Excellent verbal and written communication skills, including formal presentation skills.
- Strong interpersonal and facilitation skills.
- Previous experience in cable, television or entertainment industry would be ideal, though not required

**Additional Job Requirements:**

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

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**Section 8**

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members of the req team selected below  
will be able to access this req and view  
any associated candidates or candidate  
forms. Once a req is saved as restricted, it  
cannot be reversed.

Restricted Yes - Human Resources  
Access Req  
Required? :

Req team : Cortez, Analisa  
(206500851)  
Prado, Ileana (206591672)  
McCormack, Sabrina  
(206613069)  
Brennan, Lindsey  
(206614623)  
Leloux, Alex (206648444)  
Gao, Melissa (206690093)  
Ilardi, Michelle  
(206718045)

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☒  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Roseta, Rose (206699255)	28-Jan-2022

Notify upon Farrar, Mike (206627998)  
approval  
completion

HR Manager  
Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67769BR - HR Coordinator, NBCU Local

**Confidential**

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Carlston, Steve (206105581)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

ileana.prado@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51248846 - Director, Human Resources

Job ID Name :

Manager HR Client Support

Job Title :

HR Coordinator, NBCU Local

Recruiter :

Roseta, Rose (206699255)

TA Team :

Corporate Functions

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :

Carrie Maltese

HR Manager :

BrennanLindsey (206614623)

HR Representative :

Brennan Lindsey (206614623)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Human Resources

Sub-Business :

Sub Function :

NBCUL - KNBC

HR Client Support

Posting Category :

Human Resources

Organization :

KNBC HR

## Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Entry-Level

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Karina Avila

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403924

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

N/A

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : **Role Summary**

The HR Coordinator is responsible for performing a broad range of HR and Administrative support for the NBCUniversal Local Los Angeles business. This position is responsible for interfacing & problem solving with all managers and employees of the NBC & Telemundo TV stations in Universal City, CA. The coordinator will support an HR Leader and may also handle some administrative support for the General Managers.

**Responsibilities****Client Service**

- Respond to questions from Managers and employees but not limited to benefits, payroll, vacation or redirect clients to

appropriate contacts

- Deliver high client service by offering solutions and effectively problem solving questions or concerns raised by clients
- Act as the liaison with several HR departments including Payroll and Benefits, in order to manage and resolve day to day employee issues
- Train employees on how to use different systems as requested (Successfactors, Timekeeper, etc.)

### **Recruiting, Staffing & Onboarding**

- Prepare job descriptions for open positions, and post open jobs via nbcunicareers.com
- Manage the onboarding and offboarding process, including drafting and sending offer letters, initiating background checks, and following up with new hires as needed
- Work with IT and the business to ensure setup is complete for all new employees including phones, workspaces and computers
- Work with business clients in processing PEP hires

### **HR Processes**

- Process workflows for data changes, promotions, timekeeper actions, leaves, contracts, termination paperwork and others
- Serve as primary user for all HR systems: SAP, Timekeeper, BrassRing etc.
- Maintain and update all employee email distribution lists, as well as staff contact lists
- Assist in program rollouts (i.e. performance review process, salary planning, benefits open enrollment, etc.)

### **Reporting / Administrative**

- Run/generate monthly and ad hoc employee data reports in the system on an as needed basis, including monthly dashboard reporting
- Provide administrative HR support, including preparing presentations, generating monthly and ad hoc reports and sending employee communications
- Assist with change management initiatives as they relate to client group
- Maintain and update organization charts
- Support audit requests as needed

Qualifications/Requirements :

#### **Basic Qualifications**

- Bachelor's degree
- 1+ year of HR or related experience in meeting fast paced employee based or client needs

- 1+ year of administrative experience, working with Microsoft Excel

**Eligibility Requirements**

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must have unrestricted work authorization to work in the United States

**Additional Job Requirements**

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

**Desired Characteristics :**

- Bachelors and / or master's in human resource management or related field preferred
- Mid to advanced expertise with Microsoft Excel (ability to process data, create pivot tables, charts and formulas)
- Experience with SAP
- Exceptional follow-through and attention to detail
- Extremely flexible, highly organized, and able to easily shift priorities
- Ability to resolve employee issues
- Ability and willingness to take on the administrative duties, heavy workflow processing
- "Customer service" minded professional
- Exceptional communication skills, with the professional savvy of communicating at all levels
- Experience with PowerPoint

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed

services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

## Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted Access Req  
Required? :

Req team : Voetberg, Michelle  
(206412438)  
Cortez, Analisa  
(206500851)  
Prado, Ileana (206591672)  
McCormack, Sabrina  
(206613069)  
Brennan, Lindsey  
(206614623)  
Cabada, Esteban  
(206677960)

