

KSOL(FM), KVVV(FM), KBRG(FM), KSQL(FM), KVVZ(FM), KFSF-DT,
KDTV-DT, KDTV-CD

2020 FCC Audit Response

EXHIBIT B

Table of Contents – Summary Full-Time Hires

2017-2018 Period

B-1:	Operations Technician (2)
B-2:	News Anchor
B-3:	Account Executive (2)
B-4:	Newswriter, Assign Desk (2)
B-5:	Assistant DOT

2018-2019 Period

B-6:	Operations Leader
B-7:	Account Executive (2)
B-8:	Multimedia Journalist (4)
B-9:	Account Coordinator (3)
B-10:	Digital Content Manager
B-11:	Newscast Show Director
B-12:	Digital Content Producer
B-13:	New Producer
B-14:	Op Tech 2
B-15:	Creative Services Producer
B-16:	Newswriter/Assignment Desk (3)

Due to the number of interviewees that cite LinkedIn, Indeed.com, and Glassdoor as the source from which they heard about a particular job vacancy, out of an abundance of caution the Station has listed these sources a recruitment source on its EEO public file reports. The Station does not disseminate job information to these sources. It is the Station's understanding that these sites obtain the job vacancy announcement directly from the Univision careers site (and possibly from other sources to which the Stations post).

B-1:

Operations Technician (2)

Date of Hire:

08/28/2017

Referral Source of Hiree:

Univision Career Site &
Internal Applicant

of Interviewees for position
and referral sources of
interviewees

[5] Interviewees

Internal Applicant

2

Univision Career Site

3



JOB POSTING NOTICE

OPERATIONS TECHNICIAN II

2 Positions
(Job #KDTV 17-07)

JOB SUMMARY:

Univision Bay Area is seeking two full time and highly motivated Operations Technician II to work on the morning show, *Al Despertar* and the News organization. These individuals will be tasked with operating in various job capacities and must possess the ability to transition seamlessly in the following areas: Master Control operations for two Bay Area television stations; Directing and Technical Directing for News product. Other desirable skills are: ability to edit on non-linear systems such as Avid and Premiere, have working knowledge of camera field operation, Photoshop, Illustrator, and other compositing/graphic applications such After Effects. This position is represented by NABET-CWA Local 51.

ESSENTIAL FUNCTIONS

- Quality control of Master Control automation and commercial processing systems
- Coordination of multiple ENG receive sites and field crews – reception, processing and transmission of various feeds for News and other Departments
- Backup Director/Technical Director using both Production Automation and punch/call (Upgraded pay based on duties)
- Edit all material for the daily shows in an accurate manner and maintain the video archive
- Work collaboratively with the Editorial and Technical Teams to ensure a positive workflow
- Must be able to effectively work well under pressure to meet deadlines, and work with/for colleagues toward a common goal while maintaining a high degree of professionalism
- Must be proactive and a quick learner
- Must have the ability to work a varied schedule including early morning hours
- Other duties as deemed necessary

MINIMUM REQUIREMENTS

- Must be a highly motivated individual with leadership ability and a positive attitude
- Must be able to work under pressure and with very tight deadlines
- Must be detail oriented with excellent verbal/written communication skills
- Must be able to seamlessly transition between varying job responsibilities
- Must have a flexible schedule with ability to work very early morning hours, nights, weekends and holidays
- Minimum 3-4 years experience as a Director/Technical Director/Editor in a small to major market
- Ability to carry equipment of 50lbs or more for long periods of time
- Ability to drive, stand, walk, bend, reach and sit for up to (8) hours
- Bilingual skills in English and Spanish preferred

Apply on-line at Univision's career page: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1787>

Univision, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (415) 538-8000.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 06/11/2017

POSITION: Op Tech 2
(2 positions)
(KDTV 17-07)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE -- (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV -- AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST -- SEE ATTACHED
-
-
-

07/10/2017

Univision Communications, Inc.



Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

July 10, 2017

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **News Anchor (KDTV 17-05)**
- **Assistant Director of Technology (KDTV 17-04)**
- **Op Tech 2 (KDTV 17-07)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

~~Black Native American Association
Job Posting Notices
2228 E. 15th Street
Oakland, CA 94601~~

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

~~Jobs for Youth
Attn: Bill Toth
400 Harbor Blvd., Bldg. B
Belmont, Ca. 94002~~

Greenlining Institute
Job Posting Notices
1918 University Avenue, 2nd Floor
Berkeley, CA 94704

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

Astrid Juarez

From: Astrid Juarez
Sent: Monday, July 24, 2017 10:29 AM
To: lplatte@calpoly.edu; jobfile@media-alliance.org; sfjobs@edd.ca.gov; onestop@unitycouncil.org; info@hccsv.org
Cc: Astrid Juarez
Subject: Job Openings
Attachments: Op Tech II - San Jose - June 2017.pdf; News Anchor - June 2017.pdf; Asst. DOT - March 2017.pdf

Dear Job Coordinator,

This letter is to notify your organization of three positions that are available with KDTV, Univision Bay Area.

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- **Assistant Director of Technology (KDTV 17-04)**
- **Op Tech 2 (KDTV 17-07) 2 positions**

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Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez | Regional HR Director | Univision Communications Inc. | 900 Front St., Suite 100, San Francisco, CA 94111
Direct: (415) 343-2511 | Mobile: (415) 760-6383 | Fax: (415) 373-4140 | asjuarez@univision.net | <http://www.univision.net>



This email and any attachments may contain confidential or privileged information entitled to protection against disclosure. Please do not forward except as authorized. If you are not the intended recipient, your receipt of this email was inadvertent, and there was no intent to disclose the information herein. Inadvertent recipients may not use or disclose this information. Please notify the sender by replying to this message and then delete it and discard any copies.

El presente correo electrónico y cualquier anexo del mismo pueden contener información confidencial o privilegiada, la cual está protegida para evitar su divulgación. Por favor no lo reenvíe a menos que cuente con autorización. Si usted no es el destinatario, su recepción fue un descuido y no existió intención alguna de divulgar la información contenida en el mismo. Los receptores involuntarios no podrán utilizar o revelar esta información. Por favor informe al remitente respondiendo a este mensaje y posteriormente elimínelo junto con cualquier copia.

Astrid Juarez

From: Astrid Juarez
Sent: Tuesday, June 20, 2017 12:07 PM
To: 'khelmstetter@cwa-union.org'; Deedee Morua
Subject: Job Posting - Op Tech II
Attachments: Op Tech II - San Jose - June 2017.pdf

Thank you, Astrid

Astrid Juarez

From: UCicareers@univision.net
Sent: Monday, June 19, 2017 1:42 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Operations Technician II (req1787)

Dear Astrid Juarez,

Operations Technician II has now been created and posted.

ReqID = req1787

Business Unit - Local Media

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action.

Note: When sharing the external job description to your network &/or social media sites, please use the following url by adding req1787 number at the end of the url:

[https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add 1234 only. External posting would be as follows: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1234> (this is an example only, not an active link!)

If you have any questions, please contact your HR partner or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team



B-2:

News Anchor

Date of Hire: 09/01/2017
Referral Source of Hire: Univision Career Site
of Interviewees for position [7] Interviewees
and referral sources of
interviewees

Internal Candidate	3
Univision Career Site	2
Referral from Entravision	2



JOB POSTING NOTICE

NEWS ANCHOR

(KDTV 17-08)

DATE OPENED: 06/26/2017

FLSA STATUS: Non-Exempt

Position Overview: The News Anchor must be able to take a potential story lead and conduct a thorough investigation of facts. Question and Answer sessions with news sources require the News Anchor to have fully investigated a story prior to scheduling interviews. He/she should assess on the spot the newsworthiness of an event and the people involved. In addition to tracking down story leads, the News Anchor makes editorial decisions on the pre-production of news stories and special projects with minimal or no supervision. The News Anchor is responsible for making decisions that are sound and legal within the context of journalism in order to present an accurate and balanced report while taking into consideration the delivery medium and his/her audience. The News Anchor is also responsible for ad libbing information during developing news or breaking news situations. When reporting, News Anchors may be required to edit his/her own video.

