

EXHIBIT 3

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

61549BR - Content Producer- KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Hopkins, Carlos (206402194)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Carlos.Hopkins@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

76024532 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer- KNBC

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Production Newsgathering

Posting Category :
Editorial

Organization :
KNBC News - Dayside

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Chantal Beverd

Assignment Category :

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 :
T0T403653

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:

- Responsible for writing, producing, desktop editing and gathering content for all NBC4 platforms
- Work closely with management, editorial staff, anchors and reporters
- Own the editorial and creative development and coverage of assigned stories across all of NBC4's platforms, including but not limited to broadcast, digital and web
- May be asked to fill in for Platform Managers, and produce newscasts

Qualifications/Requirements : Qualifications/Requirements:

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

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

Desired Characteristics : Desired:

- Experience in multi-platform news environment preferred
- Ability to write, edit, produce and gather content under heavy deadline pressure without compromising accuracy or credibility
- Passionately develops and presents story ideas
- Significant experience in the news environment and strong journalistic skills
- Experience with news photojournalism and non-linear editing
- Knowledge and understanding of various media platforms, including broadcast, web and mobile
- Basic understanding and demonstration of multi-media file formats and strong computer skills
- Believes that teams are smarter and more dynamic together
- Invested and engaged in the local community and authentically understands and represents local viewer interest

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 No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Jativa McKim, Cecilia
(206428045)
Sirota, Maryana
(206674713)

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	Williams, Scott (206508258)	22-Jun-2021

Notify upon Avila, Karina (206489095)
approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

61567BR - Finance Director - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Weeden, Fred (206048549)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Fred.Weeden@nbcuni.com

Campus Req Category :

Recruitment Status :

Verbal offer extended to candidate

Send Candidate Survey? :

Section 2

SAP Position Number :

76040433 - Finance Director

Job ID Name :

Director Finance

Job Title :

Finance Director - KNBC

Recruiter :

Taylor, Trish (206473828)

TA Team :

Corporate Functions

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Finance and Accounting

Sub-Business :

Sub Function :

NBCUL - KNBC

Finance

Posting Category :

Finance

Organization :

KNBC Finance Operations

Section 4

Career Band :

Director

No. of Positions :

1

Career Level :

Experienced

Labor Code :

EEO Category :

Officials and Managers

Addition/ Replacement :

Replacement

Assignment Category :

Name of Replacement :

Jenik Badalian

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 :

T0T403922

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

TBD

Bi-Weekly

Maximum Salary :

Relocation Expenses :

TBD

None

Bonus :

Section 7

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Responsibilities : **Responsibilities**

- Ensure accurate maintenance, reporting and forecasting of Stations' financial metrics and statements
- Drive appropriate & consistent accounting treatment, while continually reviewing finance processes to improve overall efficiency and accuracy of the finance function
- Support monthly/quarterly close processes including posting journal entries, pacing, variance analysis reporting, system updates and account reconciliations
- Work closely with department leads to manage departmental expenses including, but not limited to, News, Tech Ops, Sales, Marketing, and Community.

Provide ongoing expense reporting and analysis (e.g., labor tracking & forecasting, T&E and P-Card audits, etc.)

- Assist with financial analysis and presentation preparation for senior management
- Partner with the VP, Finance on the financial planning process and its tactical implementation (Operating Plan, Long Range Plan, In-Year Estimates, Monthly Operating Reviews, etc.)
- Additional responsibilities include headcount and compensation reporting, HQ/Corporate reporting, SIC calculations, Bad Debt/LTL balance tracking, internal audit requests
- Completion of ad hoc reporting requests, analysis, and special projects
- Provide oversight to the acquisition of Capital Expenditures
- Assist Credit and Collections with Accounts Receivable
- Review and approval of accounts payable invoices
- Build relationships with HQ finance team, as well as key operational leaders to analyze and optimize results
- Supervise staff

Qualifications/Requirements : Qualifications/Requirements

- 8+ years of experience in Accounting, Finance, or related field
 - Proficient with Windows-based applications (Excel, Word, PowerPoint)
- Bachelors Degree in Accounting, Finance, or related field

Desired Characteristics : Desired Characteristics

- Experience in an Ad Sales revenue business preferred
- Ability to work well with all levels of employees
- Exhibit strong analytical, technical and research skills
- Excellent communications skills (verbal and written)
- Excellent data analytical skills
- Proven record of meeting deadlines
- Team player working with various local and headquarters stakeholders

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

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Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Taylor, Trish (206473828)
Avila, Karina (206489095)
Farrar, Mike (206627998)
Jativa McKim, Cecilia
(206428045)

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	Taylor, Trish (206473828)	23-Jun-2021