Req Creator not  
on Req Team :

Turn off Autofiler ☒  
notification for  
this req

### The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Allow Reapplies :

Requisition Notes

:

Approval routing

Job title	User	Date
Recruiters	Roseta, Rose (206699255)	31-Jan-2022

Notify upon Farrar, Mike (206627998)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 68153BR - Planning Editor - KNBC/KVEA Los Angeles

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Zamorano, Griselda (206638532)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

griselda.zamorano@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

51474267 - Assignment Editor

Job ID Name :

Editor Assignment Desk

Job Title :

Planning Editor - KNBC/KVEA Los Angeles

Recruiter :

Ocasio, Wil (206532919)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

KNBC Assignment Editors

## Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Marla Fain

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Los Angeles

## Section 6

Company Code :

Salary Type :

E0QA

Exempt

Cost Object :

Salary Currency :

E0QA03615

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

120-130k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : NBC4 and Telemundo 52 are looking for a Planning Editor to collaborate with our team of exceptional journalists to create engaging and compelling content for our television, digital and social platforms.

### Here You Can:

- Plan daily news coverage, special events and enterprise unique stories for both NBC and Telemundo
- Track the big stories, court cases, and potential follow ups that will help define our coverage
- Lead a daily planning meeting with the Managing Editor and Content and Coverage News Manager to make sure we're getting our viewers the information they need!
- Help plan a production calendar for our OTT platforms
- Fill in as an Assignment Editor

**What We're Looking For:**

- Commitment to accuracy and integrity
- Strong written, verbal and interpersonal communication skills
- Strong editorial judgement, researching, strategic thinking and organization skills
- Ability to multi-task and prioritize assignments to meet deadlines
- Excellent time-management skills
- Demonstrated ability working independently as well as collaboratively with other team members

**Qualifications/Requirements : Qualifications:**

- Minimum 5 years' experience as an Assignment Editor and some experience in Planning
- Fluency in English, Spanish is a plus
- Bachelor's Degree or equivalent experience

**Eligibility Requirements:**

- Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered
- Must be willing to work in Universal City, CA
- Must have a flexible schedule with ability to work any shift including on holidays and weekends with short notice
- Must have a valid driver's license
- Must have unrestricted work authorization to work in the United States
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or must adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

**Desired Characteristics :**

- Deep knowledge of and interest in current events, politics, and pop culture
- Experience working in the Los Angeles market
- Knowledge and understanding of various media platforms
- Pioneering spirit with a desire to learn emerging technologies and invent the future
- Ability to solve problems, prioritize decisions and act decisively under deadline

- Stay connected with local news in our communities through e-mails, social media and news releases

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

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## Section 8

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Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Ocasio, Wil (206532919)  
Prado, Ileana (206591672)  
Zamorano, Griselda  
(206638532)

Req Creator not  
on Req Team :

### The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Ocasio, Wil (206532919)	10-Feb-2022

Notify upon Ocasio, Wil (206532919)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 68356BR - Executive Producer - CA Live

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Howick, Tim (206027640)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Tim.howick@Nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51491022 - Executive Producer

Job ID Name :

Executive Producer Newsgathering

Job Title :

Executive Producer - CA Live

Recruiter :

Arroyave, James (206424861)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

CA Live Producers

## Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

John Johnston

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Los Angeles

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403664

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

120k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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Responsibilities : **KNBC is looking for a creative, inclusive, and dynamic leader to oversee a small but mighty team for a live daily lifestyle program that covers the LA, Bay and San Diego DMA's. You must be an expert on the great state of California and everything it has to offer. From food, fashion, fun and all the incredible culture of the Golden State. California Live is place for people at home to hang out and have fun with friends for 30 minutes a day. It's an escape from all the serious news of the day and gives the audience a chance to connect, relate and share like never-before. The leader of this team needs to be an explorer. Someone who enjoys finding hidden gems and telling their stories. Our focus is on educating and entertaining the great people of California and beyond!**

**Essential Responsibilities:**

- Responsible for creating engaging and entertaining lifestyle content for a live innovative lifestyle show. This ground-breaking show engages with audience members across California.
- Lead a team of Content Producers and Talent in selecting the most compelling lifestyle and entertainment stories to create dynamic show content and social media.
- Work closely with the production, engineering, and IT teams to ensure smooth and seamless show productions, as well as, with the editorial team to ensure the most complete live TV experience for viewers watching from home.
- Collaborate with leadership teams and other NBC Owned Television stations for special events, as well as, day-to-day coverage.
- Responsible for scheduling show staff to ensure proper coverage.
- Work with leadership to ensure necessary training and coaching is provided.
- Participate in the NBC4 recruitment efforts and facilitate orientation of new employees when needed.
- Track market competitive trends, develops and implements show content and format changes, and articulate vision to the team and leadership.