News Anchors are responsible for gathering, researching and writing news stories, which can be posted "on-line" and/or for use on a web-based medium on either the company's website or any other UCI subsidiaries. News Anchors may also gather research and write stories for transmission over radio and print. The News Anchor combines text, audio and video to produce accurate, timely and rich multimedia news reports in Spanish and/or English.

The News Anchors must be completely fluent in Spanish (written/spoken). Excellent and flawless Spanish writing skills is absolutely necessary. It is expected that Anchors will have excellent pronunciation and voice projection as well as good on-camera appearance required. News Anchors must maintain a well groomed professional appearance on/off camera during working hours and at all public appearances where they are representing the company. News Anchors must have the ability to travel both nationally and internationally.

Essential Functions:

- **Digital and Social Media:** News Anchor should have a good following and understanding of the best use of social media platforms for journalistic purposes. Anchor should be comfortable and perceptive about the use of new technologies to get her or his message across on the various social media platform. Anchor should have the skills necessary to maintain a daily social media presence and grow our Newsroom following.
- **Research:** The News Anchor is responsible for gathering and researching facts as they pertain to a news story. The News Anchor must verify the accuracy of each story before its production on air. The News Anchor interviews, reads, investigate and follows any potential leads to produce an accurate interpretation of events. He/she may work with assignment editors, producers, writers, interns, photojournalists and other reporters to accomplish the story. Duties may include researching and interviewing for stories to be aired on T.V., radio, print or posted on-line in Spanish and/or English.
- **Writing:** The News Anchor is a storyteller. His/her aim is to write stories in language, which is accurate, clear, simple, direct and balanced. The News Anchor must take all the elements of a news story and write them in a manner, which is objective, informative and interesting. Writing style should capture the interest of the viewer instantly and should be followed with facts to support the news story. Special attention should be given to the medium (i.e.: television, radio, print, internet) and written in a manner consistent with that medium. Writing for a story on the Internet may allow the reporter to present more facts than would be permitted for television, making the writing detailed and longer. He/she must look for stories, produce them and write them in a manner that is responsive to the needs of the community that KDTV serves. The News Anchor must have exceptional writing skills. Sentence structure, diction, voice delivery, on-camera presence and content must be free of errors. Duties include researching and writing for on-line news articles and social media.

- **Producing/Editing:** The News Anchor is the producer of his/her own story and when reporting on a story, the News Anchor edits his/her own video. He/she must select the best video, sound, or text, which captures the essence of the story. All production must follow newsroom guidelines, which include developing sources and contacts among public institutions, government agencies, and other sources critical to developing a story. Producing a story requires the News Anchor to examine a story in a thorough but fair manner.
- **On-Air:** The News Anchor is responsible for obtaining and presenting the story on-air to the viewing audience. He/she must write, review and transmit a story that is accurate, credible and professional. News Anchors must maintain a well-groomed, professional appearance on/off camera during working hours and at all public appearances when representing the company. He/she may also be required to deliver news for all platforms without a script during breaking news situations and/or report live in the news studio, on radio or on location. The News Anchor must be able to assess the time needed to produce a story and adjust accordingly in order to meet deadlines. News Anchors present news and introduce reports live from the news set or from a live location. He/she must have excellent pronunciation in Spanish combined with excellent Spanish vocalization, voice projection and Spanish and English writing skills. In addition to speaking in a clear and captivating manner, News Anchors must have an overall personal appeal to viewers. News Anchors must understand news values, write well, report from the field and participate in station events representing the station. News Anchors represent the professionalism and credibility of the company and their actions and reporting style should be consistent with this standard. Other duties as deemed necessary.

Education Requirements: College degree with Major in Journalism, broadcast journalism or communications desired.

Work Experience: Minimum 5 years' experience as News Anchor in a Medium Market, preferably in Spanish television.

Equipment Operation: Computer literate. Proficiency in Microsoft Word, Excel, and Outlook required. Must have working knowledge of television/editing equipment and of i-News system.

Other Required Skills: Must be able to work in a high-pressure environment with occasional changes of schedules. Must interface with many sources including viewers, other stations, crews, news, technical staff community leaders, government and city officials. The News department is a fast paced environment that demands personnel to make sound decisions in a quick and effective manner. Must have the ability to work well under pressure and in a deadline driven environment. Must have the ability to work a flexible schedule including nights, weekends, and holidays. Some travel may be required. This position is represented by SAG-AFTRA.

Physical Requirements: Ability to stand, walk bend, type, edit, reach and sit for up to (8) hours.

Must provide link of On-Air Demo in order to be considered

Apply on-line at Univision's career page: <https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

About Univision Communications Inc.

Univision Communications Inc. (UCI) has evolved into a top-tier multimedia company with 17 broadcast, cable and digital networks; 59 TV stations; 67 radio stations; online and mobile apps; products and content creation facilities. UCI focuses on delivering a branded experience everywhere its audience is, reaching 49 million unduplicated media consumers monthly across TV, Radio and Digital. As a mission-driven Company, UCI is committed to informing, entertaining and empowering Hispanic America.

Univision Communications Inc. (UCI) ha evolucionado para convertirse en una empresa multimedia del más alto nivel, con 17 cadenas de televisión de señal abierta, por cable y digital; 59 estaciones de TV; 67 emisoras de radio; aplicaciones en línea y para dispositivos móviles, productos y sedes para creación de contenido. UCI se centra en ofrecer una experiencia con la marca dondequiera que esté su audiencia, alcanzando a más de 49M de consumidores mensuales en todas las plataformas. Como Compañía impulsada por una misión, UCI se centra en informar, entretener y empoderar a la comunidad hispana en los Estados Unidos. For more information, please visit www.Univision.net.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 06/26/17

POSITION: News Anchor
(KDTV 17-08)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- ~~NABET-AFTRA~~ IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jafabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 07/10/17
-
-
-

Univision Communications, Inc.
Regional Human Resources Director
400 Plaza Suroeste, Suite 100
Miami, FL 33134



July 10, 2017

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **News Anchor (KDTV 17-05)**
- **Assistant Director of Technology (KDTV 17-04)**
- **Op Tech 2 (KDTV 17-07)**

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<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

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Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

~~Black Native American Association
Job Posting Notices
2228 E. 15th Street
Oakland, CA 94601~~

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft, Suite 140
Oakland, CA. 97605

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

~~Jobs for Youth
Attn: Bill Toth
400 Harbor Blvd., Bldg. B
Belmont, Ca. 94002~~

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Greenlining Institute
Job Posting Notices
1918 University Avenue, 2nd Floor
Berkeley, CA 94704

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Astrid Juarez

From: Astrid Juarez
Sent: Monday, July 24, 2017 10:29 AM
To: lplatte@calpoly.edu; jobfile@media-alliance.org; sfjobs@edd.ca.gov; onestop@unitycouncil.org; info@hccsv.org
Cc: Astrid Juarez
Subject: Job Openings
Attachments: Op Tech II - San Jose - June 2017.pdf; News Anchor - June 2017.pdf; Asst. DOT - March 2017.pdf

Dear Job Coordinator,

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- **News Anchor (KDTV 17-05)**
- **Assistant Director of Technology (KDTV 17-04)**
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<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez | Regional HR Director | Univision Communications Inc. | 900 Front St., Suite 100, San Francisco, CA 94111
Direct: (415) 343-2511 | Mobile: (415) 760-6383 | Fax: (415) 373-4140 | asjuarez@univision.net | <http://www.univision.net>



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El presente correo electrónico y cualquier anexo del mismo pueden contener información confidencial o privilegiada, la cual está protegida para evitar su divulgación. Por favor no lo reenvíe a menos que cuente con autorización. Si usted no es el destinatario, su recepción fue un descuido y no existió intención alguna de divulgar la información contenida en el mismo. Los receptores involuntarios no podrán utilizar o revelar esta información. Por favor informe al remitente respondiendo a este mensaje y posteriormente elimínelo junto con cualquier copia.