Notify upon Taylor, Trish (206473828)
approval
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

61896BR - Field Producer/Producer - CA 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 :

Send Candidate Survey? :

Section 2

SAP Position Number :

51490486 - Field Producer

Job ID Name :

Producer Newsgathering

Job Title :

Field Producer/Producer - CA LIVE

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206489095

HR Representative :

Avila Karina (206489095)

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 :

Professional Band

No. of Positions :

1

Career Level :

Experienced

Labor Code :

EEO Category :

Officials and Managers

Addition/ Replacement :

Replacement

Assignment Category :

Name of Replacement :

Jeff Rieber

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 :

T0T403910

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

Section 7

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Responsibilities : **Description:**

The California Live team is looking for a motivated self-starter and great partner to join their daily live lifestyle show. California Live airs Monday through Friday at 11:30am on NBC4, Los Angeles, NBC Bay Area and NBC7, San Diego. Here's how we describe California Live to our fans!

CA Live is a place for people at home to hang and have fun with friends for a half hour during the week. A chance for the audience to connect, relate and share like never before. They're invited to come along with CA Live on a ride through all of California, discovering many of the hidden treasures this great state, and its people have to offer. Our focus is on fun! CA Live will find where the locals go. Hidden gems will be

uncovered. Revealing where to eat, drink, shop, exercise, meet, work, date, explore and live your best California Life. CA Live is not just a daily show, it's a daily destination where our audience can always find a friend

Essential Responsibilities:

- Work closely with the entire California Team to produce engaging and entertaining lifestyle content for a live, innovative morning lifestyle show. While "CA Live" is a daily TV show, social and digital experience is a huge plus. This Live, ground-breaking show engages with audience members across California. Production responsibilities include research, conducting interviews, writing, editing, field producing and live line producing.
- Knowledge and experience is a must about lifestyle, entertainment, pop-culture, current events and cultural stories that generate buzz.
- The CA Live Field Producer/Producer brainstorms, pitches ideas, research topics and works closely with the Executive Producer and entire team to advance stories and produce segments both in- studio and in the field.
- Communication, organization and being a good citizen is a must to join this team! While this team is small in size, the goal is to work closely and efficiently to make the job fun and entertaining.
- Work with correspondents on day-of-air hits. Locate all video needed whether it be in-house archival or acquired through shoots, satellite feeds, company hand-outs. Work with editors to create video elements for reporter live hits and packages, create chyron elements in show rundowns, making sure all elements are done correctly. Alert reporter to any time changes or timing issues with hit.
- Book taped and live interview segments, thoroughly research the guest/topic and conduct pre-interviews. Take ownership of the segment from pitch to production, including but not limited to: updating guest tracker, booking feeds, collecting relevant video, working with editors to cut elements for segment, summarizing pre-interview for reporter or host, making certain of correct spelling and pronunciation of guest names and adhering to booking rules
- Plan and contribute to digital and social coverage.
- Work with sales teams to produce integrated content

Qualifications/Requirements : Qualifications/Requirements:

Basic Qualifications:

- Bachelor's Degree in Journalism or related field, or equivalent work experience in television production
- Experience creating compelling lifestyle content
- Experience in booking, segment producing, field producing in television
- Minimum 5 years' experience working in main show producing television (i.e. morning shows, lifestyle shows, cable shows, broadcast TV, etc.).
- Minimum 5 years of experience writing, producing for television (mid/large market)
- Proficiency in working with the latest television production technology (both hardware and software)
- Ability to multitask and prioritize assignments, while working with multiple correspondents and editors
- Experience with multiple forms of social media.
- Experience with basic field camera operation (DV, DSLR), Avid iNews, Dalet and content management systems.
- Must be willing to travel, often with short notice.

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

Desired Characteristics : Desired:

- Creative mindset and keen interest in lifestyle and pop culture content
- Possess ability to develop story ideas, research, and plan segments
- Competitive success in delivering both ratings and rank success
- Experience in Los Angeles, San Francisco, and San Diego audience and communities
- Knowledge of current events, politics, pop culture and lifestyle
- 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
- Good collaborative and interpersonal skills to communicate at all levels

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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

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Restricted Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Jativa McKim, Cecilia
(206428045)

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	Sirota, Maryana (206674713)	06-Jul-2021

Notify upon approval completion
Avila, Karina (206489095)

HR Manager Please include Tim Howick
Notes : as Hiring Manager as well.

