

## **EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period JANUARY 23, 2022 to JANUARY 22, 2023.

1) Employment Unit: GALAXY UTICA LICENSEE LLC

2) Unit Members (Stations and Communities of License): WKLL(FM) – Frankfort, NY  
WUMX(FM) – Rome, NY  
WTLB(AM) – Utica, NY  
WIXT(AM) – Little Falls, NY  
WRNY(AM) – Rome, NY

3) EEO Contact Information for Employment Unit:

Mailing Address: Galaxy Media Partners 235 Walton Street Syracuse, NY 13202	Telephone Number: 315.472.9111
	Contact Person/Title: Mike Lucarelli/Chief Financial Officer
	E-mail Address: mlucarelli@galaxymediapartners.com

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

<b><u>Job Title</u></b>	<b><u>Recruitment Source Referring Hiree</u></b>
1.) Digital & Media Marketing Specialist 1	Indeed
2.) Digital & Media Marketing Specialist 2	Company Website
3.) Digital & Media Marketing Specialist 3	Indeed
4.) Digital & Media Marketing Specialist 4	Indeed

WKLL(FM), WUMX(FM), WTLB(AM), WIXT(AM), and WRNY(AM) are Equal Opportunity Employers.

## 1) Recruitment Sources by Vacancy

**Job Title: Digital & Media Marketing Specialist 1**

**Referral Source of Hiree: Indeed**

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	N/A	N/A	N/A	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	1	No
Company Website	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	1	No
Facebook.com	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No

**Job Title: Digital & Media Marketing Specialist 2**

**Referral Source of Hiree: Company Website**

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	N/A	N/A	N/A	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	3	No
Company Website	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	1	No
Facebook.com	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No

**Job Title: Digital & Media Marketing Specialist 3****Referral Source of Hiree: Indeed**

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	N/A	N/A	N/A	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	2	No
Company Website	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No
Facebook.com	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No

**Job Title: Digital & Media Marketing Specialist 4****Referral Source of Hiree: Indeed**

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	N/A	N/A	N/A	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	3	No
Company Website	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No
Facebook.com	Nick Maine	520 Seneca St., Suite 101, Utica NY 13502	315-797-1330	0	No

**2) Total # of Interviewees Referred:** For the period from January 23, 2022 to January 22, 2023 this Employment Unit interviewed 11 interviewees for full-time job vacancies.

**3) Supplemental Recruitment Initiatives:****A) Initiative: Manager Training**

Galaxy Utica Licensee LLC Managers completed EEO Training courses at HRClassroom.com to stay current with methods of ensuring equal employment opportunity and preventing discrimination. Completed courses include, Code of Business Conduct and Ethics, Creating and Using Emergency Action Plans, Discipline of Employees Training, Diversity: Awareness to Action, Ergonomics in the Office, Fair Labor Standards Act (FLSA) Training, Hazard Communications Standard and Modifications by the GHS, Interviewing and Hiring Training, Performance Management – A Balanced Scorecard Approach, Termination of Employees Training, Workplace Violence Prevention Training, Pandemic Influenza, Drug-Free Work and Age Bias Prevention. All of these courses were completed between January 23, 2022 and January 22, 2023. The entire Galaxy staff both FT and PT took mandatory training on Sexual Harassment through September to November of 2022.

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**B) Initiative: Internship Program**

Galaxy Utica Licensee LLC participates in Internship Programs with local educational institutions. Interns interact with a variety of personnel and departments, including but not limited to Sales, Promotions, Programming and Traffic. During the period of January 23, 2022 to January 22, 2023 this employment unit hosted 1 intern from SUNY Oneota. Employment Unit personnel participating: Sales, Traffic and Brand Manager Personnel.

**C) Initiative: EEO Outreach**

Stations in the employment unit aired announcements encouraging women, minority, educational, and other employment outreach centers in the community to contact the radio stations to be added to our list of job openings.

WKLL	58	15-second announcements
WTLB(AM)	91	15-second announcements
WUMX	58	15-second announcements

**D) Initiative: Hosting of Job Fairs**

Hosting of Job Fair: On June 11, 2022, the employment unit held the Galaxy Media Partners Recruit CNY Job Fair at the Sangertown Square Mall in New Hartford, NY. The career fair brought together job seekers and local businesses from the greater Syracuse and Utica areas. Employment Unit personnel participating: Sales & Digital Personnel.

Hosting of Job Fair: Throughout the year, the employment unit at Galaxy Media Partners hosts the website and Facebook page – Recruit CNY for many businesses across Syracuse and surrounding areas. Employment Unit personnel participating: Sales & Digital Personnel.

**E) Initiative: Participation in Job Fairs**

Attendance at Job Fair: On September 29, 2022, the Galaxy Media Partners employment unit participated in the SU Business & Communications Job Fair at Syracuse University in Syracuse, NY. Management from Sales and Promotions were on site to answer questions and accept resumes for employment and internships, and employees met with students as well. Employment Unit personnel participating: Sales & Digital Personnel.

**F) Initiative: Internet Program**

Galaxy Utica Licensee LLC uses its stations' web sites and corporate site to provide general information about its job vacancies including what skills and qualifications are needed to fill specific positions.