

KLZ Radio, Inc. Annual EEO Report

December 1, 2022 – November 30, 2023

The purpose of this EEO Public File Report (Annual EEO report) is to comply with Section 73.2080(c)(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s):

Station	City of License
KLZ AM	Denver, CO
KLTT AM	Commerce City, CO
KLDC AM	Denver, CO
KLVZ AM	Brighton, CO

Section I. List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

Full-time Positions Filled by Job Title	Date Position Hired	Total # Interviewed	Recruitment Sources Utilized	Recruitment Source of Hire
Social Media and Marketing Coordinator	1/13/2023	7	1,12,16	1
Writer/Producer	2/13/2023	7	1,2,14,18	14
Writer/Producer*	3/27/2023	7	1,3,18	18
Executive Assistant	7/31/2023	8	1,3,4,5,6,12,14,19	3
Operations Mgr.	8/14/2023	7	1,3,5,7,12,13,14	7

Total of Interviewees:36 Vacancies:5

*Writer/Producer is a current employee who went from part-time to full-time. Recruitment was done at the time of the writer/producer's employment in 2022, as well as for the recruitment done for the employee who was hired 2/13/2023.

Section II. All Full-time openings listed in Section I were filled from notifications sent to the following sources:

	COMPANIES	Address	State	Name of Contact	Phone Number	Website	#
1	Indeed.com						5
2	Red Balloon					https://www.redballoon.work/	1
3	https://www.klradio.com						3
4	www.810kldc.com						1
5	www.670kltt.com						2
6	www.1220klvz.com						1
7	KLT On-Air Promo						1
8	KLD On-Air Promo						
9	KLZ On-Air Promo						
10	KLVZ On-Air Promo						
COLLEGES							
11	Metro State College	1734 Wazee Denver	CO 80211	Bridget Coble	303-556-5740	www.msudenver.edu bcoble@msudenver.edu	
12	Colorado Christian University	8787 W. Alameda Ave. Lakewood	CO 80226	Sharon Kitzmilller	303-963-3325 303-963-3301 fax	skitzmiller@ccu.edu	3
13	Colorado Media School	4380 S Syracuse St. Suite 400 Denver	CO 80237	Sharon Katzmeyer	303-937-7070	https://beonair.com/locations/colorado	1
14	Denver Seminary					https://denverseminary.edu/resources/jobs/submit-a-job/	3
ADS & OTHER							

15	Posted Notifications on all CBC Bulletin Boards						
16	Employee Referral						1
17	Client Referral						
18	Previous or Existing Employee/Client	CBC Aurora	CO 80014		303-433-5500		2
CAREER AND JOB FAIRS							
19	Job News Job Fair			Donna Davenport		ddavenport@jobnewsusa.com	1
20	Colorado Christian University	8787 W. Alameda Lakewood	CO 80226		303-963-3366	Ccu.edu	

Section III. Supplemental Non-vacancy Specific Recruitment Initiatives

Sales Training on The Tailored Plan

The Tailored Plan is a comprehensive ongoing program designed to train each account executive on the company advertising philosophy and on essential advertising fundamentals. The course was developed by our founder and refined extensively over the years to deliver strategic value that enhance profits and brand recognition for our advertising clients.

Anti-discrimination/Harassment Review

These important reviews are conducted for all full-time and part-time employees. The Office Manager distributed the employee handbook policy to all employees in which it is reviewed and signed. The policy covers EEOC long-standing anti-harassment policies and procedures to maintain a workplace free from unlawful discrimination and harassment and promote a work environment that ensures equal opportunity.

EEO Frequently Asked Questions Review

The Management Team at KLZ Radio Inc. reads and reviews a 38-question manuscript on EEO enforcement rules and policies. These meetings were conducted on 10/6/2023.

The EU Cross Training Program

The EU Cross Training Program provides station personnel with a path for career advancement by developing new skills that qualify them for higher level positions. Cross Training is part of an ongoing curriculum at Crawford Broadcasting, for example, this year the Corporate Executive Assistant and Office Manager trained the Executive Assistant on EEO practices. Executive Assistant cross trained in the Administrative Assistant's position regarding phones, mail, book giveaways. The Regional Manager trained the Executive Assistant to conduct interviews for on-air programs. The Traffic Manager trained the Executive Assistant to acquire skills for preparing contracts and various reports. The Operations Manager trained with the Operations Manager of our other station on production practices. Operations Manager

training with Producer on running the board during a live show, after show rundown, and assisting show guests and taking live calls.

Colorado Media School

As part of the CMS training, the KLDC Producer and CMS students had an open forum discussion regarding internships, career opportunities and qualification requirements in the Denver market. They discussed the new school and students, as well as what we would need from interns for our industry, which varies depending on which position is being pursued at the station. Maintaining a good relationship with the media school allows us to keep an eye out for potential talent. KLDC Producer spoke to a couple of the classes at Colorado Media School about Crawford Media Group and potential internship, and different projects they can be working on to increase their skills. The morning class had a couple of good prospects. The afternoon class had a lot more candidates that could have potential. She will be following up with them and staying in touch with them.

Job Fair schedule: March 22, 2023, July 19, 2023, October 5, 2023

Job News Denver USA Job Fair 3/22/23

Our DSM and Executive Assistant attended the job fair on behalf of Crawford Media Group. There were not any available positions to offer to potential candidates, but resumes were collected, and the station was advertised to job seekers.

Job News Denver USA Job Fair 7/19/23

Our DSM attended the job fair on behalf of Crawford Media Group. The positions offered to potential candidates were the Executive Assistant and Producer/Writer, the station was advertised to job seekers, resumes were collected.

Job News Denver USA Job Fair 10/5/23

Our DSM and the Executive Assistant were scheduled to attend this job fair but was cancelled because the person who organized them is no longer with Job News USA and there was no one to hold the event.

Job News USA PSA's: On-Air announcements played 3/8/22-3/22/23, 7/10/23-7/19/23, 9/26/23-10/5/23.

Stations KLZ/KLTT/KLDC/KLVZ are Equal Opportunity Employers