**Qualifications/Requirements : Basic Qualifications:**

- Bachelor's Degree in Journalism or related field, or equivalent work experience in television production
- Creative mindset and keen interest in lifestyle and pop culture content
- Experience creating compelling lifestyle content
- Minimum 5 years experience working in main show producing
- Minimum 10 years production experience
- Minimum 10 years experience writing and producing.
- Experience selecting, managing, developing, and motivating a team of content producers, editors, talent, correspondents, and production staff
- Proficiency in working with the latest television production technology (both hardware and software)
- Ability to help set and communicate policies

**Eligibility Requirements:**

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must be able to work flexible hours including weekends, holidays and overnights
- Must have unrestricted work authorization to work in the United States
- Must submit an attestation disclosing your COVID-19 vaccination status
- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

- Desired Characteristics :
- Experience in lifestyle, pop culture, talk shows, segment production
  - Proven strong journalistic leadership, with the ability to assign, direct and supervise show coverage
  - Demonstrated ability lead a staff effectively, solve problems, prioritize decisions, and successfully manage multiple assignments concurrently in a fast paced environment
  - Competitive success in delivering both ratings and rank success
  - Experience in Los Angeles, San Francisco, and San Diego audience and communities
  - Basic understanding and demonstration of editorial judgment and journalistic ethics in all platforms, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations
  - Demonstrated ability to drive process improvements
  - Good collaborative and interpersonal skills to communicate at all levels
  - Believes that teams are smarter and more dynamic together

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including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

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## Section 8

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Restricted Access  
Required? : No - Standard Req

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)

### The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Arroyave, James (206424861)	15-Feb-2022

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 68495BR - (News Producer) Multiplatform Manager - KNBC

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Miranda, Stephanie (206103956)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Stephanie.Miranda@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51243482 - Platform Manager

Job ID Name :

Producer Newsgathering

Job Title :

(News Producer) Multiplatform Manager - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

KNBC News - Weekend

## Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Andrew Callins

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Los Angeles

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403652

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

100-108k

Relocation Expenses :

Bonus :

None

## Section 7

**About Us :** NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

**Responsibilities :** NBC4 is looking for a Platform Manager to collaborate with our team of exceptional journalists to create engaging and compelling content for our broadcast, digital and social platforms.

### **Here You Can:**

- Be a leader by producing a weekend newscast on NBC4
- Take charge of the big headlines with innovative showcasing and storytelling
- Produce, write, edit, publish headlines, articles and other content for all NBC4 platforms
- Use your strong organizational skills and work efficiently to meet fast-paced deadlines
- Create memorable newscasts and stories

- Fill in as a producer when needed on other NBC4 newscasts and special projects

**What We're Looking For:**

- Play an active role in the editorial process
- Make sure the overall editorial content aligns with the "4 You" brand by ensuring fairness, accuracy, balance and diversity
- Strong written, verbal and interpersonal communication skills
- Strategic thinking, researching and organizational skills
- Excellent time-management skills, prioritize assignments to meet deadlines
- Ability to work independently as well as collaboratively with other team members

**Qualifications/Requirements : Qualifications:**

- Minimum 5 years of experience producing a daily newscast
- Minimum 5 years of experience writing, producing and desktop editing
- Bachelor's Degree in Journalism, Communications or equivalent work experience

**Eligibility Requirements:**

- Interested candidates must submit a resume/cover letter through nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must have a flexible schedule with ability to work any shift including holidays and weekends with short notice
- Must have a valid driver's license
- Must have unrestricted work authorization to work in the United States
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be willing to adhere to all company COVID-19 workplace safety policies and protocols.

**Desired Characteristics :**

- Deep knowledge of and interest in current events, politics and pop culture
- Experience working in the Los Angeles market
- Knowledge and understanding of various media platforms
- Pioneering spirit with a desire to learn emerging

technologies and invent the future

- Ability to solve problems, prioritize decisions and act decisively under deadline
- Stay connected with local news in our communities through emails, social media and news releases

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## Section 8

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Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Williams, Scott  
(206508258)  
Prado, Ileana (206591672)

**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Williams, Scott (206508258)	18-Feb-2022

Notify upon Williams, Scott  
approval (206508258)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 68547BR - Reporter - KNBC

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Washington, Renee (206599105)

Send Hiring Manager Survey? :

No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

76050808 - Local TV Reporter AFTRA

Job ID Name :

Reporter On Air Talent

Job Title :

Reporter - KNBC

Recruiter :

Arroyave, James (206424861)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Admin Support