Thanks,
Karina

Old
Responsibilities -
DO NOT USE :

Gail's Field :

62315BR - Systems Architect

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Grullon, Fred (206648068)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

76022529 - Systems Architect

Job ID Name :

Editor Newsgathering

Job Title :

Systems Architect

Recruiter :

Marte, Connie (206624963)

TA Team :

Operations & Technology

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Production Newsgathering

Posting Category :
Technology & Engineering

Organization :
KNBC & KVEA NOC & Digital Media

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Guy Gunderson

Assignment Category :

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 :
T0T403800

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

Section 7

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Responsibilities : The 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 team has responsibility for partnering with our local & division teams to build, deploy and support the technical systems used at NBCU Owned Television Stations in Southern California and across the country.

Reporting to the Vice President of

Technology, the Systems Architect is a full-time position within the Technology & Operations Department that will be primarily responsible for gathering requirements, planning, designing, and implementing 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 considering both the 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.

- The Systems Architect is responsible for resolving escalated service issues, coaching other engineers to resolutions, leading technology projects, and for maintaining and overseeing the mission-critical technology platforms of the business. The Systems Architect will have demonstrated experience in technical mentorship amongst peers and is expected to be dedicated to advancing the knowledge and skills of the entire Technology department through establishing and reinforcing best practices, intentional and ongoing coaching, training and knowledge share efforts.
- The Systems Architect is responsible for overseeing long-term, complex technology projects & programs, as well as providing technical architecture and operational expertise. The Systems

Architect will manage complex issues w/ cross-functional teams and many functional areas of expertise. The Systems Architect will also play a key role in leading the evaluation and testing of new technologies through on-site test coordination and reporting.

- Develop strong working relationships with department leaders and their teams including Production Operations, Engineering, IT, Creative Services, Sales, Traffic and News Operations groups to define project requirements and create systems that creatively solve business challenges or implement new processes.
- Manage systems, documentation, develop best practices and implement new technologies & deliver projects on time & within budget.
- Design, implement, manage and support complex broadcast and IT systems over their complete life cycles.
- Promote the use of key documentation processes and the transfer of knowledge within the Engineering team
- Provide advanced troubleshooting & support for systems, infrastructure and applications, including root cause analysis.
- Evaluate and optimize workflows related to all broadcast systems including linear and IP fabric for video infrastructures, virtualized Windows & Linux environments, encode/decode platforms, newsgathering tools, NLE, Media Asset Management systems, distribution/transmission systems and other workflow tools.
- Evaluate, test and install upgrades to all platform operating systems, applications, and hardware
- Provide technical architecture and operational expertise following established enterprise reference architectures

- Risk Management: Assess all issues, adds, changes to mitigate potential system impact.
- Ongoing assessment of workflows, identifying manual processes that can be streamlined or improved upon with new hardware, software or automation
- Lead the evaluation of new technology; coordinate testing and reporting on resources needs, feasibility, budget and timing requirements for inclusion in the strategic plan.
- Develop and maintain system documentation for operational and troubleshooting purposes.
- Work with operations and engineering teams to ensure SOP's & documentation are written and up to date
- Promote the use of key documentation processes and the transfer of knowledge within the Engineering team
- Provide coaching, leadership and technical expertise for other System Engineers and Technical Support Engineers
- Drive and maintain technical standards
- Produce work that is consistently professional, reliable and detail-oriented.
- Other duties as deemed necessary

Qualifications:

- 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.
- Must be willing to work in Universal City, CA
- Willingness to travel and work outside standard hours, and on weekends with short notice
- Ability to lift and carry 50+ pounds of gear

- Must be covered by Solutions, NBCU's Alternative Dispute Resolution Program

Desired Characteristics:

- Experience in supporting large scale systems to support business needs
- Experience supporting a major market or network News operation
- 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, Dalet, Ross Overdrive or similar.
- Knowledge of distribution systems including RF, streaming and satellite.
- Knowledge of newsgathering and communications systems
- Knowledge of / Certification in Enterprise Architecture practices
- Experience in managing large scale complex technical projects
- 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
- Ability to work on own initiative
- Excellent organization, collaboration and communication skills.
- Must possess strong multitasking skills and the ability to prioritize tasks

Qualifications/Requirements :

Desired Characteristics :

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Required? :

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Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Marte, Connie
(206624963)
Jativa McKim, Cecilia
(206428045)

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)	22-Jul-2021

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager Please note SAP Position
Notes : title has been requested to
update to posting title.
Please post asap.