Astrid Juarez

From: Astrid Juarez
Sent: Friday, July 7, 2017 12:13 PM
To: Chris Stout
Subject: Job Posting Notice - News Anchor
Attachments: News Anchor - June 2017.pdf

Hi Chris, please distribute. Thank you, Astrid

Astrid Juarez

From: Jessiny Nueces
Sent: Monday, June 26, 2017 10:26 AM
To: Astrid Juarez
Cc: Eric Di Monte
Subject: RE: San Jose, CA Posting

Hi Astrid.

Req1799 (News Anchor – San Jose) was posted and can also be found on [LinkedIn](#), too.

Please let me know if you need anything else from me.

Cheers,
Jess

From: Astrid Juarez
Sent: Monday, June 26, 2017 11:08 AM
To: Jessiny Nueces <jnueces@UNIVISION.NET>
Subject: RE: San Jose, CA Posting

Great, thanks so much!

From: Jessiny Nueces
Sent: Monday, June 26, 2017 7:52 AM
To: Astrid Juarez <asjuarez@UNIVISION.NET>
Cc: Eric Di Monte <edimonte@UNIVISION.NET>
Subject: RE: San Jose, CA Posting

Hi Astrid.

I'll be happy to!
We can post role on LinkedIn as well.

When done, I'll send link/s for you to review.

Cheers,
Jess

From: Astrid Juarez
Sent: Monday, June 26, 2017 10:32 AM
To: Jessiny Nueces <jnueces@UNIVISION.NET>
Cc: Eric Di Monte <edimonte@UNIVISION.NET>
Subject: San Jose, CA Posting

Hi Jessiny,

Astrid Juarez

From: UCicareers@univision.net
Sent: Monday, June 26, 2017 9:14 AM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - News Anchor - San Jose (req1799)

Dear Astrid Juarez,

News Anchor - San Jose has now been created and posted.

ReqID = req1799

Business Unit - Local Media

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action.

Note: When sharing the external job description to your network &/or social media sites, please use the following url by adding req1799 number at the end of the url:

[https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add 1234 only. External posting would be as follows: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1234> (this is an example only, not an active link!)

If you have any questions, please contact your HR partner or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team



B-3:

Account Executive (2)

Date of Hire:	09/25/2017 12/04/2017
Referral Source of Hiree:	Univision Career Site Employee Referral
# of Interviewees for position and referral sources of interviewees	[12] Interviewees
Univision Career Site	3
Google – search engine	1
LinkedIn	3
Employee Referral	5



JOB POSTING NOTICE

ACCOUNT EXECUTIVE

(KDTV 17-11)

DATE OPEN: 08/23/2017

FLSA STATUS: Exempt

JOB SUMMARY

Univision Communications is the premier Spanish language media company in the United States. The Bay Area location is currently seeking a highly motivated sales person (Account Executive) with excellent interpersonal skills to sell Spanish Language Media (TV, Radio, & Digital). The AE is responsible for developing new business through prospecting, cold calling, the use of co-op, and vendor development. Duties include servicing new accounts and clients, maintaining proper payments schedules and working with Production and Traffic departments to process sales orders. The AE also provides competitive market reports in weekly sales meetings; forecasts sales revenue activity, analyzes Nielsen TV/Audio ratings books and qualitative research for the purpose of client presentation.

ESSENTIAL JOB FUNCTIONS

- Develop new client base as well as sell and service existing accounts;
- Use ratings knowledge and qualitative research data to create marketing presentations that sell value to our customers and positions our stations against competition;
- Use of a consultative sales approach to build relationships and grow business for our clients and our stations;
- Write presentations, edit existing presentations, and general understanding of research specific to the industry;
- New business development via prospecting throughout the 11 County San Francisco DMA.

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor degree or comparable work experience in lieu of degree will be considered.

WORK EXPERIENCE: Requires minimum of 3+ years outside or retail sales experience, broadcast media sales a plus. Proven track record with emphasis in New Business development and prospecting highly desired. Knowledge of advertising agencies and Nielsen ratings, research and negotiating skills, desired. Highly motivated, creative and proactive required for success. Bi-lingual English/Spanish is desired. Must have the ability to work well under pressure in a revenue goal and deadline-driven environment.

BASIC SKILLS: Applicants must have a working knowledge of Microsoft Office Applications; including Excel, Word, Power Point and Outlook. Knowledge of broadcast applications such as Wide Orbit Sales System, OSI, DDS, Kantar, Scarborough, Matrix Sales Center preferred. Must be able to drive and have a valid California driver's license with a good driving record. Self-motivated, proactive with good attitude.

PHYSICAL REQUIREMENTS: Ability to drive, stand, walk, drive and sit for up to (8) hours.

Apply on-line at Univision's career page:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision&r=1>

Univision, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (415) 538-8000.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 08/23/2017

POSITION: Acct. Exec
(KDTV 17-11)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jafabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED
-
-
-

Univision Communications, Inc.



Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

August 29, 2017

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 17-11)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

~~Greenlining Institute~~
~~Job Posting Notices~~
~~1918 University Avenue, 2nd Floor~~
~~Berkeley, CA 94704~~

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Tuesday, August 29, 2017 9:19 AM
Cc: Astrid Juarez
Subject: Job Posting Notice - Account Executive
Attachments: Acct. Exec. - SJ Local Media - Aug. 2017.pdf

Dear Job Coordinator,

This email is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 17-11)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid

Astrid Juarez | Regional HR Director | Univision Communications Inc. | 900 Front St., Suite 100, San Francisco, CA 94111
Direct: (415) 343-2511 | Mobile: (415) 760-6383 | Fax: (415) 373-4140 | asjuarez@univision.net | <http://www.univision.net>



This email and any attachments may contain confidential or privileged information entitled to protection against disclosure. Please do not forward except as authorized. If you are not the intended recipient, your receipt of this email was inadvertent, and there was no intent to disclose the information herein. Inadvertent recipients may not use or disclose this information. Please notify the sender by replying to this message and then delete it and discard any copies.

El presente correo electrónico y cualquier anexo del mismo pueden contener información confidencial o privilegiada, la cual está protegida para evitar su divulgación. Por favor no lo reenvíe a menos que cuente con autorización. Si usted no es el destinatario, su recepción fue un descuido y no existió intención alguna de divulgar la información contenida en el mismo. Los receptores involuntarios no podrán utilizar o revelar esta información. Por favor informe al remitente respondiendo a este mensaje y posteriormente elimínelo junto con cualquier copia.

Astrid Juarez

From: UCicareers@univision.net
Sent: Wednesday, August 23, 2017 8:37 AM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Account Executive (req1915)

Dear Astrid Juarez,

Account Executive has now been created and posted.

ReqID = **req1915**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants.**

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action and having regular contact with your HR Partner &/or TA Recruiter.

Note: When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req1915 number at the end of the url:

- For **internal** applicants (UCI employees only):
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(this is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Astrid Juarez) or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team



JOB POSTING NOTICE

ACCOUNT EXECUTIVE

(KDTV 17-13)

DATE OPEN: 09/11/2017

FLSA STATUS: Exempt

JOB SUMMARY

Univision Communications is the premier Spanish language media company in the United States. The Bay Area location is currently seeking a highly motivated sales person (Account Executive) with excellent interpersonal skills to sell Spanish Language Media (TV, Radio, & Digital). The AE is responsible for developing new business through prospecting, cold calling, the use of co-op, and vendor development. Duties include servicing new accounts and clients, maintaining proper payments schedules and working with Production and Traffic departments to process sales orders. The AE also provides competitive market reports in weekly sales meetings; forecasts sales revenue activity, analyzes Nielsen TV/Audio ratings books and qualitative research for the purpose of client presentation.

ESSENTIAL JOB FUNCTIONS

- Develop new client base as well as sell and service existing accounts;
- Use ratings knowledge and qualitative research data to create marketing presentations that sell value to our customers and position our stations against competition;
- Use of a consultative sales approach to build relationships and grow business for our clients and our stations;
- Write presentations, edit existing presentations, and general understanding of research specific to the industry;
- New business development via prospecting throughout the 11 County San Francisco DMA.

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor degree or comparable work experience in lieu of degree will be considered.

WORK EXPERIENCE: Requires minimum of 3+ years outside or retail sales experience, broadcast media sales a plus. Proven track record with emphasis in New Business development and prospecting highly desired. Knowledge of advertising agencies and Nielsen ratings, research and negotiating skills, desired. Highly motivated, creative and proactive required for success. Bi-lingual English/Spanish is desired. Must have the ability to work well under pressure in a revenue goal and deadline-driven environment.

BASIC SKILLS: Applicants must have a working knowledge of Microsoft Office Applications; including Excel, Word, Power Point and Outlook. Knowledge of broadcast applications such as Wide Orbit Sales System, OSI, DDS, Kantar, Scarborough, Matrix Sales Center preferred. Must be able to drive and have a valid California driver's license with a good driving record. Self-motivated, proactive with good attitude.

PHYSICAL REQUIREMENTS: Ability to drive, stand, walk, drive and sit for up to (8) hours.

Apply on-line at Univision's career page:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision&r=1>

Univision, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (415) 538-8000.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 09/11/2017

POSITION: Acct. Exec.
(KDTV 17-13)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 09/15/2017
-
-
-

Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

September 11, 2017

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 17-13)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

~~Greenlining Institute~~
~~Job Posting Notices~~
~~1918 University Avenue, 2nd Floor~~
~~Berkeley, CA 94704~~

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Monday, September 11, 2017 12:50 PM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov'; 'onestop@unitycouncil.org'; 'info@hccsv.org'
Cc: Astrid Juarez
Subject: Job Posting Notice - Account Executive
Attachments: Acct. Exec. - SF Local Media - Sept. 2017.pdf

Dear Job Coordinator,

This email is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Account Executive (KDTV 17-13)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid Juárez

Astrid Juarez

From: UCicareers@univision.net
Sent: Monday, September 11, 2017 12:33 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - ACCOUNT EXECUTIVE (req1953)

Dear Astrid Juarez,

ACCOUNT EXECUTIVE has now been created and posted.

ReqID = **req1953**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action and having regular contact with your HR Partner &/or TA Recruiter.

Note: When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req1953 number at the end of the url:

- For **internal** applicants (UCI employees only):
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(this is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Astrid Juarez) or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team

B-4:

Newswriter, Assign Desk (2)

Date of Hire:

10/04/2016

01/23/2017

Referral Source of Hiree:

Internal Applicant

Internal Applicant

of Interviewees for position
and referral sources of
interviewees

[5] Interviewees

Internal Candidate

2

Univision Career Site

3



JOB POSTING NOTICE

NEWS WRITER/ASSIGNMENT DESK EDITOR/BACKUP PRODUCER

(Job #KDTV-17-12)

DATE OPENED: 09/11/2017

FLSA STATUS: Non-Exempt

JOB SUMMARY: The News Writer/Assignment Desk Editor is a combined position, which requires working directly with all news staff. Newswriter duties include: translating English to Spanish, choosing and editing soundbites, reviewing video, reading, and summarizing text into accurate, impactful, conversational news information; reading wire copy, research information, translate pictures and words into a general understanding of the topic for viewers. The position also has responsibility for all aspects of the news gathering process, creates daily rundown of stories, coordinates the news coverage, conducts morning and afternoon meetings with news staff to discuss daily coverage; arranges interviews, acts as liaison with other news organizations, community contacts and UTG assignment desks. The Assignment Desk maintains constant beat checks to monitor wires, scanners and works the phones to cover news. This position will also conduct News Producer functions such as writing for the newscast on-air product and social media platforms. Other duties as deemed necessary.

MINIMUM REQUIREMENTS:

Education: College degree in Journalism or Broadcast Journalism desired. Will consider previous work experience in lieu of degree.

Work Experience: Two years experience as a Writer in Spanish language in a TV News Department. Must have excellent command of Spanish language, both written and spoken. Must have excellent communication skills in both English and Spanish language. Must have the ability to work well and collaboratively with all station personnel.

Basic Skills: Knowledge of newsgathering equipment, familiarity with editing equipment. Must be able to work a flexible work schedule including nights, weekends, and holidays. Must have the ability and flexibility to work well under pressure in a very fast paced, deadline driven environment. Proficiency in Microsoft Word, Excel, and Outlook required. This position is represented by NABET, CWA Local 51.

Physical Requirements: Ability to type, and sit for up to (8) hours.

Apply on-line at Univision's career page:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Include cover letter/resume and any Spanish language writing samples.

Univision, an equal opportunity employer, is dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at (415) 538-8000.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 09/11/2017

POSITION: Newswriter/Assign.
(KDTV 17-12)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET-AFTRA- IF APPLICABLE – (NABET) khelmstetter@cwa-union.org; jfabrizi@cwa-union.org
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 09/15/2017
-
-
-

Corporate Human Resources
900 Front Street, Suite 100
San Francisco, CA. 94111

September 11, 2017

Dear Job Coordinator,

This letter is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Newswriter, Assignment Desk Editor, Backup Producer (KDTV 17-12)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
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Arriba Juntos
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Hayward, CA. 94545

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
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Oakland, CA. 94612

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Job Postings Notices
3209 Galindo Street
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College of San Mateo
Job Posting Services
342 Sonora Drive
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Skyline College
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Attn: Rafael Zuniga
2929 19th Street
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UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

CET Careers
Job Posting Notices
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San Jose, CA 95111

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

United Negro College Fund
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220 Montgomery Street, Ste. 1120
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Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

Greenlining Institute
Job Posting Notices
1918 University Avenue, 2nd Floor
Berkeley, CA 94704

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Astrid Juarez

From: Astrid Juarez
Sent: Monday, September 11, 2017 2:21 PM
To: 'lplatte@calpoly.edu'; 'jobfile@media-alliance.org'; 'sfjobs@edd.ca.gov';
'onestop@unitycouncil.org'; 'info@hccsv.org'
Cc: Astrid Juarez
Subject: Job Posting Notice - Assignment Desk
Attachments: Assignment Desk Newswriter - SJ - Sept. 2017.pdf

Dear Job Coordinator,

This email is to notify your organization of a position that is available with KDTV, Univision Bay Area.

- **Assignment Desk (KDTV 17-12)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list, please respond to this email advising me of your wish to be removed from future postings.

Qualified candidates may apply on line at Univision's career page:
<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely, Astrid Juárez

Astrid Juarez

From: Astrid Juarez
Sent: Monday, September 11, 2017 2:27 PM
To: 'khelmstetter@cwa-union.org'; 'jafabrizi@cwa-union.org'; Deedee Morua
Subject: Job Posting Notice - Newswriter, Assign Desk
Attachments: Assignment Desk Newswriter - SJ - Sept. 2017.pdf

Hello, job posting notice for KDTV, San Jose, CA.

Thank you, Astrid

Astrid Juarez

From: UCicareers@univision.net
Sent: Monday, September 11, 2017 1:09 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - Assignment Desk/News Writer/Producer (req1954)

Dear Astrid Juarez,

Assignment Desk/News Writer/Producer has now been created and posted.

ReqID = **req1954**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action and having regular contact with your HR Partner &/or TA Recruiter.

Note: When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req1954 number at the end of the url:

- For **internal** applicants (UCI employees only):
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(this is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Astrid Juarez) or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team

B-5:

Assistant DOT

Date of Hire: 09/01/2017
Referral Source of Hire: Employee Referral
of Interviewees for position [7] Interviewees
and referral sources of
interviewees

Internal Candidate	2
Employee Referral	3
Glassdoor	1
Indeed.com	1



JOB POSTING NOTICE

ASSISTANT DIRECTOR OF TECHNOLOGY

(KDTV 17-04)

DATE OPENED: 03/09/2017

FLSA STATUS: Exempt

Job Summary:

Univision Local Media in the Bay Area is seeking a highly motivated, experienced, hands-on Assistant Director of Technology to assist, work for and with the Director of Technology (DOT). The position will support and address all technology equipment and Staff related issues for the market's TV/Radio installations. Tasks include the design, installation and maintenance (both hardware/software) of the station engineering infrastructure which supports all aspects of the studio, field operations, RF transmission based systems including air chain production, promotions, news, IT infrastructure, and facility mechanical and environmental support.

The Assistant DOT will oversee all local media engineering personnel and will be responsible for the technical operation/performance of the stations as well as establishing and maintaining technical quality standards. This role assures that Station and transmitter(s) operations meet Federal Communications Commission Rules and Regulations; including maintaining documentation related to the facility. This position maintains FCC licenses in good standing, including Broadcast, land mobile, terrestrial and satellite and airborne microwave systems. At the direction of the DOT, this position will; be responsible for planning, development and implementation to keep the Station at the state-of-the-art and abreast of technological advances. There will be fiscal responsibility for Operating and Capital budgeting. Position will also maintain monthly expenditures within budgetary guidelines and provide input for the preparation of forecasts. Design and modify existing facilities and/or new facilities to meet changing business conditions. An in depth familiarity with an all-digital high definition television studio facilities and experience with high power digital UHF transmitters and antenna systems are essential, as well as Radio studio and transmitter systems and operation. Candidate must possess strong knowledge of studio and electronic newsgathering operations. Administer and interpret Collective Bargaining Agreements. Represent the Station's best interests in negotiations and grievance procedures. Represent Station on industry technical Committees and Associations. The Assistant DOT will supervise a team of engineers responsible for day-to-day operations. The position is based in San Jose, CA. with local Bay Area travel required.

Duties & Responsibilities: Manage the technical integrity of the stations through the development and execution of a preventative maintenance program and efficient response to daily defective systems reports.

1. Maintain positive and proactive communication on all technology related issues among all other departments in the station with a specific emphasis on Engineering, News, Sales, Production and Promotions for both Radio and TV.
2. Supports the requirements of intense daily News operations including Live Trucks, ENG sites, and Newsroom content and Editorial systems.
3. Leverage available technology to affect and improve operating efficiencies.
4. Assist in Design and Implementation of new facilities, equipment, and Infrastructure installation as directed by station operational requirements, the DOT, and the Corporate Technology group.
5. Maintain compliance with FCC, OSHA and other local or state regulatory requirements.
6. Learn to establish a working relationship with cable and satellite providers to assure robust, reliable, high quality signal availability to their systems for redistribution.
7. Functions as backup contact for Security systems, IT/Network systems, and Telephone/Telecom Systems under the guidance of the DOT.
8. Provide backup for the DOT in the event of an absence, or, by assignment.
9. Perform day-to-day supervision of the Staff Broadcast Engineers for local media, which may include: Hiring and evaluations, collection and verification of timesheets, vacation requests and other administrative duties as needed.
10. Oversee the daily maintenance of all Studio and Broadcast transmission facilities. Provides daily technical and some IT support to other station departments.

11. Assist in creation and administration of Operating and Capital budgets.
12. Help determine project and task priorities in concert with the DOT.
13. Maintains and upkeep documentation for all systems.
14. Attends Station-sponsored and industry events as needed.
15. Performs other duties as assigned and/or required as directed by the DOT.

Planning/Growth & Administrative Duties

1. Help Develop short and long-term plans to support the growth of the station's capabilities in accordance with business needs, corporate plans, and changing market requirements.
2. Help Develop strategies and scenarios for the digital broadcasting evolution within our facilities.
3. In concert with the DOT, researches emerging technologies and develops plans articulating new service opportunities for the stations.
4. Provides input to the DOT working as a team regarding needs of the Engineering department, maintenance priorities, project planning, and the overall station capital and operating expenditure requirements of the Radio and TV Stations

Minimum Requirements:

Education: Requires a BSEE, BS-Information Technology/Computer Science or ASEE or relevant technical training or experience with a substantial record of successful work in Broadcast or directly related allied industries. FCC General Class License and SBE Certifications is desired.

Work Experience: Seven (7) years Television and/or Radio Broadcast Engineering, hands-on experience including supervisory roles in a unionized environment. Successful candidate must have excellent communication skills and excellent team leadership skills. Extensive knowledge of studio, computers, production systems, and all standard accepted engineering principles and practices are required. Experience maintaining TV and/or Radio transmission facilities desired.

Other Required Skills: Must have the ability to work nights, weekends and holidays and on short notice if needed. Must have a valid California state driver's license with a good driving record.

Physical Requirements: Ability to lift up to (50) lbs. Ability to stand, walk, climb, bend, reach, and sit up to (8) hours.

Apply on-line at Univision's career page: <https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

About Univision Communications Inc. Univision Communications Inc. (UCI) has evolved into a top-tier multimedia company with 17 broadcast, cable and digital networks; 59 TV stations; 67 radio stations; online and mobile apps; products and content creation facilities. UCI focuses on delivering a branded experience everywhere its audience is, reaching 49 million unduplicated media consumers monthly across TV, Radio and Digital. As a mission-driven Company, UCI is committed to informing, entertaining and empowering Hispanic America.

Univision Communications Inc. (UCI) ha evolucionado para convertirse en una empresa multimedia del más alto nivel, con 17 cadenas de televisión de señal abierta, por cable y digital; 59 estaciones de TV; 67 emisoras de radio; aplicaciones en línea y para dispositivos móviles, productos y sedes para creación de contenido. UCI se centra en ofrecer una experiencia con la marca dondequiera que esté su audiencia, alcanzando a más de 49M de consumidores mensuales en todas las plataformas. Como Compañía impulsada por una misión, UCI se centra en informar, entretener y empoderar a la comunidad hispana en los Estados Unidos. For more information, please visit www.Univision.net.

EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT SOURCES

DATE: 03/09/2017

POSITION: Asst. DOT (KOTV 17-04)

WEBSITES:

- UNIVISION CAREER PAGE
- LINKEDIN
- NABET/AFTRA- IF APPLICABLE N/A
- INDEED.COM
- ENTERTAINMENT CAREERS.NET - free
- LPLATTE@CALPOLY.EDU
- JOBFILE@MEDIA-ALLIANCE.ORG
- SFJOBS@EDD.CA.GOV
- UNITY COUNCIL: EMAIL: ONESTOP@UNITYCOUNCIL.ORG
- HISPANIC CHAMBER/COMMERCE, SILICON VALLEY. EMAIL: INFO@HCCSV.ORG
- AMERICAN WOMEN IN RADIO/TV – AWRT (PAID)
- NATIONAL ASSN. OF HISPANIC JOURNALISTS (PAID)
- EEO MAILING LIST – SEE ATTACHED 03/21/2017
- 05/12/2017
- 07/10/2017
-
-

- Bakersfield job fair ^{college}

- Broad/Cable

- Job Fest 05/11/2017

- Ent. Careers paid

- Wand Radio jobs.com



Corporate Human Resources
1940 Zanker Road
San Jose, CA. 95112
(415) 343-2511 - PHONE

March 14, 2017

Dear Job Coordinator,

This letter is to notify your organization of open positions that are available with Univision Local Media, Bay Area.

- **Assistant Director of Technology (KDTV 17-04)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates should apply via the Univision Career page at:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Sincerely,

Astrid Juárez

Astrid Juárez
Regional Human Resources Director
Univision Communications, Inc.

Catholic Charities of the East Bay
Job Posting Notices
433 Jefferson Street
Oakland, CA. 94607-3539

Oakland Private Industry Council, Inc.
Attn: Employer Svcs. Representative
1212 Broadway, Suite #100
Oakland, CA. 94612

Bay Area Black Journalist Association
Job Posting Notices
1714 Franklin Street, Suite 100-260
Oakland, CA. 94612

College of San Mateo
Job Posting Services
342 Sonora Drive
San Mateo, CA 94402

~~Black Native American Association
Job Posting Notices
2228 E. 15th Street
Oakland, CA 94601~~

United Negro College Fund
Job Postings
220 Montgomery Street, Ste. 1120
San Francisco, CA 94105

National Asian American
Telecommunications Association
Job Posting Notices
145 Ninth Street, Ste. 350
San Francisco, CA 94103

UC Santa Cruz
Career Center
305 Bay Tree Bldg.
1156 High St
Santa Cruz, CA. 95064

Mission Language Vocational Center
Attn: Rafael Zuniga
2929 19th Street
San Francisco, CA. 94110

Arriba Juntos
Attn: Samuel Gaedke
1850 Mission Street
San Francisco, CA. 94103

Centro de Servicios
Job Posting Notices
525 H Street
Union City, CA 94587

Centro de Juventud
Job Postings Notices
3209 Galindo Street
Oakland, CA 94601

CET Careers
Job Posting Notices
701 Vine Street
San Jose, CA 95111

Jobs for Youth
Attn: BillToth
400 Harbor Blvd., Bldg. B
Belmont, Ca. 94002

Greenlining Institute
Job Posting Notices
1918 University Avenue, 2nd Floor
Berkeley, CA 94704

Chicana Latina Foundation
Job Posting Notices
1419 Burlingame Avenue, Ste. N
Burlingame, CA 94010

Chabot College
Attn: Ginger Ripplinger
25555 Hesperian Blvd.
Hayward, CA. 94545

City College of San Francisco
Career Center- Job Postings
50 Phelan Ave., Mail Box A6
San Francisco, CA. 94112

College of Marin
Career Center- Job Postings
835 College Avenue
Kentfield, CA 94904

Oakland PIC – Eastmont
Attn: Job Developer
7200 Bancroft , Suite 140
Oakland, CA. 97605

Hispanic Chamber of Marin
Job Posting Notices
PO Box 4423
San Rafael, CA 94913

University of San Francisco
Career Services Center
2130 Fulton St, UC, 5th fl
San Francisco, CA. 94117

Skyline College
Career Services
Alexander Jones, MSW
3300 College Drive
San Bruno, CA. 94066

Astrid Juarez

From: Astrid Juarez
Sent: Monday, March 13, 2017 5:00 PM
To: lplatte@calpoly.edu; jobfile@media-alliance.org; sfjobs@edd.ca.gov; onestop@unitycouncil.org; info@hccsv.org
Cc: Astrid Juarez
Subject: Job Posting Notice - Asst. DOT
Attachments: Asst. DOT - March 2017.pdf

Dear Job Coordinator,

This letter is to notify your organization of open positions that are available with Univision Local Media, Bay Area.

- **Assistant Director of Technology (KDTV 17-04)**

You are encouraged to convey this job opportunity to any interested and qualified individuals via distribution or posting. Organizations like yours are integral in supporting Univision's commitment to affirmative action. Any assistance you can provide in referring interested and qualified candidates will be greatly appreciated. If you wish to be removed from our mailing list please send an email to asjuarez@univision.net.

Qualified candidates should apply via the Univision Career page at:

<https://univision.csod.com/ats/careersite/search.aspx?site=2&c=univision>

Thank you, Astrid

Astrid Juarez | Regional HR Director | Univision Communications Inc. | 900 Front St., Suite 100, San Francisco, CA 94111
Direct: (415) 343-2511 | Fax: (415) 373-4140 | asjuarez@univision.net | <http://www.univision.net>



This email and any attachments may contain confidential or privileged information entitled to protection against disclosure. Please do not forward except as authorized. If you are not the intended recipient, your receipt of this email was inadvertent, and there was no intent to disclose the information herein. Inadvertent recipients may not use or disclose this information. Please notify the sender by replying to this message and then delete it and discard any copies.

El presente correo electrónico y cualquier anexo del mismo pueden contener información confidencial o privilegiada, la cual está protegida para evitar su divulgación. Por favor no lo reenvíe a menos que cuente con autorización. Si usted no es el destinatario, su recepción fue un descuido y no existió intención alguna de divulgar la información contenida en el mismo. Los receptores involuntarios no podrán utilizar o revelar esta información. Por favor informe al remitente respondiendo a este mensaje y posteriormente elimínelo junto con cualquier copia.

Astrid Juarez

From: UCicareers@univision.net
Sent: Thursday, March 9, 2017 2:02 PM
To: Astrid Juarez
Subject: Your Requisition Has Been Posted - ASSISTANT DIRECTOR OF TECHNOLOGY (req1533)

Dear Astrid Juarez,

ASSISTANT DIRECTOR OF TECHNOLOGY has now been created and posted.

ReqID = req1533

Business Unit - Local Media

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

Please remember it is the Hiring Manager's responsibility to check for new applicants on a regular basis as per above instructions. We suggest setting up a calendar reminder to prompt this review action.

Note: When sharing the external job description to your network &/or social media sites, please use the following url by adding req1533 number at the end of the url:

[https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$)

"\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req123, add 123 only. External posting would be as follows: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=123> (this is an example only, not an active link!)

If you have any questions, please contact your HR partner or the UCI Talent Acquisition Team.

Thank you,

Univision Talent Acquisition Team



Astrid Juarez

From: Jim VanTassell
Sent: Monday, April 10, 2017 10:30 AM
To: Astrid Juarez
Subject: FW: Order Receipt ID: R27772954
Attachments: Receipt_R27772954.pdf

From: Broadcasting & Cable [mailto:billingquestions@yourmembership.com]
Sent: Monday, April 10, 2017 7:50 AM
To: Jim VanTassell <JVanTassell@UNIVISION.NET>
Subject: Order Receipt ID: R27772954

Dear Belkis:

This email is to confirm payment has been processed for order R27772954. Please find your receipt attached to this email. Thank you for your business.

To access your recruiting account, visit the website or click here: http://broadcastingcable-jobs.careerwebsite.com/t/account/index.cfm?site_id=13051

If you have any questions or concerns, please contact a Client Services Representative at clientserv@yourmembership.com.

Client Services
The Broadcasting & Cable Team

Jim Van Tassell | Director of Technology | Univision Local Media | Univision Communications Inc. | 1940 Zanker Road, San Jose, CA 95112
Direct: (415) 538-8067 | Mobile: (415) 716-8815 | jvantassell@univision.net | <http://www.univision14.com>



This email and any attachments may contain confidential or privileged information entitled to protection against disclosure. Please do not forward except as authorized. If you are not the intended recipient, your receipt of this email was inadvertent, and there was no intent to disclose the information herein. Inadvertent recipients may not use or disclose this information. Please notify the sender by replying to this message and then delete it and discard any copies.

El presente correo electrónico y cualquier anexo del mismo pueden contener información confidencial o privilegiada, la cual está protegida para evitar su divulgación. Por favor no lo reenvíe a menos que cuente con autorización. Si usted no es el destinatario, su recepción fue un descuido y no existió intención alguna de divulgar la información contenida en el mismo. Los receptores involuntarios no podrán utilizar o revelar esta información. Por favor informe al remitente respondiendo a este mensaje y posteriormente elimínelo junto con cualquier copia.



yourmembership

YourMembership.com, Inc
541 Eastern Point Road
Suite 3
Groton, CT 06340
Tel. 860-437-5700

RECEIPT

PURCHASER INFO

Univision
1940 Zanker Road,
San Jose, CA 95112
Attn: Jim Van Tassell

ORDER #	R27772954
DATE	04/10/17
IO / PO #	--
AMOUNT PAID	USD 299.00

PURCHASED BY

Belkis Tejeda
646-885-7139
btejeda@univision.net

PRODUCT	DESCRIPTION	AMOUNT
60 Day Job Posting Job Posting - Web	Broadcasting & Cable (paid - creditcard) Job ID: 34194843 Job Name: Assistant Director of Technology Job Title: Assistant Director of Technology	USD 299.00

SUBTOTAL	USD 299.00
TAXES	USD 0.00
TOTAL PAID	USD 299.00
AMOUNT DUE	USD 0.00



Career Center Home › Search Jobs › Assistant Director of Technology › Print Job

 Print

Univision Communications Inc.

Assistant Director of Technology

Job Information

Location: San Jose, California, United States	Job ID: 34194843	Posted: April 10, 2017
Position Title: Assistant Director of Technology	Company Name: Univision Communications Inc.	Industry: Other Media Company (Includes Print)
Job Function: Director/Manager/Supervisor	Job Type: Full-Time	Job Duration: Indefinite
Min Education: BA/BS/Undergraduate	Min Experience: 5-7 Years	Required Travel: 0-10%

Description

Job Summary:

Univision Local Media in the Bay Area is seeking a highly motivated, experienced, hands-on Assistant Director of Technology to assist, work for and with the Director of Technology (DOT). The position will support and address all technology equipment and Staff related issues for the market's TV/Radio installations. Tasks include the design, installation and maintenance (both hardware/software) of the station engineering infrastructure which supports all aspects of the studio, field operations, RF transmission based systems including air chain production, promotions, news, IT infrastructure, and facility mechanical and environmental support.

The Assistant DOT will oversee all local media engineering personnel and will be responsible for the technical operation/performance of the stations as well as establishing and maintaining technical quality

standards. This role assures that Station and transmitter(s) operations meet Federal Communications Commission Rules and Regulations; including maintaining documentation related to the facility. This position maintains FCC licenses in good standing, including Broadcast, land mobile, terrestrial and satellite and airborne microwave systems. At the direction of the DOT, this position will; be responsible for planning, development and implementation to keep the Station at the state-of-the-art and abreast of technological advances. There will be fiscal responsibility for Operating and Capital budgeting. Position will also maintain monthly expenditures within budgetary guidelines and provide input for the preparation of forecasts. Design and modify existing facilities and/or new facilities to meet changing business conditions. An in depth familiarity with an all-digital high definition television studio facilities and experience with high power digital UHF transmitters and antenna systems are essential, as well as Radio studio and transmitter systems and operation. Candidate must possess strong knowledge of studio and electronic newsgathering operations. Administer and interpret Collective Bargaining Agreements. Represent the Station's best interests in negotiations and grievance procedures. Represent Station on industry technical Committees and Associations. The Assistant DOT will supervise a team of engineers responsible for day-to-day operations. The position is based in San Jose, CA. with local Bay Area travel required.

Duties & Responsibilities: Manage the technical integrity of the stations through the development and execution of a preventative maintenance program and efficient response to daily defective systems reports.

1. Maintain positive and proactive communication on all technology related issues among all other departments in the station with a specific emphasis on Engineering, News, Sales, Production, and Promotions for both Radio and TV.
2. Supports the requirements of intense daily News operations including Live Trucks, ENG sites, and Newsroom content and Editorial systems.
3. Leverage available technology to affect and improve operating efficiencies.
4. Assist in Design and Implementation of new facilities, equipment, and infrastructure installation as directed by station operational requirements, the DOT, and the Corporate Technology group.
5. Maintain compliance with FCC, OSHA and other local or state regulatory requirements.
6. Learn to establish a working relationship with cable and satellite providers to assure robust, reliable, high-quality signal availability to their systems for redistribution.
7. Functions as backup contact for Security systems, IT/Network systems, and Telephone/Telecom Systems under the guidance of the DOT.
8. Provide backup for the DOT in the event of an absence, or, by assignment.
9. Perform day-to-day supervision of the Staff Broadcast Engineers for local media, which may include: Hiring and evaluations, collection and verification of timesheets, vacation requests and other administrative duties as needed.
10. Oversee the daily maintenance of all Studio and Broadcast transmission facilities. Provides daily technical and some IT support to other station departments.
11. Assist in creation and administration of Operating and Capital budgets.
12. Help determine project and task priorities in concert with the DOT.

13. Maintains and upkeep documentation for all systems.
14. Attends Station-sponsored and industry events as needed.
15. Performs other duties as assigned and/or required as directed by the DOT.

Planning/Growth & Administrative Duties

1. Help Develop short and long-term plans to support the growth of the station's capabilities in accordance with business needs, corporate plans, and changing market requirements.
2. Help Develop strategies and scenarios for the digital broadcasting evolution within our facilities.
3. In concert with the DOT, researches emerging technologies and develops plans articulating new service opportunities for the stations.
4. Provides input to the DOT working as a team regarding needs of the Engineering department, maintenance priorities, project planning, and the overall station capital and operating expenditure requirements of the Radio and TV Stations

Requirements

Minimum Requirements:

Education: Requires a BSEE, BS-Information Technology/Computer Science or ASEE or relevant technical training or experience with a substantial record of successful work in Broadcast or directly related allied industries. FCC General Class License and SBE Certifications is desired.

Work Experience: Seven (7) years Television and/or Radio Broadcast Engineering, hands-on experience including supervisory roles in an unionized environment. The successful candidate must have excellent communication skills and excellent team leadership skills. Extensive knowledge of studio, computers, production systems, and all standard accepted engineering principles and practices are required. Experience maintaining TV and/or Radio transmission facilities desired.

Other Required Skills: Must have the ability to work nights, weekends and holidays and on short notice if needed. Must have a valid California state driver's license with a good driving record.

Physical Requirements: Ability to lift up to (50) lbs. Ability to stand, walk, climb, bend, reach, and sit up to (8) hours.

Jobs You May Like

Astrid Juarez

From: EntertainmentCareers.Net Support <bouncesubmit-232798@entertainmentcareers.net>
Sent: Wednesday, May 10, 2017 10:59 AM
To: Astrid Juarez
Subject: Your Assistant Director of Technology job submission.

*****CONFIRMATION*****

Thank you for posting your jobs with EntertainmentCareers.net.

New Upgrade your posting to get better visibility:

- Keep your posting in the top of the search results.
- Have your posting or company featured on the front page of the site.
- Add your logo.
- Include a link to your website.

Click here upgrade, edit, or remove your posting <http://www.entertainmentcareers.net/d/A9CBF080D6253D17>

We respectfully ask you to do the following:

#1 When the position is filled, please remove it (instructions below) from the site ASAP.

#2 When you do hire someone as a result of posting on EntertainmentCareers.Net, please, please, please, let us know. This is the only way we measure our performance and it absolutely makes our day to hear the SUCCESS stories.

#3 Please provide us with any feedback that you may have, we always welcome suggestions for improving the site. If you would like to see a feature added to the site, let us know. We have, so far, never turned down a request to add a feature.

#4 We strive to get things right; Please let us know ASAP if there are any problems.

Please note that it will take 1 business day until you will be able to see the posting on the website. If you need a posting rushed, please let us know

****Your Listing****

Use this link to edit or delete your posting <http://www.entertainmentcareers.net/d/A9CBF080D6253D17>

Full or Part Time: Full Time

Job or Internship: Job

Company: Univision Television Group, Inc.

City: San Jose

State: CA

Country: US

Job Title: Assistant Director of Technology

Job Description: Job Summary:

Univision Local Media in the Bay Area is seeking a highly motivated, experienced, hands-on Assistant Director of Technology to assist, work for and with the Director of Technology (DOT). The position will support and address all technology equipment and Staff related issues for the market's TV/Radio installations. Tasks include the design, installation and maintenance (both hardware/software) of the station engineering infrastructure which supports all aspects of the studio, field operations, RF transmission based systems including air chain production, promotions, news, IT infrastructure, and facility mechanical and environmental support.

The Assistant DOT will oversee all local media engineering personnel and will be responsible for the technical operation/performance of the stations as well as establishing and maintaining technical quality standards. This role assures that Station and transmitter(s) operations meet Federal Communications Commission Rules and Regulations; including maintaining documentation related to the facility. This position maintains FCC licenses in good standing, including Broadcast, land mobile, terrestrial and satellite and airborne microwave systems. At the direction of the DOT, this position will; be responsible for planning, development and implementation to keep the Station at the state-of-the-art and abreast of technological advances. There will be fiscal responsibility for Operating and Capital budgeting. Position will also maintain monthly expenditures within budgetary guidelines and provide input for the preparation of forecasts. Design and modify existing facilities and/or new facilities to meet changing business conditions. An in depth familiarity with an all-digital high definition television studio facilities and experience with high power digital UHF transmitters and antenna systems are essential, as well as Radio studio and transmitter systems and operation. Candidate must possess strong knowledge of studio and electronic newsgathering operations. Administer and Interpret Collective Bargaining Agreements. Represent the Station's best interests in negotiations and grievance procedures. Represent Station on industry technical Committees and Associations. The Assistant DOT will supervise a team of engineers responsible for day-to-day operations. The position is based in San Jose, CA. with local Bay Area travel required.

Duties & Responsibilities: Manage the technical integrity of the stations through the development and execution of a preventative maintenance program and efficient response to daily defective systems reports.

1. Maintain positive and proactive communication on all technology related issues among all other departments in the station with a specific emphasis on Engineering, News, Sales, Production and Promotions for both Radio and TV.
2. Supports the requirements of intense daily News operations including Live Trucks, ENG sites, and Newsroom content and Editorial systems.
3. Leverage available technology to affect and improve operating efficiencies.
4. Assist in Design and Implementation of new facilities, equipment, and infrastructure installation as directed by station operational requirements, the DOT, and the Corporate Technology group.
5. Maintain compliance with FCC, OSHA and other local or state regulatory requirements.
6. Learn to establish a working relationship with cable and satellite providers to assure robust, reliable, high quality signal availability to their systems for redistribution.
7. Functions as backup contact for Security systems, IT/Network systems, and Telephone/Telecom Systems under the guidance of the DOT.
8. Provide backup for the DOT in the event of an absence, or, by assignment.
9. Perform day-to-day supervision of the Staff Broadcast Engineers for local media, which may include: Hiring and evaluations, collection and verification of timesheets, vacation requests and other administrative duties as needed.
10. Oversee the daily maintenance of all Studio and Broadcast transmission facilities. Provides daily technical and some IT support to other station departments.
11. Assist in creation and administration of Operating and Capital budgets.
12. Help determine project and task priorities in concert with the DOT.

13. Maintains and upkeep documentation for all systems.
14. Attends Station-sponsored and industry events as needed.
15. Performs other duties as assigned and/or required as directed by the DOT.

Planning/Growth & Administrative Duties

1. Help Develop short and long-term plans to support the growth of the station's capabilities in accordance with business needs, corporate plans, and changing market requirements.
2. Help Develop strategies and scenarios for the digital broadcasting evolution within our facilities.
3. In concert with the DOT, researches emerging technologies and develops plans articulating new service opportunities for the stations.
4. Provides input to the DOT working as a team regarding needs of the Engineering department, maintenance priorities, project planning, and the overall station capital and operating expenditure requirements of the Radio and TV Stations

Minimum Requirements: Education: Requires a BSEE, BS-Information Technology/Computer Science or ASEE or relevant technical training or experience with a substantial record of successful work in Broadcast or directly related allied industries. FCC General Class License and SBE Certifications is desired.

Work Experience: Seven (7) years Television and/or Radio Broadcast Engineering, hands-on experience including supervisory roles in a unionized environment. Successful candidate must have excellent communication skills and excellent team leadership skills. Extensive knowledge of studio, computers, production systems, and all standard accepted engineering principles and practices are required. Experience maintaining TV and/or Radio transmission facilities desired.

Other Required Skills: Must have the ability to work nights, weekends and holidays and on short notice if needed. Must have a valid California state driver's license with a good driving record.

Physical Requirements: Ability to lift up to (50) lbs. Ability to stand, walk, climb, bend, reach, and sit up to (8) hours.

EOE

Salary: DOE

Contact us: <https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1533>

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Thank you,

Brad Hall
Founder/CEO
EntertainmentCareers.Net
310-442-0200 Phone
310-442-0204 Fax

Astrid Juarez

From: support@entertainmentcareers.net
Sent: Friday, May 26, 2017 1:29 PM
To: Astrid Juarez
Subject: [354-20BB4BFB-0213] Report A Page Error: Astrid Juarez (asjuarez@univision.net)

Thanks Astrid -

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Subject: EntertainmentCareers.Net Order Receipt

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Bill To:
Astrid Juarez
Company: Univision Television Group Inc
Email: asjuarez@univision.net
Card: XXXX-XXXX-XXXX-1009

Posting: Univision Television Group Inc - Assistant Director of Technology (232798)

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Thank you,

Brad Hall
Founder/President
EntertainmentCareers.Net

Sincerely,
Andrew

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Assistant Director of Technology

Univision Television Group, Inc.

San Jose, CA

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Full Time Job

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EOE

Salary

DOE

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5/26/2017

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Assistant Director of Technology	
Categories: Television	Date 05/10/2017
Contact: Human Resources 1940 Zanker Road San Jose, CA 95112	Posted: Telephone: E-Mail: asjuarez@univision.net
Web Site: http://corporate.univision.com/careers/	
Description Univision Local Media in the Bay Area is seeking a highly motivated, experienced, hands-on Assistant Director of Technology to assist the Director of Technology (DOT). Position will support, address all technology equipment and Staff related issues for the market's TV/Radio installations. Tasks include the design, installation and maintenance (both hardware/software) of the station engineering infrastructure which supports all aspects of the studio, field operations, RF transmission based systems including air chain production, promotions, news, IT infrastructure, and facility mechanical and environmental support. For more info visit Univision career site: https://univision.csod.com/ats/careersite/JobDetails.aspx?id=1533 . EEO	

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Astrid Juarez

From: Belkis Tejada
Sent: Wednesday, March 15, 2017 11:20 AM
To: Astrid Juarez
Subject: RE: Asst DOT

Hi Astrid,
I was able to "wrap" this job on LinkedIn.
Please see below the link:

<https://www.linkedin.com/jobs/view/268859261/>

Thanks,
B

Belkis Tejada | Senior Talent Acquisition Recruiter | Univision Communications Inc. | 605 Third Avenue, 12th Floor, New York, NY 10158
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From: Astrid Juarez
Sent: Wednesday, March 15, 2017 2:18 PM
To: Belkis Tejada <btejeda@UNIVISION.NET>
Subject: Asst DOT

Hola Belkis,

Do you know if there are any spaces left on LinkedIn to post Assistant Director of Technology for San Jose? Let me know.
Thanks.

Astrid Juarez | Regional HR Director | Univision Communications Inc. | 900 Front St., Suite 100, San Francisco, CA 94111
Direct: (415) 343-2511 | Fax: (415) 373-4140 | asjuarez@univision.net | <http://www.univision.net>



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