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EEO Staff
Investigations and Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, D.C. 20554

Attn: Ms. Elizabeth E. Goldin

**RE: NBC Telemundo License LLC
KXTX-TV, Dallas, TX (Facility ID No. 35994)
Station Venture Operations, LP
KXAS-TV, Fort Worth, TX (Facility ID No. 49330)
Response to FCC EEO Random Audit Letter**

Dear Ms. Goldin:

Station Venture Operations, LP, licensee of Station KXAS-TV, Fort Worth, Texas, and NBC Telemundo License LLC, licensee of Station KXTX-TV, Dallas, Texas (the "Stations"), hereby respond to the above-referenced EEO audit letter (the "Audit Request"), which was issued to the Stations on March 21, 2022. The Stations, which are owned and operated affiliates of the NBC and Telemundo television networks, are the only stations comprising the employment unit (the "Unit"). The Audit Request directs the licensees to provide information pertaining to the Unit's compliance with the Commission's EEO rules during the time period covered by the Unit's two most recent EEO annual public file reports. The Unit's responses to the specific directives in the Audit Request are set forth below.¹

a) Copies of the Unit's two most recent EEO Public File Reports, described in section 73.2080(c)(6). For each station in the Unit that maintains a website, provide the

¹ This response is timely submitted pursuant to an extension of time to and including June 6, 2022, granted by the Enforcement Bureau.

website address. If the Unit's most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit's most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).

The Unit is required to file its EEO public file report annually on April 1. Enclosed are copies of the reports for 2021 and 2022. Collectively, these reports address employment activities of the Unit between April 1, 2020, and March 31, 2022 (the "Reporting Period"). See Exhibit 1 (April 1, 2020 – March 31, 2021); Exhibit 2 (April 1, 2021 – March 31, 2022).

NBCUniversal policy requires its owned and operated stations to comply with all Commission requirements, including the posting of required material on station websites and in online public inspection files. The Unit's EEO public file reports are available in both stations' online public inspection files maintained on the Commission's website. See <https://publicfiles.fcc.gov/tv-profile/kctx-tv/equal-employment-opportunity-records/additional-documents/eoo-public-file-reports/5a21159f-a71b-a040-574a-fb070e6912a3/> and <https://publicfiles.fcc.gov/tv-profile/kxas-tv/equal-employment-opportunity-records/additional-documents/eoo-public-file-reports/411931fb-363a-044b-74d5-9da6b096ccc7/>. In lieu of posting EEO public file reports on station websites, both websites include a hyperlink that takes visitors directly to the EEO public file reports uploaded to both stations' online public inspection files. See <https://www.telemundodallas.com/kctx-informacion-de-empleos/> and <https://www.nbcdfw.com/kxas-employment-information/>.

- b) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Station (if during that period), provide the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if you have sent a job notice to multiple sources, you may include in your response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii). Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).**

The Unit, which is part of the NBCUniversal Local ("NBCU Local") division of NBCUniversal, is committed to equal opportunity in employment, including broad outreach when full-time job vacancies occur. Pursuant to internal corporate policies, as informed by the

Commission's rules, all NBCU Local employment units are required to list vacancies subject to the rules on the NBC-specific employment website <http://www.nbcunicareers.com> (the "Job Site"). The Job Site, which is available to any interested party without a password and which offers a convenient search feature, identifies full-time opportunities at NBCU Local and other NBCUniversal divisions. All NBC-owned station websites include a hyperlink to the Job Site.

The Unit had 37 vacancies for full-time positions during the Reporting Period. The dates of hire for each vacancy are documented in the enclosed copies of the EEO public file reports. See Exhibits 1 and 2. Notices for each vacancy were posted on the Job Site and sent by mail to various recruiting organizations. Two community organizations in particular, University of Texas and Work Ready, Texas, have requested to receive notices of all full-time job vacancies. The Unit mails notices to these organizations as well as other recruiting organizations to reach a broader, more diverse pool of applicants. Community Notice Request forms that were sent to the Unit are attached as Exhibit 3. Copies of notices the Unit mails to its list of community organizations, including those that have requested to receive notices, are attached hereto as Exhibit 4. A list of additional recruitment organizations developed by the Unit and to which the Unit mails notices of job vacancies is attached as Exhibit 5.

In addition to posting vacancies on the Job Site and sending notices to recruiting organizations, the Unit also circulates employment opportunities to a number of career-based websites. Organizations such as Spots N Dots, TV NewsCheck, LinkedIn.com, and MediaBistro.com all regularly receive notices for job openings within the Unit. Each online posting directs interested applicants to apply for the opening on the Job Site. Documentation concerning some of these postings is attached as Exhibit 6.

- c) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all of the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.**

See Exhibits 1 and 2, which documents the total number of interviewees and the referral source for each interviewee for all full-time vacancies filled during the Reporting Period.

- d) Dated documentation of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market in which any of the Unit's stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications**

and the second, fourth and sixth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation that you provide appears inadequate, e.g., it is not dated or does not clearly prove the Unit's participation, the Commission may ask you for additional verification.

The Unit is committed to diversity and equal employment opportunity and recognizes that employing people with broad experiences enriches our organization and brings significant value to the workplace. To reach these goals, the Unit conducts broad and extensive recruitment outreach and works to attract qualified candidates from diverse backgrounds. During the Reporting Period the Unit, in a market with a population greater than 250,000, employed between 238 – 257 full-time employees. Accordingly, the Unit has undertaken at least four recruitment initiatives during the Reporting Period, as detailed below:

Community Events: Pursuant to Section 73.2080(c)(2)(iv), the Unit participated in conferences sponsored by organizations representing groups present in the community. Some of these conferences also doubled as career fairs in which the Unit participated to tap into top talent and inform prospects of job opportunities within the Unit. Personnel representing the Unit attended at least four virtual conferences during the Reporting Period: the National Association of Hispanic Journalists Conference and Career Fair from July 14 – 16, 2021; the National Association of Black Journalists Convention and Career Fair from August 18 – 20, 2021; the Asian American Journalists Association National Convention from August 25 – 27, 2021; and the National Lesbian and Gay Journalists Association National Convention on September 10, 2021. Documentation concerning the Unit's participation in these events are attached as Exhibit 7.

EEO Training: Pursuant to Section 73.2080(c)(2)(xiv), the Unit's parent company, NBCUniversal, provides its employees with trainings on methods to ensure equal employment opportunities and to prevent employee harassment and discrimination. *Respect in the Workplace* is a training course provided on an annual basis which outlines the company's policies regarding the prevention of harassment and discrimination in the workplace. All station employees, including management, are required to complete this course. In 2021, NBCUniversal added an additional mandatory training, *Diversity, Equity & Inclusion*, which focuses on NBCUniversal's commitment to diversity and inclusion and its expectations of all employees. Documentation concerning offerings of these trainings is attached hereto as Exhibit 8.

Internship Program: Pursuant to Section 73.2080(c)(2)(v), the Unit hosts a paid internship program designed to assist members of the community to acquire skills needed for employment in the broadcast industry. The goal of the Unit's internship program is to connect with college students across the country and recruit talented and diverse candidates. The program provides opportunities for a positive learning experience where students can bridge the gap between classroom learning and the real world of the broadcast industry. The Unit's

internship program is offered each year and hosts between two to six interns per semester. Documentation concerning the internship program is attached as Exhibit 9.

Scholarship Program: Pursuant to Section 73.2080(c)(2)(vii), the Unit participates in the Emma Bowen Foundation for Minority Interests in Media scholarship program. Founded in 1989, the program aims to diversify the media industry by providing hands-on employment experiences for minority youth who are interested in the broadcast industry. During the program, students are selected on a rolling basis and commit to participating either in their last two years or for a full four years of college. The students are also paid for their work. In addition, every year the Unit also donates \$3,500 per student (typically totaling \$7,000) in scholarship funds to the foundation which goes to supporting other Emma Bowen participants. During the Reporting Period, the Unit sponsored three Emma Bowen students. Nathan Han was a participant from 2019 – 2021, Avery Dalal participated between 2019 – 2020, and Wendell Shepherd is currently participating and began in 2021.

In addition to the Emma Bowen program, the Unit also hosts the Hispanic Business Salute – a signature annual event for Telemundo stations that pays tribute to local Hispanic Business leaders and encourages future leaders by providing scholarships to students. During the Reporting Period, the Unit awarded \$35,000 in scholarships to college students interested in the media and journalism industry. Documentation concerning both programs is attached as Exhibit 10.

- e) Disclose any pending or resolved complaints involving the Station filed during the Station’s current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that you must report all complaints, regardless of their status or disposition.**

During the preceding license term², the Unit was not the subject of any pending or resolved discrimination complaints.

- f) In accordance with section 73.2080(b), from the first day of the Station’s current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management**

² The preceding license term covers the period since the grant of the last renewal application on December 31, 2018. See BRC DT-20140401AHS.

responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

The Unit's Manager of Human Resources is responsible for ensuring proper communication and analysis of the Unit's EEO efforts. The Human Resources Manager communicates the program and reviews progress with the department heads and general managers for the Unit. All job postings contain the Equal Opportunity Employer statement. All employees are required to take harassment and discrimination prevention training upon employment.

The Human Resources Manager also oversees equal opportunity and Diversity and Inclusion initiatives for employees. To ensure effective implementation of Diversity and Inclusion initiatives, the Manager has the authority, resources, and support of and access to the Unit's senior operational executives.

The responsibility to assure that other managers are aware of all aspects of the implementation of Diversity and Inclusion initiatives is assigned to the Manager of Human Resources. Managers recognize their responsibility and accountability for EEO performance results, compliance with the company's Fair Employment Practices Policy and the requirements of Diversity and Inclusion initiatives. Responsibility for the implementation of the policies and practices relating to the compensation, recruitment, screening, upgrading, layoff and rehiring of employees is assigned to the Human Resources Manager in coordination with the legal department.

The Human Resources Manager is responsible for integrating the efforts of officers, other managers, and staff to achieve the following activities and processes:

1. Conduct or participate in in-depth analyses of the total employment process to determine whether and where impediments to equal employment opportunity exist.
2. Implement and audit a quarterly reporting system, including the annual internal review process, to evaluate the ongoing effectiveness of Diversity and Inclusion initiatives:
 - a. Monitor records of applicants, placements, transfers, promotions, and separations at all levels to ensure conformance with non-discrimination policy.
 - b. Facilitate a review of results by management.
 - c. Advise management of program effectiveness and submit recommendations for improvement, when warranted.
3. Ensure that operating units make every good faith effort to understand and to achieve Diversity and Inclusion goals and objectives.
4. Advise and encourage employees to participate in company-sponsored educational, training, recreational and social activities, or related programs.

5. Assure that counseling is made available to all employees. As appropriate, encourage employees to take part in company training activities and external educational programs. Encourage the use of the company's Tuition Reimbursement Program.
6. Work with the Human Resource representatives and hiring managers to assure that minorities and women are given equal opportunities for promotional consideration and career advancement.

The Human Resources Manager also has the following specific responsibilities:

1. Help management solve EEO problems as they may occur.
2. Serve as liaison between the business unit and enforcement agencies.
3. Keep management continuously informed of latest developments in the equal employment area.
4. Ensure by means of continuing efforts that:
 - a. Satisfactory progress is being made toward Diversity, Equity and Inclusion goals and objectives.
 - b. The technical requirements of federal EEO notices are complied with through the proper display of federal posters.
 - c. All other technical phases of compliance are adhered to.
5. Ensure management involvement with local minority organizations and community action groups as appropriate.

In addition, the Human Resources Manager meets formally with Unit management to review human resource matters. These matters include problem areas like compensation, and hiring, promotion and separation practices.

- g) In accordance with section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.**

As noted above, the Unit reviews its EEO practices quarterly. The Unit reviews the source data to ensure utilization of a variety of mechanisms to reach a significant number of diverse potential candidates. All candidates are given consideration regardless of the source. In addition, the Unit includes notifications of vacancies to community organizations, including, but not limited to, those who submit completed Community Organization Request Forms. See Exhibit 3.

- h) As required by section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.**

In-depth analyses of the total employment process are performed periodically to determine whether and where impediments to equal employment opportunity exist. These analyses include an evaluation of the following:

- a) The work force by organizational unit and job group is analyzed to determine whether there are any problems of minority or female utilization or of minority or female distribution. Organizational units where minorities and/or females are underrepresented or concentrated, if any, are reported, and goals are established for each job group in which the rates of minority and/or female employment are less than would reasonably be expected. Appropriate action-oriented programs are identified and established to work toward goal attainment.
- b) Personnel activity, including applicant flow, hires, terminations, and promotions, is analyzed to determine whether there are gender, race, or ethnicity-based disparities and whether selection practices for hiring, promotions and terminations had a disparate impact on women or minorities.
- c) Selection, recruitment, referral, and other personnel procedures are reviewed to determine whether they result in disparities in the employment or advancement of minorities or women. The selection process is analyzed to ensure that there are no barriers to equal employment. The Human Resources staff is constantly on watch for possible non-supportive attitudes on the part of hiring managers. Examination of applicant flow data is conducted for each open position. Human Resources representatives monitor hiring, promotion, and other placement decisions to assure that the selections have been based on job-related criteria and also that no barriers to placement of minorities and females exist. Transfer and promotion practices are continuously monitored to identify any barriers to movement for minority and female employees.

i) Religious Broadcasting

These questions are not applicable to the Unit.

j) Items Not Requested

This question is not applicable.

k) Time Brokerage

These questions are not applicable to the Unit.

Please contact the undersigned if you have any questions regarding the foregoing or need additional information.

Respectfully submitted,

NBC Telemundo License LLC
Station Venture Operations, LP

By: /s/

Margaret L. Tobey
Assistant Secretary

DECLARATION OF MARGARET L. TOBEY

I hereby declare, under penalty of perjury, that, to the best of my knowledge, information and belief, the foregoing is accurate and complete. Executed June 2, 2022.

/s/

Margaret L. Tobey
Assistant Secretary
NBC Telemundo License LLC
Station Venture Operations, LP