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :  
NBCUL - KNBC

Sub Function :  
Production On Air Talent  
  
Posting Category :  
Editorial  
  
Organization :  
KNBC News

#### Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Kimberly Tobin

Assignment Category :  
Full-Time Regular

#### Section 5

Work Location ID :  
Universal City, CA US

State/Province :  
California

Country :  
United States

City :  
Los Angeles

#### Section 6

Company Code :  
T0T4

Salary Type :  
Exempt

Cost Object :  
T0T403640

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

130k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : NBC 4 is looking for a dynamic Reporter to join our award-winning team of journalists. This is a multi-platform role that requires excellent storytelling skills and live on-air presence. This position requires the ability to break stories and enterprise leads. Must have a strong desire to contribute to the NBC4 team and win!

### Essential Responsibilities:

- Perform on-air live reporting for NBC4 news on broadcast and digital platforms.
- Must ensure editorial accuracy and compliance with NBC4 legal standards.
- Collaborate with managers, producers to conceptualize stories and produce news packages

based on either breaking news or assigned stories.

- Generate enterprise, community-driven story ideas that showcase the diversity of Southern California.
- Proven ability to develop and maintain a network of news sources across diverse communities, organizations and social media platforms that lead to exclusive stories.
- Perform fill-in anchoring and other temporary assignments, as needed.
- Track story developments and communicate progress to assignment desk and managers.
- Articulate viewpoints and experiences in a manner that helps the audience feel a personal connection to the content.
- Ability to work independently and in a collaborative environment.
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast-paced environment.
- Participate in station-sponsored events and all assigned special promotions projects.

**Qualifications/Requirements : Basic Qualifications:**

- Minimum 5 years of experience as television reporter in top 10 market
  - Bachelor's Degree in Journalism or related field, or equivalent work experience
  - Proven track record of strong writing, visual storytelling and live reporting skills
- Demonstrated ability to perform non-linear editing and shooting workflow
- Bilingual in English/Spanish highly desired

**Eligibility Requirements:**

- Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered
- Must be willing to work in Universal City, CA
- Must have a flexible schedule with ability to work any of a 24x7 shift and willingness to travel and work long hours and on weekends with short notice
- Successful candidate will be required to join the SAG AFTRA union if not already a member and remain a member in good standing of that union
- Must have a valid driver's license
- Must have unrestricted work authorization to work in the United States

Desired Characteristics :

- Excellent written, verbal communication skills, news judgment and research skills.
- Experience in a variety of on-air reporting functions including anchoring, investigations, franchises, etc.
- Very strong ability to ad-lib effortlessly in various types of situations, particularly breaking news.
- Strong understanding and demonstration of editorial judgment and journalistic ethics, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations.
- Demonstrated ability to solve problems, prioritize decisions and successfully manage multiple assignments concurrently in a high pressure, breaking news environment.
- Effective self-starter with the proven ability to generate and produce original news stories.
- Understanding of emerging news production techniques and technology, with a pioneering spirit with desire to learn emerging technologies and invent the future
- Good collaborative and interpersonal skills to communicate at all levels

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

## Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below

**The following information is to be completed by Recruiter only**

Researcher :

will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Talent Acquisition

Coordinator :

Target Days to fill

:

Restricted No - Standard Req

Access

Required? :

Complexity :

Application

Progress :

Req team : Wise, Natalie (206406213)

Prado, Ileana (206591672)

Req Creator not

on Req Team :

Turn off Autofiler ☐

notification for

this req

Allow Reapplies :

Requisition Notes

:

Approval routing

Job title	User	Date
Recruiters	Arroyave, James (206424861)	23-Feb-2022

Notify upon Arroyave, James

approval (206424861)

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 68785BR - Integrated Sales Marketing Planner - NBCU Local Los Angeles

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Hemingway, Silvia (206039921)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

silvia.hemingway@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

51461240 - Specialist, Integrated Sales

Job ID Name :

Analyst Sales Marketing

Job Title :

Integrated Sales Marketing Planner - NBCU  
Local Los Angeles

Recruiter :

Vasquez, Manny (206684834)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Marketing

Sub-Business :  
NBCUL - TLM KVEA

Sub Function :  
Sales Marketing

Posting Category :  
Sales

Organization :  
KVEA Local Sales

#### Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Gladys Castaneda

Assignment Category :  
Full-Time Regular

#### Section 5

Work Location ID :  
Universal City, CA US

State/Province :  
California

Country :  
United States

City :  
Los Angeles

#### Section 6

Company Code :  
E0QA

Salary Type :  
Exempt

Cost Object :

E0QA03902

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

70k-72k

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : **General Responsibilities**

The Integrated Sales Marketing Planner will support the Director of ISM and be:

- Generating and maintaining local market sales materials for NBC and Telemundo
- Researching and maintaining competitive report (TV, Social & Digital)
- Understanding sales cycle and needs of the Account Executives
- Proficient in creating PowerPoint presentations, and incorporating creative concepts, metrics and research into all client materials (marketing/pitching/sales/video)

- Supporting and making themselves available to the Sales teams and their marketing needs
- Understand production cycle and timing for customized and SIMS materials

### **Specific Responsibilities**

- To help develop and execute sales marketing strategies including customized solutions, client engagement and execution
- Maintain responsibility for materials update (Shared Drive, SharePoint, One Drive Trackers and production) and interface with appropriate parties on all deliverables
- Maintain ISM tracking: scheduling of proposals, production and deliverables, element requests, gathering client assets & approvals
- Interfacing with systems: Wide Orbit, Share Point, SMART, Volicon
- Managing and Administering all sweepstakes and reporting
- Working with Director ISM on all custom production, and added value elements including Acceso Total and CA Live and other Production related deliverables
- Working with Director ISM, Digital team, Creative Services team on cross functional deals
- Working with outside vendors required for event execution
- Staying current with social media and new technology developments and keep research document
- Interfacing with other departments on station initiatives (Clear the Shelters, Health Fair, Sports Expo, Charlas and Help 4 the Hungry)

### **Essential Responsibilities**

- Develop customized marketing Materials for new sales opportunities in partnership with sales and AE's and engage in client/agency ascertainment meetings before, during and after
- Find solution-based ways to grow advertising revenue by collaborating with numerous internal constituents and external parties to develop appealing and profitable proposals for advertising.
- Function as a liaison between sales staff and all relevant departments (i.e marketing, news, legal, and production) to ensure customer satisfaction from inception to execution of marketing campaigns.

**Qualifications/Requirements : Qualifications**

- Must be proficient in Outlook, PowerPoint, Word and Excel
- Minimum 3 years marketing or agency experience
- Minimum 3 years working in the television, radio or entertainment space
- Exemplary excellent oral and written communication skills, as well as presentation and internal negotiation skills

**Eligibility Requirements**

Interested candidates must submit a resume/CV through [nbcunicareers.com](https://nbcunicareers.com) to be considered

- Willingness to travel and work overtime, and on weekends with short notice
- Must be willing to work at the Universal City, CA (Los Angeles) location
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older

**Additional Requirements**

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

**Desired Characteristics :** • Creative & strategic thinker

- Strong writing skills
- Exceptional multi-tasker that thrives in deadline-driven environment
- Exceptional communication, project management and presentation skills
- Superior organizational skills – must possess the ability to manage multiple priorities
- Familiarity with broadcast/digital research, advertising/media, production, promotions, sweepstakes administration/ fulfilment
- Spanish language skills preferred

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citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

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## Section 8

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Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)  
Vasquez, Manny  
(206684834)

**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

## Approval routing

Job title	User	Date
Recruiters	Vasquez, Manny (206684834)	03-Mar-2022

Notify upon Vasquez, Manny  
approval (206684834)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 69527BR - Account Executive - Los Angeles

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Semerjian, Eliz (206039873)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Eliz.Gazarian@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

76052504 - Account Executive

Job ID Name :

Account Executive Ad Sales

Job Title :

Account Executive - Los Angeles

Recruiter :

Sirota, Maryana (206674713)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - KNBC

Ad Sales

Posting Category :

Sales

Organization :

KNBC &amp; KVEA Spot Sales

## Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Sales Workers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Layne Walker

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Los Angeles

## Section 6

Company Code :

Salary Type :

T0TF

Exempt

Cost Object :

Salary Currency :

T0TF03894

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

212k (Base - DOE) , 326 (All in - DOE)

Relocation Expenses :

Bonus :

None

SIC

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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### Responsibilities : **Responsibilities**

Seeking dynamic experienced Account Executive to join the Los Angeles based Multi-Market Sales team. This position is primarily responsible for maintaining and growing sales revenue, as well as cultivating and developing new advertisers for the NBC & Telemundo Stations as well as our multi-platform properties. NBCUniversal Local is comprised of 11 NBC Owned Stations, 31 Telemundo Owned Stations, NBC Regional Sports Networks, COZI Network, Telexitos Network as well as National OTT footprint including Spot On and Peacock. This role will also include sales goals for our Telemundo affiliate group which is comprised of over 50 additional non-OTS markets. The ability to work at the national level with clients of all levels of business is paramount, from large holding companies, medium & small regional advertising agencies and regional clients. This position will be responsible for growing revenue across

NBCUniversal Local, including OTT and core digital platforms, through the development and sale of creative advertising solutions to clients. The Account Executive will be expected to meet quarterly and annual targets by servicing existing clients as well as identifying and prospecting for new business.