Old
Responsibilities -
DO NOT USE :

Gail's Field :

62342BR - Content Producer (Digital News) KNBC/KVEA

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Avila, Will (206412607)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Willian.Avila@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51482271 - Content Producer

Job ID Name :

Producer Digital Media

Job Title :

Content Producer (Digital News) KNBC/KVEA

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Production Digital Content

Posting Category :
Digital Media

Organization :
KNBC Local Integrated Media

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Shahan Ahmed

Assignment Category :

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 :
T0T403654

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 : This role works closely with a team of digital news producers, a broadcast assignment desk, reporters and many others to create news content across multiple platforms for a local audience. You know you're a good fit if you possess great people skills; can write clean, compelling and creative content; possess excellent news judgment; and a keen desire to evolve with an ever-changing news environment. Experience with digital production tools and multiple platforms is important.

Responsibilities

- Report and write original digital stories for the NBCLA and Telemundo52 digital platforms

- Edit and enrich broadcast scripts for digital platform publication
- Create engaging related news content and posts for a variety of platforms including Instagram, Facebook, Twitter, YouTube, newsletters, Roku, AppleTV, among others
- Edit video from broadcast or other original sources for our sites and platforms
- Other duties as needed

Qualifications/Requirements : Qualifications/Requirements

- Bachelor's Degree in Communications, Journalism or a related field OR equivalent work experience
- Minimum 4 years' experience working in online news
- Strong news judgment and writing/editing skills
- Proficient in social media as both a reporting tool and as distribution platforms
- Basic video editing knowledge
- Must be bilingual read and write Spanish and English fluently
- A writing test is part of the application process.

Desired Characteristics : Desired Characteristics

- Desire to work in a creative, fast-paced, highly collaborative environment
- Ability to multi-task, prioritize and meet tight deadlines
- Strong attention to detail
- Experience in a broadcast environment is a plus
- Experience working with live news (streaming, breaking news on multiple platforms) a plus
- Basic understanding of media law (including laws of libel, slander, and copyright issues) a plus
- Experience in the Los Angeles market and a familiarity with Southern California audiences
- Good collaborative skills, including through multiple electronic methods

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

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Jativa McKim, Cecilia
(206428045)

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	Williams, Scott (206508258)	22-Jul-2021

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

63014BR - Platform Manager - Weekend

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Gearhart, Bobbi (206423618)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

76094719 - Platform Manager

Job ID Name :

Producer Newsgathering

Job Title :

Platform Manager - Weekend

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :
Content Development & Programming

Organization :
KNBC News - Evening

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Michael Tomaselli

Assignment Category :

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 :
T0T403652

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

TBD

Bi-Weekly

Maximum Salary :

Relocation Expenses :

TBD

None

Bonus :

Section 7

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Responsibilities : **Essential Functions (Responsibilities):**

- Produce assigned weekend newscast in addition to other shows as needed on all NBC4 platforms
- Select and showcase compelling stories that have an impact on people in Southern California
- Provide vision and guidance for newscast to team members including anchors, writers and directors
- Take an active role in editorial meetings, lead weekend coverage and team when needed

Qualifications/Requirements : **Requirements:**

- Commitment to accuracy and integrity

- Strong written, verbal and interpersonal communication skills
- Strong editorial judgement, researching, strategic thinking and organization skills
- Demonstrated experience with major breaking news
- Ability to multi-task and prioritize assignments to meet deadlines
- Demonstrated ability working independently as well as collaboratively with other team members
- Proficient with desktop editing

Qualifications

- Minimum 5 years experience in producing newscasts
- Experience as a News Producer in a top 25 market
- Bachelor's Degree

Desired Characteristics : Desired:

- 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
- Believes teams are smarter and more dynamic together
- Invested and engaged in the local community

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 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

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

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Restricted No - Standard Req
Access
Required? :

Req team : Carvalho, Stephanie
(206585454)
Jativa McKim, Cecilia
(206428045)
Sirota, Maryana
(206674713)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes Please note hiring
: manager is Howie Deeter.
Seat was reassigned and
not updated in SAP yet.

**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	Sirota, Maryana (206674713)	13-Aug-2021

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

63015BR - Platform Manager (Today in LA) - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Hopkins, Carlos (206402194)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

76043424 - Platform Manager

Job ID Name :

Producer Newsgathering

Job Title :

Platform Manager (Today in LA) - KNBC

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :
Content Development & Programming

Organization :
KNBC News - Dayside

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Frava Burgess

Assignment Category :

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 :
T0T403652

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

TBD

Bi-Weekly

Maximum Salary :

Relocation Expenses :

TBD

None

Bonus :

Section 7

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Responsibilities : **Essential Functions (Responsibilities):**

- Produce hour-long newscast for "Today in LA," a fast-paced 3 hour morning newscast
- Pitch detailed story ideas for reporters in daily editorial meetings
- Collaborate with other Platform Managers on story placement and overall flow of the show
- Clearly communicate vision with directors and talent
- Take an active role in weekly editorial meetings and assist with planning and setting-up live segments

Qualifications/Requirements : **Requirements:**

- Must be flexible and willing to work overnights and weekends
- Ability to write and edit with speed and accuracy
- Demonstrated experience with major breaking news
- Exceptional communication and interpersonal skills
- Deep understanding of how to prepare a morning audience for the day ahead

Qualifications:

- Minimum 5 years experience in producing newscasts in a top 20 market
- Experience producing a morning newscast
- Bachelor's Degree

Desired Characteristics : Desired:

- Experience living/working in the Los Angeles area
- Passion for local news and familiarity with local issues
- Demonstrates a creative approach to showcasing content
- Positive attitude and believes teams are stronger and smarter together

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 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

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Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Wise, Natalie (206406213)
Prado, Ileana (206591672)
Jativa McKim, Cecilia
(206428045)
Sirota, Maryana
(206674713)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes Please note hiring
: manager is Val Gratiyas.
Seat was reassigned, but
has not been updated in
SAP yet.

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

Job title	User	Date
Recruiters	Sirota, Maryana (206674713)	13-Aug-2021

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

63110BR - Traffic Assistant - KVEA Los Angeles

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Babineau, Rebecca (206676211)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Rebecca.Babineau@nbcuni.com

Campus Req Category :

Recruitment Status :

Final candidate selected/identified

Send Candidate Survey? :

Section 2

SAP Position Number :

51499340 - Traffic Asst

Job ID Name :

Coordinator Traffic

Job Title :

Traffic Assistant - KVEA Los Angeles

Recruiter :

Vasquez, Manny (206684834)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Sales

Sub-Business :
NBCUL - KNBC

Sub Function :
Ad Sales Support & Analysis

Posting Category :
Sales

Organization :
KNBC Sales Support

Section 4

Career Band :
Staff Specialist

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Rosa Bolanos

Assignment Category :

Section 5

Work Location ID :
Universal City, CA US

State/Province :
California

Country :
United States

City :
Universal City

Section 6

Company Code :
E0QN

Salary Type :
Non-Exempt

Cost Object :
E0QN03894

Salary Currency :
US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

None

Bonus :

Section 7

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Responsibilities : **[ESSENTIAL FUNCTIONS / RESPONSIBILITIES](#)**

- Ensure quality control of sales support customer interface, and adherence to established WideOrbit Traffic & WideOrbit Sales standards.
- Provide support to Traffic Team, Sales Managers & Account Executives (local and national) as needed
- Obtain traffic instructions from agencies, enter materials and apply instructions for primary & digital channels in WideOrbit
- Ensure integrity of daily broadcast log & automation playlist for both primary and digital channels
- Broadcast log reconciliation
- Daily interface with broadcast hub to ensure proper execution of broadcast schedule – Missing Material Reports,

Day of Air changes, and Broadcast Process & Defect resolution

Qualifications/Requirements : BASIC QUALIFICATIONS:

- Bachelor's degree
- Minimum 1-3 years of experience in Broadcast Traffic and working experience in Broadcast Traffic systems (WideOrbit, OSI etc.)
- Knowledge of basic Microsoft Applications: Excel, Word, PowerPoint, and Outlook

ELIGIBILITY REQUIREMENTS:

- Interested candidate must submit a resume/CV through www.nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older

Desired Characteristics : DESIRED:

- Strong interpersonal, organizational skills and customer service
- Superior time management skills - ability to prioritize multiple responsibilities simultaneously in deadline driven environment
- Strong analytical skills and attention to detail
- TV Sales experience preferred
- Strong written and verbal communication skills: ability to collaborate effectively with all levels of station management

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Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Jativa McKim, Cecilia
(206428045)
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)	19-Aug-2021

Notify upon Vasquez, Manny
approval (206684834)
completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

63523BR - Manager of Pricing and Planning -NBC Universal City

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Goodin, Janet (206090899)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Janet.Goodin@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

51499552 - Manager, Pricing & Planning

Job ID Name :

Manager Inventory

Job Title :

Manager of Pricing and Planning -NBC Universal City

Recruiter :

Jerez, Carmen (206679024)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - KNBC

Ad Sales Planning

Posting Category :

Sales

Organization :

KNBC Sales Pricing, Planning & Inventory

Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Leslie Duong

Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

Section 6

Company Code :

Salary Type :

T0TF

Exempt

Cost Object :

Salary Currency :

T0TF03894

US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

None

Bonus :

Section 7

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Responsibilities : **Responsibilities:**

- Build annual sales model with input from sales management, finance dept., network programming, TVSD, and local programming/news departments.
- Manage and own pricing, inventory utilization, and yield management models.
- Set quarterly, monthly, weekly, and OTO rates and guidelines for sales dept.
- Produce and publish weekly rate card.
- Work with sales management to establish and approve all sales packages and rates before

being submitted to agency/client and before receipt of order. Responsible for approval of all orders going into the sales system on a daily basis.

- Work with traffic dept. to optimize inventory utilization and yield.
- Manage and approve all make good activity and inventory movement.
- Track and manage all sales information related to avails, rates, sellouts, inventory usage, cost-per-points, ratings, oversell/undersell, ADU, bonus spots, etc.
- Work with traffic dept. to insure current and updated inventory availability, unit rate and sellout information.
- Track and publish sales pending and station demand information on a weekly basis.
- Prepare monthly pricing and inventory reports and quarterly forecasts.
- Coordinate schedule-posting process and approve all ADU requests and packages.
- Ensure usage of standardized sales pending, proposal and posting systems, tools and process.
- Prepare ad hoc sales reports as needed by station/division management.
- Proactively anticipate inventory demand, pressure, and utilization.
- Make data-driven recommendations and leadership to the sales team.
- Drive the controllership of inventory management.
- Prepare and produce accurate inventory-related reports.

Qualifications/Requirements : Basic Qualifications:

- Minimum of 5 years experience in sales, financial, or business analysis role or related position in the television/radio industry.
- Minimum of 5 years experience using Microsoft Office products, with advanced proficiency in Excel & PowerPoint.
- Minimum 2 years experience in a leadership role

Eligibility Requirements:

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered
- Willingness work overtime, and on weekends with short notice.
- Must be willing to work at the station in Universal City, CA.
- Must have unrestricted work authorization to work in the United States.
- Must be 18 years or older.

Desired Characteristics : Desired:

- Bachelor's degree
- General and persuasive communication skills
- Strong attention to detail
- Strong financial & sales acumen

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Section 8

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Restricted No - Standard Req
Access

The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Required? :

Application

Req team : Jativa McKim, Cecilia
(206428045)

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	Jerez, Carmen (206679024)	03-Sep-2021

Notify upon Jerez, Carmen
approval (206679024)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

63545BR - Integrated Sales Marketing Planner -NBC Universal City

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Born, Jennie (206091444)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Jennie.Born@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

51212693 - Local Sales Marketing Planner

Job ID Name :

Analyst Ad Sales Planning

Job Title :

Integrated Sales Marketing Planner -NBC
Universal City

Recruiter :

Jerez, Carmen (206679024)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - KNBC

Ad Sales Planning

Posting Category :

Sales

Organization :

KNBC Integrated Sales Marketing

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Carson Wong

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 :

T0T403902

US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

None

Bonus :

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 : Responsibilities:

- Maintaining ISM tracking: scheduling of proposals, production and deliverables, element requests, helping with gathering client assets & approvals
- Intermittent one-sheets on tent pole event results and regular sales promotion
- Interfacing with systems: Wide Orbit, Share Point, SMART, Volicon
- Managing and Administering all sweepstakes and reporting
- Working with Director ISM on Brainstorming concepts, CA Live and other Production related deliverables

- Working with Director ISM, Digital team, Creative Services team on cross functional deals, sharing information and resources
- Interfacing with other departments on station initiatives (Clear the Shelters, Help 4 the Hungry)
- Working with outside vendors required for event execution
- Staying current with social media and new technology developments and keep research document

Day to Day:

- Strategy:
- Work closely Director ISM and Sales Managers to proactively asses any client needs
- Execution:
- Work directly with client/agency before, during and after the sale
- Interface with production for request for new creative
- Understand the changing landscape of media and help develop new solutions
- Presentation:
- Own the development of strategic proposals (including Duopoly presentations)
- Work with Research on rating/metrics of television and online and keep materials updated
- Customer Service:
- Ensure all deliverables in pre and post sale have been produced
- Monitor the execution of campaigns to ensure communication with client is easy and effective (Including recap reports)

-

Qualifications/Requirements : Qualifications:

- Basic Qualifications:
- Bachelor's Degree
- Must be proficient in PowerPoint, Word and Excel
- At least 2 years marketing or agency experience
- OR
- Internship in advertising/ television or entertainment space

Eligibility Requirements:

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered.
- Must be able to work flexible hours including weekends
- Must be willing to work on location at the station
- Must be 18 years or older

Desired Characteristics : Desired:

- Exceptional communication skills
- Creative and strategic thinker
- Energetic and proactive in approach
- Extremely strong writing and deck creation skills
- Exceptional multi-tasker that thrives in deadline-driven environment
- Familiarity with broadcast/digital research, advertising/media, production, promotions, sweepstakes construction/fulfillment

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

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The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Restricted No - Standard Req
Access

Complexity :

Required? :

Application

Progress :

Req team : Carvalho, Stephanie
(206585454)
Jativa McKim, Cecilia
(206428045)

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)	03-Sep-2021

Notify upon Jerez, Carmen
approval (206679024)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

63817BR - Content Producer - Los Angeles

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Gearhart, Bobbi (206423618)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Bobbi.Gearhart@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51261824 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - Los Angeles

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Admin Support

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :
Content Development & Programming

Organization :
KNBC News - Evening

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Adam Blaker

Assignment Category :

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 :
T0T403617

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

TBD

Bi-Weekly

Maximum Salary :

Relocation Expenses :

TBD

None

Bonus :

Section 7

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Responsibilities : **Essential Responsibilities:**

- Responsible for writing, producing, desktop editing and gathering content for all NBC4 platforms
- Work closely with management, editorial staff, anchors and reporters
- Own the editorial and creative development and coverage of assigned stories across all of NBC4's platforms, including but not limited to broadcast and digital
- May be asked to fill in for Platform Managers, and produce newscasts

Qualifications/Requirements : Qualifications/Requirements:Basic Qualifications:

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

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

Desired Characteristics : Desired:

- Experience in multi-platform news environment preferred
- Ability to write, edit, produce and gather content under heavy deadline pressure without compromising accuracy or credibility
- Passionately develops and presents story ideas
- Significant experience in the news environment and strong journalistic skills
- Experience with news photojournalism and non-linear editing
- Knowledge and understanding of various media platforms, including broadcast, digital and mobile
- Basic understanding and demonstration of multi-media file formats and strong computer skills
- Believes that teams are smarter and more dynamic together
- Invested and engaged in the local community and authentically understands and represents local viewer interest

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

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Restricted Access
Required? :

Req team : Carvalho, Stephanie
(206585454)
Jativa McKim, Cecilia
(206428045)

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	Sirota, Maryana (206674713)	20-Sep-2021

Notify upon Sirota, Maryana
approval (206674713)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

65199BR - Digital Sales Planner - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Kimmell, Greg (206679499)

Send Hiring Manager Survey? :

No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51499548 - Account Executive

Job ID Name :

Account Executive Ad Sales

Job Title :

Digital Sales Planner - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Admin Support

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

EminenteGiuliana (206422674)

HR Representative :

Section 3

Business Segment :

NBCUniversal Local

Sub-Business :

NBCUL - KNBC

SAP Function :

Sales

Sub Function :

Ad Sales

Posting Category :

Sales

Organization :

KNBC & KVEA Digital Sales

Section 4

Career Band :

Lead Professional Band

No. of Positions :

1

Career Level :

Entry-Level

Labor Code :

EEO Category :

Officials and Managers

Addition/ Replacement :

Replacement

Assignment Category :

Name of Replacement :

Addition

Section 5

Work Location ID :

Universal City, CA US

State/Province :

California

Country :

United States

City :

Universal City

Section 6

Company Code :

T0TF

Salary Type :

Exempt

Cost Object :

T0TF03894

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.

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Responsibilities : The Digital Sales Planner will be responsible for working closely with the NBC and Telemundo sales team in Los Angeles and their clients to develop and execute a strategy that will grow non-linear revenue. You will be a member of a highly motivated Ad Sales team at NBCUniversal where creativity and a multi-platform mindset are keys to success.

Responsibilities:

- Manage digital campaigns, fulfillment and sales processes for all local sales efforts
- Team with account executives to understand agency/client objectives and brainstorm solutions
- Work with all internal stakeholders (Creative Studio, Ad Operations, Marketing, Content, Social, etc.) on the development and implementation of client campaigns

- Create multi-platform media plans and sponsorship packages, encompassing traditional and non-traditional inventory across web, mobile, social, audio and email.
- Strategize branded content opportunities utilizing internal and external resources
- Handle client services and ensuring all digital campaigns go live in timely manner, including gathering creative assets, booking orders, creative swaps and liaising with Ad Ops
- Accountable for monitoring weekly pacing, reporting and optimizing of campaign delivery, proactively communicate any issues to internal team and client when necessary
- Deliver campaign recaps summarizing performance, coordinate with Sellers on development of renewal strategies based on client/program insights
- Help with the actualization and billing of local NBC Spot On campaigns
- Leverage data and audience insights to enhance digital data story during the sales process
- Multi-task between different systems required to execute digital campaigns, including Operative One, Google Ad Manager, Wide Orbit Traffic, Freewheel, Art19, Track Maven, Salesforce

Qualifications/Requirements :

- 2 years' experience in Digital sales support, preferably within operations
- 4-year College degree
- Demonstrates project management skills and attention to detail
- Strong computer skills, especially in Excel, PowerPoint, and Word
- Ad Serving software and tracking knowledge is a plus
- Strong analytical and creative skills
- Ability to perform independently and proactively while working in a team environment
- Knowledge of digital ecosystem, emerging media, trends and consumption habits
- Familiarity with ad serving systems (FreeWheel, DoubleClick DFP, Atlas, etc.)
- Familiarity with Operative One or other Order Management System is a plus
- Understanding of digital billing and invoicing

- Effective communication and presentation skills

Eligibility Requirements

- External applicants are encouraged to submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work at the location in Universal City, CA.
- Willingness to travel, at times work outside of normal business hours, and, potentially on weekends with short notice
- Must be 18 years or greater
- Must have unrestricted work authorization to work in the United States
- Must have a valid driver's license

Desired Characteristics :

- Driven results
- Ability to work in a fast-paced dynamic environment
- Bilingual (English/Spanish) preferred but not required
- Strong organizational skills

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Section 8

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Researcher :

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 : Eminente, Giuliana
(206422674)
Williams, Scott
(206508258)
Tibai, Thomas
(206551936)
Carvalho, Stephanie
(206585454)

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)	29-Oct-2021

Notify upon approval completion
Carvalho, Stephanie
(206585454)

HR Manager Please post internally for 5
Notes : days only. Internal
candidate identified for the
role - Hugo Tepe

Old

Responsibilities -
DO NOT USE :

Gail's Field :

65363BR - Assignment Desk Editor - Telemundo 52 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 :

Assignment Desk Editor - Telemundo 52 Los Angeles

Recruiter :

Ocasio, Wil (206532919)

TA Team :

Owned Stations

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 Newsgathering

Posting Category :

Editorial

Organization :

KNBC Assignment Editors

Section 4

Career Band :

Professional Band

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 :

Erick Mendoza

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 :

E0QA03615

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80k-85k

Relocation Expenses :

Bonus :

None

Section 7

About Us : About NBCUniversal Local

NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen. NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. The division is also home to multicast networks NBCLX, COZI TV and TeleXitos, the regional cable news network NECN, as well as NBC Spot On, an advanced video advertising business designed for local/regional CTV and OTT advertisers and several in-house companies including production company LXTV, marketing and promotions company Skycastle, its out-of-home business NBC Everywhere, and the Arthouse, a graphics design group. With seven regional sports networks and 42 NBC and Telemundo stations serving 38 percent of U.S. homes, NBCUniversal Local is the only network-owned local media division that is home to the largest bilingual local newsrooms within the country's top 10 TV markets. NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere. For more information, visit NBCUniversal.com.

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 Assignment Editor is responsible for arranging and coordinating news content. This position will report to the News Director.

- Arrange and coordinate news content and interviews for producers/talent
- Be the contact person for community communications
- Coordinate and assist journalists
- Collaborate with NBC and other Telemundo Stations and entities to establish live shots and remotes, and other news content
- Work closely with Producers on story/sweeps planning and coordination
- Monitors scanners and news sources
- Answer and respond to phone calls, emails, mail, and other communication methods
- Research and organize details and facts on story ideas
- Other duties as assigned.

Qualifications/Requirements :

- At least 3 years' experience as an Assignment Editor
- Ability to work on weekends and holidays
- Must be willing to work in the Los Angeles, CA area
- Must be fluent in Spanish (speak, read & write)
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Must have a valid driver's license

Desired Characteristics :

- Ability to react quickly and urgently to breaking news
- Great phone etiquette, organizational skills, news judgment

- Strong English/Spanish, reading, writing and speaking
- Good overall knowledge of Los Angeles area and Hispanic community

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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 :

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	Ocasio, Wil (206532919)	05-Nov-2021

Notify upon Ocasio, Wil (206532919)
approval
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

65420BR - Content Producer - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Gratias, Val (206613781)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

val.gratias@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

76031801 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - KNBC

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

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

KNBC News - Morning

Section 4

Career Band :

Professional Band

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 :

Stephanie Marroquin

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 :

T0T403617

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

90k-95k

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:

- * Minimum 3 years experience in newsgathering and/or production
- * Minimum 3 years experience writing, producing and editing content on a desktop editing system
- * Bachelor's Degree in related field
- * 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 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 :
- * 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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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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Restricted No - Standard Req
Access
Required? :

Req team : Wise, Natalie (206406213)
Williams, Scott
(206508258)
Prado, Ileana (206591672)
Sirota, Maryana
(206674713)

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	Williams, Scott (206508258)	09-Nov-2021

Notify upon Sirota, Maryana
approval (206674713)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :