

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period August 1, 2015 to July 31, 2016.

1) Employment Unit: Sacramento Television Stations Inc.

2) Unit Members (Stations and Communities of License): KOVR/ KMAX, Sacramento, California

3) EEO Contact Information for Unit Member:

Mailing Address: 2713 KOVR Dr. West Sacramento, CA 95605	Telephone Number: 916-374-1453
	Contact Person: Ken Calderhead
	E-mail Address: kcalderhead@kmaxtv.com

I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled (See Master Recruitment Source List for recruitment source data)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hire
Administrative Assistant	1 – 24 Rebecca Gott	19
Weekend Anchor	1-24, 27 Shirin Rajae	27
Writer/ Producer	1-24 Allison Swick	23
Assignment Editor	1-24 Christian Tapia	19
Assignment Editor	1-24 Mike Rogers	19
Producer	1-24 Paul Matta	19
Maintenance Engineer	1-24 Bob Amoroso	19
Reporter	1-24 Macy Jenkins	CBS outreach/ NABJ
Reporter	1-24 Angela Musallam	19
Reporter	1-24, 27 Jennifer McGraw (Ell)	27
Asst. Sales Marketing Coordinator	1-24 Kevin Long	19
Director of Sales	1-25 Kristin Wong	24
Maintenance Engineer	1-24 Kalo Alexandra	19
Assignment Editor	1-24 Jordan Hales	??
Reporter	1-24, 27 Drew Bollea	27
Reporter	1-24 Lisa Meadows	24
Shooter/ Editor	1-24 Emoncee Larussa	19
Marketing Coordinator	1-24, 29 Lizann Hunt	29

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Chinese Community Services Center	Franklin Career Center 7000 Franklin Blvd., Ste. 540 Sacramento, CA 95823	Nai Sacteam Universal Youth Specialist	916-563- 5176	Y	
2	Asian Resources	5709 Stockton Blvd., Sacramento, CA 95824	Asian Resources	916-454- 1892	Y	
3	Hispanic Americans for Fairness in Media	5400 E. Olympic Blvd. #250 Los Angeles, CA 90022	FRONT DESK	323-726- 1558	N	
4	Sacramento Society for the Blind – dist. To list #1 attached	2750 24th Street Sacramento, CA 95818	FRONT DESK	916-452- 8271	Y	
5	California Broadcasters Association Job Bank	915 L. Street, Suite 1150 Sacramento, Ca 95814	Joe Berry VP Director of Special Projects	916-444- 2237	Y	
6	Sacramento Job Corp Center	3100 Meadowview Rd. Sacramento, CA 95832	Joe Pearson Career Transition Services	916-394- 0770	N	
7	Heald College	2910 Prospect Park Dr., Rancho Cordova, CA	Elizabeth Smith	888-394- 8846	N	
8	Sacramento Works Career Center	925 Del Paso Blvd., Suite 100 Sacramento, CA 95815	Marketing Specialist	916-263- 3800	N	
9	SETA Hillsdale Career Center	5655 Hillsdale Blvd., Ste. 16 Sacramento, CA 95842	Betty Conley	916-263- 4100	Y	
10	SETA – dist. through Workforce Referral Partners – over 500 addresses of community based org., universities, training providers in a 4 county-wide area	5655 Hillsdale Blvd., Ste. 16 Sacramento, CA 95842	J. Woodson Lin Morgan	916-263- 4100	Y	
11	Sacramento County Affirmative Action Coord.	609 9th Street Sacramento, CA 95814	Department of Personal Management	916-874- 7148	Y	
12	Cal State University, Sacramento	6000 J Street Sacramento, CA 95819	Candace McGee Career Center	916-278- 7207	Y	
13	California State University, Chico	400 West First Street Chico, CA 95929	Placement Office Kate Buckley	530-898- 5253	N	
14	MTI Business Schools	5221 Madison Ave. Sacramento, CA 95841	Job Announcements	916-339- 1500	Y	
15	Workforce Investment Board Dist. To list #2 attached	320 Campus Lane Fairfield, CA 94534	Edwil Antolin Bus. Services Rep.	707-863- 3543	Y	
16	Sacramento Black Chamber of Commerce	2655 Del Monte Street W. Sacramento, CA	Tish Buchanan Executive Director	916-374- 9355	Y	

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17	KMAX-TV CW31 Sacramento website posting	Job Bank	Online website posting		N/A	
18	KOVR CBS 13 Sacramento	Job Bank	Online website posting		N/A	
19	CBS Applicant Tracking System	Brassring/Kenexa	Kenexa posting		N/A	34
20	MediaLine.com	Job Bank	Online website posting		N/A	
21	Indeed.com	Online Job Bank	Website posting via CBS Applicant Tracking System (AJE)		N/A	6
22	America's Job Exchange		Website posting via CBS Applicant Tracking System		N/A	
23	Employee Referral	CBS Television Stations			N/A	14
24	Industry				N/A	6
25	TV Jobs.com	Online Job Bank	Website posting		N/A	1
26	Spots-n-Dots	Job Bank	Online website posting		N/A	
27	Outside Talent Agency	Outreach			N/A	6
28	Simplyhired.com	Job Bank	Website posting		N/A	
29	Linked In	Online posting	Website posting		N/A	4
30	ARC Placer	522 Vernon Street, Roseville, CA		916-781-3016	No	
31	El Concilio-Council for the Spanish Speaking	224 S. Sutter Street Stockton, CA 95203		209-644-2600	No	
32	Trades Women, Inc.	1433 Webster St., Oakland, CA 94612		510-891-8773 x315	No	
33	United Native Americans	2434 Faria Ave., Pinole CA 94564		510-758-8160		
34	Women at Work	3871 E. Colorado Blvd. Pasadena 91107		676-796-6870	No	
35	Women in Non-Traditional Employment Roles	3655 South Grand Ave., LA, CA 90007		213-749-3970 x1005	No	
36	Veteran's Employment and Training Service	90 7 th Street, Suite 2-600, S.F., CA 94103		415-625-7673	No	

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD

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III. Supplemental Recruitment Measures.

(a) Job Fairs

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Participated in the Modesto HIREvent. Jobseekers surrounded themselves with outstanding opportunities and eager employers at the Modesto HIREvent on Tuesday, November 17th, from noon to 4pm at the Clarion Hotel Conference Center, 1612 Sisk Road. Attendees introduced themselves to representatives from a number of private and public-sector organizations seeking to fill immediate openings in a variety of fields.	11/18/15	Don Smith- Director of Creative Services
2. Participated in the Sacramento HIREvent Employers from both the public and private sectors recruited for immediate openings in a wide variety of fields. Experts will provide free consultations to those who want to spruce up their resume.	12/8/15	Don Smith- Director of Creative Services

Internship

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Station Internship Program KMAX-31 and KOVR 13 continue to partner with various colleges, universities and technical schools to offer a widespread internship program that allows students to gain first-hand experience in the broadcasting field-includes news, graphic arts, production and promotions	Year round	John Armand, Assistant New Director Tom Bell, News Director Cameron Glenn, Web Master Ken Calderhead, Business Manager

(c) Participation in Events.

1. 6th Annual Exception Women of Color Networking Brunch Ken Rudolph moderated this event on Saturday, September 13 th from 8AM to 2PM and the Doubletree Hotel in Sacramento. Activities included workshop sessions, women-to watch panel and an exceptional women of excellence awards presentation	9/13/15	Ken Rudolph- Anchor/ Reporter
2. Women of Excellence Lifetime Achievement Awards, National Coalition of 100 Black Women Courtney Dempsey spoke at this event. The Coalition is a national organization with more than 63 chapters nationwide. Its membership includes women, who are physicians, attorneys, educators, journalists, accountants, municipal court judges and vice presidents.	11/22/15	Courtney Dempsey – Anchor/ Reporter
3. Station Tours Station tours are given to various organizations and area school students for the primary purpose of providing an educational experience to the viewing public as to the inner workings of the stations.	Year round	Don Smith- Creative Services Director

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
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1. Training manual concerning Sexual Harassment and EEO	All staff (at hire)	Training manual, including signed certification that all materials were read and understood
2. Business Conduct Certification	All employees including Managers and Human Resources Employees.	An on-line training program reviewing Company policies, the law and what the Company expects of employees.
3. Cover EEO diversification each quarter-present our EEO figures for the past quarters and discuss ways to improve our diversification	All managers	Meeting presentation once each quarter