#### **Job Duties**

- Own, manage, and develop relationships with clients, agencies and advertisers through day-day interaction
- Generate and increase revenue from an established account list to meet and exceed quarterly & annual revenue goals
- Embrace, understand, target, pitch and secure integrated marketing, and non-linear platforms to meet these revenue goals.
- Create customized solutions for clients that will demonstrate the power of the NBCUniversal Local, NBC & Telemundo Stations Group and NBC Regional Sports Networks.
- Ascertain and market to previously untapped, emerging and traditional brands and businesses to drive revenue through negotiating and selling the value and benefit of TV, OTT/CTV, digital, out-of-home and all other multi-marketing platforms
- Prospect and identify growth revenue by closing new business as well as convert targets from competitive media including radio, print, digital, out of home, cable and events, etc.
- Organize management of a business opportunity pipeline and sharp revenue forecasting.
- Effectively present sales proposal and sales pitches to internal and external clients.

#### **Qualifications/Requirements : Basic Qualifications**

- BS/BA degree or equivalent experience
- Minimum 5 years of experience in media sales and/or marketing roles with a successful track record of generating increased sales
- Knowledge of media research and measurement products
- Must have a valid driver's license, the ability to drive and own a vehicle for transportation to and from client meetings
- Proven success selling non-linear AD solutions including

## OTT/CTV

## Additional Job Requirements

- Interested candidates must submit a resume/CV to this job through [www.nbcunicareers.com](http://www.nbcunicareers.com)
- Must be 18 years or greater
- Must have unrestricted work authorization to work in United States
- Must have a valid driver's license
- Must be willing to work at the station at Universal City
- Must accept Solutions, NBCUniversal's Dispute Resolution Program
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

- Desired Characteristics :
- Agency, television, production, creative marketing and/or other brand entertainment experience is preferred
  - Solutions-oriented thinker with the ability to quickly understand and assess opportunities and/or problems and be able to respond with creative ideas and solutions
  - Strong communication and presentation skills, both oral and written
  - Excellent computer skills with MS programs: Excel, PPT, Word and ability to create innovative presentation decks with expertise
  - Adept at prospecting, generating proposals and closing the sale
  - Perceptive, insightful and intuitive abilities
  - Ability to creatively analyze and react to a variety of sales challenges
  - Ability to multi-task while staying organized and focused
  - Broad based knowledge of traditional and emerging media platforms
  - Innovative approach to a changing market place
  - Enthusiastic and positive team player within the organization
  - Competitive with a desire to win
  - Creative problem solver with strong analytical aptitude
  - Self-starter and motivator who can thrive in both corporate and start-up environments
  - Must be willing and able to work a flexible schedule and

be available some evening hours as needed for client events

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## Section 8

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Restricted No - Standard Req  
Access  
Required? :

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)  
Sirota, Maryana  
(206674713)

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for

### The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Sirota, Maryana (206674713)	25-Mar-2022

Notify upon Williams, Scott  
approval (206508258)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 70995BR - Anchor - Telemundo Los Angeles KVEA

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Rodriguez, Mahelda (206624212)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Hahelda.Rodriguez@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51479329 - ANCHOR

Job ID Name :

Anchor On Air Talent

Job Title :

Anchor - Telemundo Los Angeles KVEA

Recruiter :

Arroyave, James (206424861)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - TLM KVEA

Production On Air Talent

Posting Category :

Editorial

Organization :

KVEA News II

## Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Guillermo Ochoa

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Los Angeles

## Section 6

Company Code :

Salary Type :

E0QA

Exempt

Cost Object :

Salary Currency :

E0QA03640

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

165k

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : KVEA – Telemundo 52, NBCUniversal's Owned Television Station in Los Angeles, CA is looking for an experienced News Anchor.

### Responsibilities:

- Play a leadership role on the desk and in the newsroom using editorially sound news judgment
- Write, approve and edit scripts when necessary to ensure for accuracy and news worthiness
- Attend editorial meetings with story ideas and the overall mission of the news organization in mind
- Work with producers, writers and executive producers to ensure high standards and style of writing

- Use social media such as Twitter and Facebook to promote breaking news stories, and news updates
- Be familiar with co-anchor scripts to have a better understanding of overall newscast
- Research, pitch, interview and write news stories. Gather news information and facts to write scripts
- Land the big exclusive interviews with newsmakers and work and develop sweeps stories
- Work directly with News Director and News EP on rundown development
- Report live on location as needed
- Represent Telemundo in the community by appearing at and hosting community events from time to time

#### Qualifications/Requirements : Basic Qualifications:

Must be completely fluent in Spanish (speak, read & write)

Must have excellent Spanish language writing skills

Bilingual. Be able to translate press conferences live from English to Spanish.

A minimum of 7 years' experience as reporter, or Anchor in a top 10 market

Editing Skills with various editing software preferred

BA or BS in Journalism, Communications or Political Science preferred

Must be able to ad-lib effortlessly in various types of situations, particularly breaking news

Enterprise reporting skills preferred. Strong live reporting skills are necessary

Must be able to handle working under deadline pressure

Must be able to work effectively with others in a team environment

The availability to work a flexible schedule, including any shift, any day part, including weekends and holidays, with short notice

#### Eligibility Requirements

Must be willing to work in Los Angeles, California and able to travel as needed

Willingness to work longer hours and attend after-hours clients events

Must have unrestricted work authorization to work in the United States

Must be 18 years of age

Must have a valid Driver's License

Must be able to provide a reel/portfolio of work samples

Interested candidates must submit a resume/CV online at [www.nbcunicareers.com](http://www.nbcunicareers.com)

Desired Characteristics : Excellent News judgment

The desire to 'win'

Ability to perform under tight time deadlines

Able to respond quickly and accurately to breaking news with Live Cut-ins

Creative with unique story ideas for development

Must be able to embrace and execute process, the act of transparency in journalism. This includes using questions in stories you write, listening closely to reporters to ask context follow-up questions and the forward selling of Telemundo newscasts, stories and people

A commanding and engaging on-air presence

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## Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Restricted No - Standard Req

Access

Required? :

Complexity :

Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	Arroyave, James (206424861)	13-May-2022

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 71118BR - Systems Engineer

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Yousefian, Zareh (206097448)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Zareh.Yousefian@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51506221 - Systems Engineer

Job ID Name :

Analyst Client Support

Job Title :

Systems Engineer

Recruiter :

Smeal, Brittany (206707270)

TA Team :

Operations & Technology

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Technology and Engineering

Sub-Business :

Sub Function :

NBCUL - KNBC

End User Services

Posting Category :

Technology &amp; Engineering

Organization :

KNBC &amp; KVEA Technical Operations &amp; IT

## Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Addition

Assignment Category :

Full-Time Regular

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403800

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

115-120k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : The NBCU Local Los Angeles Technology & Operations department provides Technical Support, Engineering, Media Operations, Production, Studios and Facilities services for internal clients for the local portfolio of NBCU Owned Television Station businesses including a duopoly NBC and Telemundo News organization. The Technology & Operations team has responsibility for partnering with our local & division teams to build, deploy and support the technical systems used at NBCU Owned Television Stations KNBC and KVEA.

Reporting to the Manager of Technology, the Systems Engineer is a full-time position within the Technology & Operations Department that will be primarily responsible for supporting systems within

our mission critical, multi-tenant broadcast and enterprise IT environment. The role requires that you possess the necessary self-discipline to take ownership and responsibility for delivering technical solutions and support considering both business and technical needs of all customers with the goal of providing a quality product that meets the user needs. You will be part of a talented team of engineers that demonstrate superb technical competency, delivering internal customer-oriented solutions, mission critical infrastructure, and ensuring the highest levels of availability and performance. The role will suit individuals who are excited by the opportunity to work with leading edge technologies in the design, implementation and transition to IP based and highly virtualized broadcast environments.

- “A Hands on” accomplished systems engineer dedicated to help our business win by supporting mission critical broadcast and IT systems, projects and new initiatives.
- Experience supporting major market/Network News operation
- Develop strong working relationships with department leaders and their teams including Production Operations, Engineering, IT, Creative Services, Sales, Traffic and News Operations groups to manage systems, documentation, follow best practices and implement new technologies & deliver projects on time & within budget.
- Work with internal/external Technical Support teams to ensure timely resolution of customer requests and issues.
- Provide advanced troubleshooting & support for systems, infrastructure and applications, in a 24/7 environment.
- Evaluate and optimize workflows related to all on air and production systems including linear and IP fabric for video infrastructures, virtualized Windows & Linux environments, encode/decode platforms, newsgathering tools, NLE, Media Asset Management systems, distribution systems and other workflow tools.
- Evaluate, test and install upgrades to all platform operating systems, applications, and

#### hardware

- Risk Management: Assess all issues, adds, changes to mitigate potential system impact following rigorous change management procedures.
- Ongoing assessment of workflows, identifying manual processes that can be streamlined or improved upon with new hardware, software or automation.
- Test new technology and make recommendations to Management on needed resources, feasibility, budget and timing requirements for inclusion in strategic plan.
- Install, commission and configure new technology.
- Develop and maintain system documentation for operational and troubleshooting purposes.
- Work with operations teams to ensure SOPs & documentation are written, up to date and followed diligently.
- Produce work that is consistently professional, reliable and detail oriented.
- Other duties as deemed necessary

Qualifications/Requirements : • Bachelor's degree in Computer Science, Broadcast Engineering or similar with 5+ years' experience preferred. Equivalent experience considered.

• Experience in a similar role with an ISP, media company, systems integrator or other relevant industry.

#### Eligibility Requirements:

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Universal City, CA
- Willingness to travel and work outside standard hours, and on weekends with short notice
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Ability to lift and carry 50+ pounds of gear
- Must be covered by Solutions, NBCU's Alternative Dispute Resolution Program
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the

commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.

- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

Desired Characteristics : • Experience in supporting large scale systems to support business needs

- Proficient with IT routers, switches, firewalls, and port management applications
- Proficient in A/V file transcoding, data archiving processes and video compression technologies & standards.
- Hands on experience with support of non-linear edit systems such as Premier, FCP, Edius.
- Demonstrated knowledge of media over managed IP networks and protocols.
- Knowledge and experience with hardware virtualization
- Knowledge of media workflow tools and production systems such as Vantage, Mediator, Dalet Galaxy, Ross Overdrive or similar.
- Knowledge of distribution systems including RF, streaming and satellite.
- Knowledge of newsgathering and communications systems
- Strong ability to read and generate system documentation (Visio, ACAD).
- Positive work ethic, ability to work well in groups to execute projects on time and on budget while meeting customer expectations.
- Ability to communicate and interact effectively with diverse audiences across different departments, ranging from non-technical clients to technical professionals and operations staff.
- Must be able to process large amounts of information, analyze this information and make sound decisions, sometimes under intense deadline pressure.
- Knowledge of standard engineering processes such as change control and agile development concepts.
- Must be keen to learn and develop new skills<sup>[1]</sup><sub>SEP</sub>
- Ability to work on own initiative
- Excellent organization, collaboration, and communication skills.
- Knowledge and experience with setup, testing and documentation of proof-of-concept systems
- Must possess strong multitasking skills and the ability to prioritize tasks

Notices : NBCUniversal's policy is to provide equal employment

opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

## Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted Access  
Required? :  
  
Req team : Wise, Natalie (206406213)  
Prado, Ileana (206591672)

### The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

Job title	User	Date
Recruiters	O'Brien, Erin (206413805)	18-May-2022

Notify upon O'Brien, Erin (206413805)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 71378BR - Content Producer - KNBC

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Burgess, Frava (206104935)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Frava.Burgess@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

76061010 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

Pradolleana (206591672)

HR Representative :

Wise Natalie (206406213)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

KNBC News - Evening II

## Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Drew Thomas

## Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

## Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403617

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80-90k

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : The Content Producer will work closely with the Executive Producer, Assignment Editors, Reporters and Anchors to desktop edit, write and produce news content.

The Content Producer will be responsible for the overall coverage of assigned stories on all platforms throughout the day.

### Responsibilities:

- Responsible for writing, producing, desktop editing and gathering content
- Work closely with executive producer, platform managers, assignment desk and reporters,

assisting with live shot content and updating assigned stories throughout the newscast

- Take an active role in daily and weekly editorial meetings, pitching story ideas
- Fill-in for platform managers and produce newscasts as needed

**Qualifications/Requirements :** Basic Qualifications:

- o Minimum 3 years experience in newsgathering and/or production
- o Minimum 3 years experience writing, producing and editing content on a desktop editing system
- o Bachelor's Degree in related field or equivalent experience
- o Strong news writing skills

**Eligibility Requirements:**

- Must be willing to work in Universal City, CA
- Must be able to work flexible hours including overnights, weekends & holidays
- Must have unrestricted work authorization to work in the United States

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocol

**Desired Characteristics :** Ability to write, edit, produce and gather content under heavy deadline pressure without compromising accuracy or credibility

- Passionately develop and present story ideas
- Exceptional communication and interpersonal skills
- Experience in covering major breaking news events
- Experience with non-linear editing
- Believes that teams are smarter and more dynamic together
- Invested and engaged in the local community and authentically understands and represents local viewer interest

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Restricted Access  
Required? :  
  
Req team : Wise, Natalie (206406213)  
Williams, Scott  
(206508258)  
Prado, Ileana (206591672)

### The following information is to be completed by Recruiter only

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Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler ☐  
notification for  
this req

Allow Reapplies :

## Requisition Notes

:

Approval routing

Job title	User	Date
Recruiters	Sirota, Maryana (206674713)	26-May-2022

Notify upon Sirota, Maryana  
approval (206674713)  
completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :