

KMEX-DT, KFTR-DT, KLVE(FM), KSCA(FM), KRCD(FM), KRCV(FM),  
KTNQ(AM)

## Employment Unit

2021 FCC Audit Response

### **EXHIBIT B**

#### 2019-2020 Period

- B-1: Director of Technology
- B-2: Content Director
- B-3: Account Executive (2)
- B-4: Digital Content Producer
- B-5: Graphic Director
- B-6: Marketing Promotions Coordinator
- B-7: National Sales Manager

#### 2020-2021 Period

- B-8: Senior Producer
- B-9: Meteorologist
- B-10: Jr. Account Executive
- B-11: Jr. Account Executive
- B-12: Director of Business Development
- B-13: Producer

## DECLARATION OF MARISOL TORRES

1. My name is Marisol Torres. I am a Human Resources Manager for Univision Communications, Inc. (“Univision”) and have served in that role since May 2013. I also currently serve as the EEO Officer for KFTR-DT, Ontario, CA, KMEX-DT, Los Angeles, CA, KLVE(FM), Los Angeles, CA, KSCA(FM), Glendale, CA, KRCD(FM), Inglewood, CA, KRCV(FM), West Covina, CA, and KTNQ(AM), Los Angeles, CA (together, the “Stations” or the “Employment Unit”).

2. In my capacity as EEO Officer, my responsibilities include maintaining and periodically updating and revising a list of recruitment sources; publicizing job openings (upon approval of the job posting by the relevant corporate leadership team member); and maintaining records of information relating to the recruitment, interview, and hiring process. I am also responsible for reviewing the effectiveness of the Employment Unit’s EEO recruitment policies on an ongoing basis as well as annually.

3. During the August 1, 2019 - July 31, 2020 period I notified the recruitment sources listed in the Stations’ 2019 - 2020 EEO public file report of job listings for eight positions: Director of Technology, Content Director, Account Executive (two positions), Digital Content Producer, Graphic Designer, Marketing and Promotions Coordinator, and National Sales Manager. My process for doing so was as follows: I maintained a list of recruitment sources that I used to disseminate notice of job vacancies. That list included local colleges, job banks, and local and national professional associations. When I received notice that a new job vacancy had been approved, I notified the recruitment sources on my standard list. The Human Resources department ensured that the vacancy was posted on the Univision careers site. I then sent individual emails to the sources on my standard list, except for a small number

of sources that I notified by mail or by uploading the job notice to an online platform. I maintained a spreadsheet to track the sources I had reached out to for each position. I also retained emails in my inbox documenting relevant correspondence and confirmation emails from online platforms that a job notice had been successfully posted. At the end of the reporting period, I prepared the Stations' 2019 - 2020 EEO public file report based on the records that I kept.

4. In early September 2021, in preparation to respond to the Commission's EEO audit, I attempted to retrieve the emails serving as records of job postings reported in the 2019 - 2020 EEO public file report but realized that some of the emails were no longer accessible in my email account. Specifically, all email records of job postings for the positions of Graphic Designer and Director of Technology were accessible, however, email records of job postings for the positions of Content Director, Account Executive (2), Digital Content Producer, Marketing and Promotions Coordinator, and National Sales Manager were not.

5. Upon this realization, I contacted Univision's IT services provider, ETS, to inquire about how to access the email records in question. I was informed that emails retained in my inbox were automatically deleted after one year of receipt. I had not previously been aware of this fact, and had maintained records of all job postings in my email inbox but had failed to manually save each email in my files. ETS informed me that it is no longer technically possible to retrieve emails received prior to the last year.

6. Because the emails documenting outreach for the positions of Content Director, Account Executive (2), Digital Content Producer, Marketing and Promotions Coordinator, and National Sales Manager were sent and received more than one year ago, they are no longer accessible and cannot be supplied in connection with the Stations' response to the

Commission's EEO audit. However, the 2019 - 2020 EEO public file report accurately reflects the outreach I conducted.

7. Finally, while it is the Stations' practice to disseminate notice of job vacancies broadly to multiple sources, for two of the six positions filled during the August 1, 2020 - July 29, 2021 reporting period, the Stations relied primarily on publication through our external Univision careers site. The majority of our interviewees and hires hear about our job vacancies from the Univision careers site. It is well-known throughout our markets, easy to navigate, and the positions we post there are frequently scraped by other popular job search websites such as Indeed.com, Glassdoor, and LinkedIn. That said, our normal course practice is to recruit more broadly, and going forward the Stations will follow this practice.

*Marisol Torres*

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Marisol Torres

Date: 9/09/2021

B1: Director of Technology

Date of Hire: 3/9/2020

Referral Source of Hire: Univision Career Site

# of Interviewees for position and [8] Interviewees  
referral sources of interviewees

Indeed (1)

Internal Employee (2)

Employee Referral (1)

Univision Career WebSite (1)

LinkedIn (3)



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Job Title:	Director of Technology
Department:	Engineering
Reports to:	Senior Director of Technology
Location:	Los Angeles
FLSA:	Exempt
Job Number:	KMEX 19-24

## Director of Technology

### Job Summary

Univision is seeking a talented highly motivated, experienced, hands-on Director of Technology (DOT) to manage and support the market's TV and Radio studio and transmission installations. Exceptional team management, organizational and communication skills are required. Responsibilities include the design, installation and maintenance (both hardware/software) of the station's engineering infrastructure which supports all aspects of Studio News and Radio production, Remote Radio production/activations, News ENG, RF transmission systems, air-chain and Master Control, Broadcast IT infrastructure, and facility MEP/environmental support and management based in Los Angeles, CA.

The successful candidate will organize and schedule all local media engineering personnel activities (Radio & TV) to support the technical operation and performance of the stations as well as establish and maintain technical quality standards and best practices. The DOT will assure that Station and transmitter(s) operations meet Federal Communications Commission Rules and Regulations and maintain all pertinent and FCC required documentation related to the facility. This includes maintaining FCC licenses in good standing for Broadcast, land mobile, satellite and microwave systems. The candidate must demonstrate an in-depth knowledge and expertise of modern Radio and TV studio production workflows and technologies, ENG News gathering workflows and technologies, and possess experience with operating and maintaining high power digital UHF, FM, and AM transmitters and antenna systems and facilities. The candidate must also be capable of administering and interpreting Collective Bargaining Agreements, and when necessary represent the Station's best interests in negotiations and grievance procedures. This individual must be a strategic, self-starter, and a collaborator willing to learn and share ideas.

### Job Responsibilities

- Manage the technical integrity of the stations through the development and execution of a preventative maintenance program and timely, efficient response to daily defective systems reports and Production Departments requests.
- Maintain positive and proactive communication on all technology related issues and initiatives by providing routine updates to the local Department Leads and GM/President of the market.
- Oversee the daily maintenance of all Studio and Broadcast transmission facilities. Organize and establish Engineering Dept. schedules to provide daily Technical Broadcast and some IT support to other station departments.
- Perform day-to-day supervision of Staff and Per-Diem Broadcast Engineers for local media which will include: Hiring and evaluations, collection and verification of timesheets, vacation requests and other administrative duties as needed.
- Support the requirements of intense daily News operations including Live Trucks, ENG sites, and Newsroom content and Editorial systems.
- Help determine project and task priorities in concert with Operations Department Leads and local GM/President.
- Leverage available technology to affect and improve operating efficiencies.

- Design and Implement new facilities, equipment, workflows, and infrastructure to meet Station and Corporate technology goals.
- Maintain compliance with FCC, OSHA and other local or state regulatory requirements.
- Establish a working relationship with cable and satellite providers to assure robust, reliable, high quality signal availability to their systems for redistribution.
- Partner with market Finance Lead to create and manage Operating and Capital budgets.
- Maintain and update documentation for all systems.
- Attends Station-sponsored and industry events as needed.
- Performs other duties as assigned and/or required by Regional Director of Engineering and/or Corporate Technology Group.
- 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.

#### **Required Skills & Experience**

- BSEE, BS-Information Technology/Computer Science or ASEE or equivalent relevant Broadcast Industry experience.
- Technical training or experience with a substantial record of successful work in Broadcast or directly related allied industries.
- FCC General Class License, SBE Certifications, Computer Networking certifications (Comp TIA+ or CCNA), and VMWare certification desired.
- Seven (7) years Television and/or Radio Broadcast Engineering leadership role experience managing 24x7x365 Engineering Teams, including supervisory roles in a unionized environment with a proven record of success in broadcast facility management.
- 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.

#### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have the ability to work nights, weekends and holidays and on short notice as needed and as part of on-call broadcast-critical escalation.
- Must have a valid California state driver's license with a good driving record.
- Applicants must be currently authorized to work in the United States on a full-time basis

#### **Physical Requirements**

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

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Search Dennis Nieves



# R006171 Director of Technology (Filled)

Recruiting Start Date 12/27/2019 - 1 year ago

Target Hire Date 01/16/2020 - 1 year ago

Primary Location [Los Angeles - 5999 Center Drive](#)

[Bret Huggins \(100579\)](#)  
Hiring Manager

[Perla Guerrero \(302311\)](#)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R006171 Director of Technology (Filled)</a>
Supervisory Organization	<a href="#">West Coast (Bret Huggins (100579))</a>
Position	<a href="#">P6937 Director of Technology (Unfilled)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: Dennis Nieves (302682)</a>
Available For Hire	Yes
Hiring Freeze	No
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	<a href="#">Ronald Whitfield (Terminated) (203882)</a>
Recruiting Instruction	Tier 2
Job Posting Title	Director of Technology
Job Description Summary	(empty)
Justification	Replacement
Job Description	

## Hiring Requirer

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Location
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Informa

- Union Membership from Job Pr
- Allowed Unions from Job Profil

Position Summary

Univision is seeking a talented highly motivated, experienced, hands-on Director of Technology (DOT) to manage and support the market's TV and communication skills are required. Responsibilities include the design, installation and maintenance (both hardware/software) of studio production, Remote Radio production/activations, News ENG, RF transmission systems, air-chain and Master Control, Broadcast IT infrastructure in CA

The successful candidate will organize and schedule all local media engineering personnel activities (Radio & TV) to support the technical standards and best practices. The DOT will assure that Station and transmitter(s) operations meet Federal Communications Commission rules at the facility. This includes maintaining FCC licenses in good standing for Broadcast, land mobile, satellite and microwave systems. The candidate will manage radio production workflows and technologies, ENG News gathering workflows and technologies, and possess experience with operating and maintaining systems. The candidate must also be capable of administering and interpreting Collective Bargaining Agreements, and when necessary represent the company in a strategic, self-starter, and a collaborator willing to learn and share ideas.

#### Job Responsibilities

- Manage the technical integrity of the stations through the development and execution of a preventative maintenance program and timely maintenance requests.
- Maintain positive and proactive communication on all technology related issues and initiatives by providing routine updates to the local and national departments.
- Oversee the daily maintenance of all Studio and Broadcast transmission facilities. Organize and establish Engineering Dept. schedules and departments.
- Perform day-to-day supervision of Staff and Per-Diem Broadcast Engineers for local media which will include: Hiring and evaluations, duties as needed.
- Support the requirements of intense daily News operations including Live Trucks, ENG sites, and Newsroom content and Editorial systems.
- Help determine project and task priorities in concert with Operations Department Leads and local GM/President.
- Leverage available technology to affect and improve operating efficiencies.
- Design and Implement new facilities, equipment, workflows, and infrastructure to meet Station and Corporate technology goals.
- Maintain compliance with FCC, OSHA and other local or state regulatory requirements.
- Establish a working relationship with cable and satellite providers to assure robust, reliable, high quality signal availability to their systems.
- Partner with market Finance Lead to create and manage Operating and Capital budgets.
- Maintain and update documentation for all systems.
- Attends Station-sponsored and industry events as needed.
- Performs other duties as assigned and/or required by Regional Director of Engineering and/or Corporate Technology Group.
- Help Develop short and long-term plans to support the growth of the station's capabilities in accordance with business needs, corporate strategy, and regulatory requirements.

#### Required Skills & Experience

- BSEE, BS-Information Technology/Computer Science or ASEE or equivalent relevant Broadcast Industry experience.
- Technical training or experience with a substantial record of successful work in Broadcast or directly related allied industries.
- FCC General Class License, SBE Certifications, Computer Networking certifications (Comp TIA+ or CCNA), and VMware certification
- Seven (7) years Television and/or Radio Broadcast Engineering leadership role experience managing 24x7x365 Engineering Teams, in broadcast facility management.
- 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.

#### Eligibility Requirements

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have the ability to work nights, weekends and holidays and on short notice as needed and as part of on-call broadcast-critical essential functions
- Must have a valid California state driver's license with a good driving record.
- Applicants must be currently authorized to work in the United States on a full-time basis

#### Physical Requirements

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

Salary Proposal

> **Attachments**

> **Business Process History**



Microsoft Exchange Server;converted from html;

**From:** Marisol Torres <martorres@UNIVISION.NET> on behalf of Marisol Torres  
**Sent on:** Sunday, December 29, 2019 8:35:51 PM  
**To:** Action Jobs <warren@actionjobs.com>; Black Business Association-Earl Cooper <mail@bbala.org>; Broadcasting & Cable <katie.rosa@variety.com>; CA Chicano News Media Assoc. CCNMA <ccnmaininfo@ccnma.org>; Cal Works-Elizabeth Lopez <elizalopez70@yahoo.com>; California Chicano News Media <ccnmainfo@ccnma.org>; California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College <watanabedan-ideas@yahoo.com>; Chinatown Serv. Center-Wendy Wang <wwang@cscla.org>; Chinatown Service Center <rmei@cscla.org>; Connect LA-S.Johnson <sjohnson@cgs.org>; Downtown Worksource Center <michael.tompkins@lacsac.com>; East LA Skills Center-Patricia Jimenez <pxj4250@lausd.net>; El Centro Chicano at USC-Leticia Delgado <ladelgad@usc.edu>; Employment Dev Dept Pacoima-Betty Badro <bbadro@edd.ca.gov>; Employment Dev. Dept-Canoga Park-Sandra Magallanes <sandra.magallanes@edd.ca.gov>; Employment Dev. Dept-L.A.-Pamela Guterrez <pgutierr@edd.ca.gov>; GAIN Program LA-Feddie Zuniga <freddiezuniga@dpss.lacounty.gov>; Hispanic Americans for Fairness in Media-Martin Renterrria <trosec77@aol.com>; Imagen Foundation <info@imagen.org>; INROADS <hlafarga@inroads.org>; InRoads-R. Banks <rbanks@inroads.org>; Institute of Popular Education of Southern CA <yunuen@idepsca.org>; LADPSS <maritzaescobar@ladpss.org>; Latin Business Assoc at USC- <lbsa@usc.edu>; Latin Business Association <administration@lbausa.com>; Los Angeles Urban League <ahill@laul.org>; Los Angeles Urban League-Pomona-M.Forero <mforero@laul.org>; Loyola Marymount University <careers@lmu.edu>; Mar Vista Family Center-D. Aguilar <daguilar@hacla.org>; NAACP LA- <naacpla@sbcglobal.net>; National Association of Hispanic Journalist <kolivas@nahj.org>; National Hispanic Media Coalition <info@nhmc.org>; Pacific Asian Consortium-S.Chen <schen@westlake-worksource.org>; Partido Accion Nacional <pancalifornia2004@yahoo.com>; Pasadena City College <sxmankerian@pasadena.edu>; Radio 411 <classifieds@radio411.com>; Steven Kimball-Pinnacle College <steven.kimball@pinnaclecollege.edu>; Women at Work <jobs@womenatwork.org>; Women in Film <info@wif.org>  
**Subject:** Employment Opportunity  
**Attachments:** Job description template - DOT-Final.pdf (157.44 KB)

Hello,  
Please find attached a new employment opportunity.  
Thank you,

B-2:

Content Director

Date of Hire: 10/28/2019

Referral Source of Hire:

LinkedIn

# of Interviewees for position and  
referral sources of interviewees

[6] Interviewees

LinkedIn (1)

Univision Career Website (2)

Internal Employee (2)

Referral (1)



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Job Title: Content Director  
Department: Programming  
Reports to: Vice President, Content  
Location: Los Angeles  
FLSA: Exempt  
Job Number: RLA 19-19

## Content Director

Univision Communications Inc. is looking for an experienced Radio Content Director to manage Radio and Audio content strategy, primarily responsible ratings performance working in collaboration with other market content leadership to maximize station ratings by leveraging on-air, digital, and experiential/events assets while driving integration between all Univision Los Angeles content platforms. In collaboration with Content VPs this position is to develop and implement strategic direction to ensure maximum ratings and revenue.

### Job Responsibilities

- Work with VP of Content Brand Lead to develop a programming and event marketing strategy, to maximize ratings for the station and Los Angeles cluster.
- Lead in developing, sustaining and/or evolving stations' content offering on air - including talent line up, music programming, the image of each station - online and on social media.
- Lead coaching and development of local on-air talent and collaborate with leaders of multi-market shows to maximize ratings performance.
- Identify local market audience trends to create and maintain high ratings with a focus on revenue generation.
- Work closely with music research team to develop best-in-class and research driven programming strategy.
- Comply with corporate music strategy.
- Work with VP of Content, local promotions, and sales team to develop events/experiential revenue generating strategy, in-line with company's broader business development goals.
- Must be familiar with each station's format and keep up with music trends in the market.
- Assist in the areas of programming mechanics, music scheduling/rotation, talent development and training, and station imaging.
- Assist in designing the station's marketing concepts and plans.
- Collaborate with sales and promotions to develop and execute plans effectively.
- Oversee all copy issues, including writing script association with station programming promos.
- Oversee schedule promotional spots and liners to fulfill commitments to clients and for maximum reach and frequency impact.
- Manage all proper approvals talent/sponsorship fee forms to payroll department on established deadlines for timely pay.
- Constant search of any feature programming that is available for sponsorship, communicate to sales team.
- Responsible for station's on-air promotions by administering all details of station programming promos, legal contracts related to on-air promotions, signature events, public service events and/or corporate events.
- Maintain full compliance with all legal matters, including station's rules, regulations and contract agreements for contest and events.

- Responsible for managing station's staff, on-air schedules, as well as meeting regularly with on-air talent and staff, and individually to discuss programming concepts, promotions, and to review on-air performance.
- Weekly meetings with GM to determine the state of the stations' ratings, make recommendations and/or decisions regarding hiring, performance evaluations, and disciplinary action as it relates to programming staff.
- Attend weekly meetings with VP of Content to go over music changes and station promotions.
- Attend weekly department head meetings representing the local content team.
- Lead weekly meetings with activation managers, promotions coordinator, sales manager, and web/social media coordinator to share ideas and communicate as needed. Provide weekly and timely recaps of station comparative reports, and/or any other requested materials to VP of Content.
- Oversee the upkeep and station programming equipment with communication to the business manager and engineer, as needed.
- Strong management skills with the ability to make decision while meeting deadlines- strategic thinking- a must.
- Strong communication and presentation skills.
- Performs other duties as assigned and deemed necessary.

### **Required Skills & Experience**

- College degree preferred.
- Minimum three-year radio programming experience, five years' experience preferred.
- Must have On-Air experience, five years' experience preferred.
- Must have a valid driver's license and a good driving record.
- Knowledge of Spanish Pop culture and music formats.
- Knowledge of studio equipment and production facilities and capabilities.
- Proficiency in Microsoft Office and Outlook.
- Working knowledge in Music Master, Zetta software.

### **Desired Skills & Experience**

- Excellent ability to speak, read and write in English/Spanish.
- Extensive knowledge of Latin music genres, and trends.
- Must be a highly motivated team player capable of working in a fast-paced environment.
- Well-developed team leadership and management skills.
- Works well under pressure.
- Adapts to different situations and ability to multi-task.
- Persists and finishes projects on deadlines and within budget.
- Flexible work schedule including evenings and weekends and holidays.

### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

### **Physical Requirements (optional)**

- Ability to stand, walk, bend, type, and sit for up to (8) hours

Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers/>



Jose Marquez



# R004974 Content Director (Filled)

Recruiting Start Date 07/24/2019 - 2 years ago

Target Hire Date 08/01/2019 - 2 years ago

Primary Location Los Angeles - 5999 Center Drive

Oscar Rios (022792)  
Hiring Manager

Perla Guerrero (302311)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R004974 Content Director (Filled)
Supervisory Organization	Local Media Market Operations Dallas Programming/Content (Oscar Rios (022792))
Position	P822 Content Director Regional/Music Specialist - Jose Marquez (302144)
Referral Payment Plan	(empty)
Inbound Process	Hire: Jose Marquez (302144)
Available For Hire	No
Hiring Freeze	No
Requester	Haz Montana (Terminated) (100365)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	Isabel Gonzalez (Terminated) (102088)
Recruiting Instruction	Tier 1
Job Posting Title	Content Director
Job Description Summary	(empty)
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

## Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision Communications Inc. is looking for an experienced Radio Content Director to manage Radio and Audio content strategy, primarily r...  
 ership to maximize station ratings by leveraging on-air digital and experiential/events assets while driving integration between all Univision I...

Group to maximize station ratings by leveraging on-air, digital, and experiential/events assets while driving integration between all divisions. Develop and implement strategic direction to ensure maximum ratings and revenue.

#### Job Responsibilities

- Work with VP of Content Brand Lead to develop a programming and event marketing strategy, to maximize ratings for the station and
- Lead in developing, sustaining and/or evolving stations' content offering on air - including talent line up, music programming, the image
- Lead coaching and development of local on-air talent and collaborate with leaders of multi-market shows to maximize ratings performance
- Identify local market audience trends to create and maintain high ratings with a focus on revenue generation.
- Work closely with music research team to develop best-in-class and research driven programming strategy.
- Comply with corporate music strategy.
- Work with VP of Content, local promotions, and sales team to develop events/experiential revenue generating strategy, in-line with content
- Must be familiar with each station's format and keep up with music trends in the market.
- Assist in the areas of programming mechanics, music scheduling/rotation, talent development and training, and station imaging.
- Assist in designing the station's marketing concepts and plans.
- Collaborate with sales and promotions to develop and execute plans effectively.
- Oversee all copy issues, including writing script association with station programming promos.
- Oversee schedule promotional spots and liners to fulfill commitments to clients and for maximum reach and frequency impact.
- Manage all proper approvals talent/sponsorship fee forms to payroll department on established deadlines for timely pay.
- Constant search of any feature programming that is available for sponsorship, communicate to sales team.
- Responsible for station's on-air promotions by administering all details of station programming promos, legal contracts related to on-air
- Maintain full compliance with all legal matters, including station's rules, regulations and contract agreements for contest and events.
- Responsible for managing station's staff, on-air schedules, as well as meeting regularly with on-air talent and staff, and individually to
- Weekly meetings with GM to determine the state of the stations' ratings, make recommendations and/or decisions regarding hiring, performance
- Attend weekly meetings with VP of Content to go over music changes and station promotions.
- Attend weekly department head meetings representing the local content team.
- Lead weekly meetings with activation managers, promotions coordinator, sales manager, and web/social media coordinator to share information
- comparative reports, and/or any other requested materials to VP of Content.
- Oversee the upkeep and station programming equipment with communication to the business manager and engineer, as needed.
- Strong management skills with the ability to make decision while meeting deadlines- strategic thinking- a must.
- Strong communication and presentation skills.
- Performs other duties as assigned and deemed necessary.

#### Required Skills & Experience

- College degree preferred.
- Minimum three-year radio programming experience, five years' experience preferred.
- Must have On-Air experience, five years' experience preferred.
- Must have a valid driver's license and a good driving record.
- Knowledge of Spanish Pop culture and music formats.
- Knowledge of studio equipment and production facilities and capabilities.
- Proficiency in Microsoft Office and Outlook.
- Working knowledge in Music Master, Zetta software.

#### Desired Skills & Experience

- Excellent ability to speak, read and write in English/Spanish.
- Extensive knowledge of Latin music genres, and trends.
- Must be a highly motivated team player capable of working in a fast-paced environment.
- Well-developed team leadership and management skills.
- Works well under pressure.
- Adapts to different situations and ability to multi-task.
- Persists and finishes projects on deadlines and within budget.
- Flexible work schedule including evenings and weekends and holidays.

#### Eligibility Requirements

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

#### Physical Requirements (optional)

- Ability to stand, walk, bend, type, and sit for up to (8) hours

Salary Proposal PCR 3116

> **Attachments**

> **Business Process History**



B-3:

Account Executive (2)

Date of Hire: 11/11/2019

Referral Source of Hire:  
# of Interviewees for position  
and referral sources of  
interviewees

Employee Referral  
[15] Interviewees

Employee Referral (4)  
Univision Career Website (3)

Date of Hire: 12/09/2019

Employee Referral (4)  
UCI Talent Acquisition Team (4)



Job Title: Account Executive  
Department: Sales  
Reports to: Local Sales Manager  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: RLA 19-20

## Account Executive

Univision Radio LA, is looking for an experienced Account Executive, preferably with media sales experience. This position offers unlimited earning potential for the right self-motivated / highly driven individual. A successful Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and outstanding customer service skills are required; along with a proven record of success achieving / exceeding sales targets and goals. Must possess a valid driver's license, own automobile, and auto insurance. Bilingual in Spanish and English not required, but helpful.

### Job Responsibilities

- Emphasis on developing new business.
- Develop, sell, and maintain strong relationships with clients.
- Maintain service accounts and agencies.
- Monitor collections on accounts.
- Provide written proposals, presentations and sales packages to present to clients.
- Interact professionally with clients and staff.
- Meet established budgets.
- Develop strategies, tactics and action steps required to meet and exceed goals.
- Understand and communicate resources, products and capabilities of stations.
- The ideal candidate will have a successful track record of developing new business and a network of client contacts.

### Required Skills & Experience

- College degree or comparable work experience will be considered in lieu of degree
- Requires 2-3 years media sales experience. Radio sales a plus.
- Excellent written and verbal communications skills. Bilingual Spanish/English preferred.
- Must be energetic and self-starter.
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently.

### Physical Requirements

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

## Eligibility Requirements

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified  
Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



many poveda



# R005343 Account Executive (Filled)

Recruiting Start Date 09/16/2019 - 1 year ago

Target Hire Date 10/01/2019 - 1 year ago

Primary Location [Los Angeles - 5999 Center Drive](#)



**Zev Levy (101551)**  
Hiring Manager

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R005343 Account Executive (Filled)</a>
Supervisory Organization	<a href="#">Local Media Market Operations Los Angeles Local Sales III (Zev Levy (101551))</a>
Position	<a href="#">P001925 Account Executive - Manny Poveda (302263)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: Manny Poveda (302263)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Zev Levy (101551)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	(empty)
Recruiting Instruction	Tier 1
Job Posting Title	Account Executive
Job Description Summary	(empty)
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

UnivisionRadio LA, is looking for an experienced Account Executive, preferably with media sales experience. This position offers unlimited earning potential. Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and outstanding customer service skills are required.

Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and sales ability / exceeding sales targets and goals. Must possess a valid driver's license, own automobile, and auto insurance. Bilingual in Spanish and

**Job Responsibilities**

- Emphasis on developing new business.
- Develop, sell, and maintain strong relationships with clients.
- Maintain service accounts and agencies.
- Monitor collections on accounts.
- Provide written proposals, presentations and sales packages to present to clients.
- Interact professionally with clients and staff.
- Meet established budgets.
- Develop strategies, tactics and action steps required to meet and exceed goals.
- Understand and communicate resources, products and capabilities of stations.
- The ideal candidate will have a successful track record of developing new business and a network of client contacts.

**Required Skills & Experience**

- College degree or comparable work experience will be considered in lieu of degree
- Requires 2-3 years media sales experience. Radio sales a plus.
- Excellent written and verbal communications skills. Bilingual Spanish/English preferred.
- Must be energetic and self-starter.
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently.

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Salary Proposal

> **Attachments**

> **Business Process History**





Job Title: Account Executive  
Department: Sales  
Reports to: Local Sales Manager  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: RLA 19-21

## Account Executive

Univision Radio LA, is looking for an experienced Account Executive, preferably with media sales experience. This position offers unlimited earning potential for the right self-motivated / highly driven individual. A successful Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and outstanding customer service skills are required; along with a proven record of success achieving / exceeding sales targets and goals. Must possess a valid driver's license, own automobile, and auto insurance. Bilingual in Spanish and English not required, but helpful.

### Job Responsibilities

- Emphasis on developing new business.
- Develop, sell, and maintain strong relationships with clients.
- Maintain service accounts and agencies.
- Monitor collections on accounts.
- Provide written proposals, presentations and sales packages to present to clients.
- Interact professionally with clients and staff.
- Meet established budgets.
- Develop strategies, tactics and action steps required to meet and exceed goals.
- Understand and communicate resources, products and capabilities of stations.
- The ideal candidate will have a successful track record of developing new business and a network of client contacts.

### Required Skills & Experience

- College degree or comparable work experience will be considered in lieu of degree
- Requires 2-3 years media sales experience. Radio sales a plus.
- Excellent written and verbal communications skills. Bilingual Spanish/English preferred.
- Must be energetic and self-starter.
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently.

### Physical Requirements

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

## Eligibility Requirements

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified  
Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Q kathryn garcia



## R005436 Account Executive (Filled)

Recruiting Start Date 10/03/2019 - 1 year ago

Target Hire Date 10/07/2019 - 1 year ago

Primary Location 📍 Los Angeles - 5999 Center Drive

 **Jason Strongin (202834)**  
Hiring Manager

 **Eric Di Monte (211294)**  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

### Requisition Details

Job Requisition	R005436 Account Executive (Filled)
Supervisory Organization	Local Media Market Operations Los Angeles Local Sales II (Jason Strongin (202834))
Position	P6924 Account Executive - Kathryn Garcia (100025)
Referral Payment Plan	(empty)
Inbound Process	Hire: Kathryn Garcia (100025)
Available For Hire	No
Hiring Freeze	No
Requester	Jason Strongin (202834)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	Ryan Antzoulatos (Terminated) (218105)
Recruiting Instruction	Tier 1
Job Posting Title	Account Executive
Job Description Summary	(empty)
Justification	Employee resigned and this is a revenue generating position
Job Description	

### Hiring Requirements

#### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

#### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

UnivisionRadio LA, is looking for an experienced Account Executive, preferably with media sales experience. This position offers unlimited earning potential. Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and outstanding customer service skills are required. This position is a revenue generating position.

Account Executive will cold call, make and attend appointments and close sales. Excellent communication skills, networking skills, and sales ability / exceeding sales targets and goals. Must possess a valid driver's license, own automobile, and auto insurance. Bilingual in Spanish and

**Job Responsibilities**

- Emphasis on developing new business.
- Develop, sell, and maintain strong relationships with clients.
- Maintain service accounts and agencies.
- Monitor collections on accounts.
- Provide written proposals, presentations and sales packages to present to clients.
- Interact professionally with clients and staff.
- Meet established budgets.
- Develop strategies, tactics and action steps required to meet and exceed goals.
- Understand and communicate resources, products and capabilities of stations.
- The ideal candidate will have a successful track record of developing new business and a network of client contacts.

**Required Skills & Experience**

- College degree or comparable work experience will be considered in lieu of degree
- Requires 2-3 years media sales experience. Radio sales a plus.
- Excellent written and verbal communications skills. Bilingual Spanish/English preferred.
- Must be energetic and self-starter.
- Must be able to work collaboratively and must be very comfortable working in a team setting as well as independently.

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Salary Proposal

> **Attachments**

> **Business Process History**



B-4:

Digital Content Producer

Date of Hire: 9/23/2019

Referral Source of Hire:

5# of Interviewees for position  
and referral sources of  
interviewees

Employee Referral

[5] Interviewees

Employee Referral (2)

Internal (1)

LinkedIn (2)

Job Title: Digital Content Producer  
Department: News  
Reports to: News Director  
Location: Los Angeles  
FLSA: Exempt  
Job Number: KMEX 19-16

## Digital Content Producer

Univision Local Media is looking to add a creative Digital Content Producer to join our growing team. This position will be reporting to the Manager, Digital Content, support in the growth of our digital audiences and will also function as a subject matter expert on the planning and execution of content audience growth initiatives. The Digital Content Producer will be embedded within our Newsroom and work directly with newsroom staff and multimarket team to create, edit, publish, optimize, distribute and promote Univision linear and nonlinear content, with the ultimate view of growing audience and share.

### Job Responsibilities

#### Key Accountabilities & Authority:

- Responsible for the production of digital content for station(s).
- Publishes content on multiple digital platforms, including mobile and online and social networks.
- Repurposes existing content and create new content. Creates, edits, publishes and manages a full range of content.
- Creates content that is aligned with and enhances station brand; create new content.
- Demonstrates results for the application of innovative and creative approaches to drive audience loyalty.
- This role is also accountable for building capability within the newsrooms to think and act digitally, generating engaging, compelling and timely content that will result in an increase of our digital footprint and ultimately in a growing audience and market share.

#### Expected Outcomes:

- Delivers compelling content using current production and web-delivery tools.
- Creates and curates the best in class digital content
- Adapts and creates content for several social media platform promotions
- Identifies news stories of the day and plans coverage that is appropriate for various digital media platforms (website, mobile apps, newsletters, and social media)
- Communicate with Newsroom what's trending online and help find sources and interesting topics for digital news consumption; especially via mobile devices
- Copy edit with fundamental journalistic and legal understanding
- Engage with the audience by connecting to the social conversation
- Experiment with new formats for social media content creation
- Maintain digital content calendar containing priority events, initiatives and opportunities
- Ability to write and edit articles and write headlines
- Manage social media account(s)
- Write metadata for video clips
- Manage You Tube page(s)

**Required Skills & Experience**

- BS/BA Degree in Media, Communications or Marketing
- Proficiency in SEO, SEM, Hootsuite, Google Analytics, Adobe Creative Suite (Preferred)
- 3 years' progressive experience in digital media content and audience growth
- 1-3 years' experience building and managing multiple channels, optimization and best practices
- Bilingual with the ability to write in English and Spanish
- Displays in-depth knowledge and understanding of social media platforms
- Candidate must be flexible and willing to work varied schedules, including weekends and holidays

**Desired Skills & Experience**

- Proficiency in managing and posting on Facebook, Twitter, Instagram, YouTube and other Social Media Platforms
- Experience in Media; Broadcast environment a plus
- Ability to work in a fast-paced environment and juggle competing priorities
- Solid news judgment
- Ensure flawless execution
- Proven knowledge and strong tactical training/skills
- Audience growth oriented
- Staying current on digital industry trends
- Sound analysis and creativity
- Excellent communication and presentation skills; effectively communicates information and ideas in written and video format
- Experience working in team environments
- Strong project management skills; ability to multi-task
- High energy, self-motivated professional
- Solid news judgment and innovative storytelling
- Possesses knowledge and experience in a newsroom

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers>**



Q maria clara



# R004801 Digital Content Producer (Filled)

Recruiting Start Date 07/10/2019 - 2 years ago

Target Hire Date 07/10/2019 - 2 years ago

Primary Location Los Angeles - 5999 Center Drive

Marco Flores (019419)  
Hiring Manager

Perla Guerrero (302311)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R004801 Digital Content Producer (Filled)
Supervisory Organization	Los Angeles News (Marco Flores (019419))
Position	P001893 Digital Producer - Maria Clara Ramirez (302075)
Referral Payment Plan	(empty)
Inbound Process	Hire: Maria Clara Ramirez (302075)
Available For Hire	No
Hiring Freeze	No
Requester	Marco Flores (019419)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	Alejandra Ramos Barreda (Terminated) (300994)
Recruiting Instruction	Tier 1
Job Posting Title	Digital Content Producer
Job Description Summary	(empty)
Justification	Replacement
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile



Univision Local Media is looking to add a creative Digital Content Producer to join our growing team. This position will be reporting to the Marketing Manager as a subject matter expert on the planning and execution of content audience growth initiatives. The Digital Content Producer will be responsible for creating and managing digital content for various platforms and channels. The Digital Content Producer will be responsible for creating and managing digital content for various platforms and channels.

tion as a subject matter expert on the planning and execution of content audience growth initiatives. The Digital Content Producer will be on team to create, edit, publish, optimize, distribute and promote Univision linear and nonlinear content, with the ultimate view of growing audie

### Job Responsibilities

#### Key Accountabilities & Authority:

- Responsible for the production of digital content for station(s).
- Publishes content on multiple digital platforms, including mobile and online and social networks.
- Repurposes existing content and create new content. Creates, edits, publishes and manages a full range of content.
- Creates content that is aligned with and enhances station brand; create new content.
- Demonstrates results for the application of innovative and creative approaches to drive audience loyalty.
- This role is also accountable for building capability within the newsrooms to think and act digitally, generating engaging, compelling ai in a growing audience and market share.

#### Expected Outcomes:

- Delivers compelling content using current production and web-delivery tools.
- Creates and curates the best in class digital content
- Adapts and creates content for several social media platform promotions
- Identifies news stories of the day and plans coverage that is appropriate for various digital media platforms (website, mobile apps, ne
- Communicate with Newsroom what's trending online and help find sources and interesting topics for digital news consumption; espec
- Copy edit with fundamental journalistic and legal understanding
- Engage with the audience by connecting to the social conversation
- Experiment with new formats for social media content creation
- Maintain digital content calendar containing priority events, initiatives and opportunities
- Ability to write and edit articles and write headlines
- Manage social media account(s)
- Write metadata for video clips
- Manage You Tube page(s)

#### Required Skills & Experience

- BS/BA Degree in Media, Communications or Marketing
- Proficiency in SEO, SEM, Hootsuite, Google Analytics, Adobe Creative Suite (Preferred)
- 3 years' progressive experience in digital media content and audience growth
- 1-3 years' experience building and managing multiple channels, optimization and best practices
- Bilingual with the ability to write in English and Spanish
- Displays in-depth knowledge and understanding of social media platforms
- Candidate must be flexible and willing to work varied schedules, including weekends and holidays

#### Desired Skills & Experience

- Proficiency in managing and posting on Facebook, Twitter, Instagram, YouTube and other Social Media Platforms
- Experience in Media; Broadcast environment a plus
- Ability to work in a fast-paced environment and juggle competing priorities
- Solid news judgment
- Ensure flawless execution
- Proven knowledge and strong tactical training/skills
- Audience growth oriented
- Staying current on digital industry trends
- Sound analysis and creativity
- Excellent communication and presentation skills; effectively communicates information and ideas in written and video format
- Experience working in team environments
- Strong project management skills; ability to multi-task
- High energy, self-motivated professional
- Solid news judgment and innovative storytelling
- Possesses knowledge and experience in a newsroom

#### Physical Requirements

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

#### Eligibility Requirements

- Must be willing to work from office in Los Angeles
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

#### Salary Proposal

### > Attachments

### > Business Process History



B-5:           Graphic Designer

Date of Hire: 11/18/2019

Referral Source of Hire:           LinkedIn

# of Interviewees for position and [5] Interviewees  
referral sources of interviewees

LinkedIn (4)

GlassDoor (1)

Job Title: Graphic Designer  
Department: Digital and Social Strategies  
Reports to: Digital Marketing & Social Media Strategy Director  
Location: Los Angeles, CA  
FLSA: Non-Exempt  
Job Number: 19-17

## **Graphic Designer**

### **Position Summary**

Univision Local Media is looking Graphic Designer who is visual storyteller with experience in graphic design, motion graphics and editing of content centered on lifestyle for the local market, working with both the Local TV team and the Digital Local team and Sales. Bring us your great ideas to share, develop and grow Univision Los Angeles social offerings and branded video content

### **Job Responsibilities**

- Own the successful execution and delivery of advertising-facing creative assignments and projects across a variety of formats, including digital, social, video, and visual identity systems.
- Design and deliver high-quality motion graphics optimized for video and social media distribution.
- Tracks new content trends and technologies to ensure that content produced remains on the cutting edge.
- Ensure visual designs adhere to project requirements, objectives, and timelines upholding brand standards across all projects.
- Implement knowledge of online video & social content best practices to present in the most shareable way for biggest reach and impact.
- Bring visual creativity, craftsmanship, and innovation to campaigns and projects. Identify gaps in current assets and offer recommendations for new content ideas
- Prioritize and manage multiple projects simultaneously, working hand in hand with Univision Los Angeles Digital Hub.

### **Required Skills & Experience**

- Bachelor of Arts Degree or higher. Graphic Design, Animation or related field.
- At least 3 years' experience in graphic design, video and digital content development, with strong capabilities in graphic design motion graphics, titling and video production.
- Online portfolio or samples of work demonstrating identity design, visual branding, campaign design both online and offline channels.
- Advanced knowledge of Adobe Creative Cloud including Premiere Pro, After Effects Photoshop and Illustrator.
- Brand design and development
- Excellent understanding of typography and layout design.
- Knowledgeable of social media and digital video platforms.
- Strong time management and problem-solving skills.

- Fluent in written and verbal communications in both English and Spanish.

### **Desired Skills & Experience**

- Understanding of online communities and the impact of social media.
- Excellent inter-personal skills and the ability to work in a fast-paced environment with shifting priorities.
- Flexible with schedules and able to work under strict deadlines.

### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Must be willing to submit to a background investigation
- Must have unrestricted authorization to work in the United States

Company Link:

Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers/>



Q alfa



# R004899 Graphic Designer (Filled)



Recruiting Start Date 07/16/2019 - 2 years ago



Fernanda Martinez (200891)  
Hiring Manager



Target Hire Date 07/16/2019 - 2 years ago



Perla Guerrero (302311)  
Recruiter



Primary Location 📍 Los Angeles - 5999 Center Drive

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R004899 Graphic Designer (Filled)
Supervisory Organization	Local Media Market Operations Los Angeles Digital & Social (Fernanda Martinez (200891))
Position	P798 Graphic Designer - Ana Alfaro (302267)
Referral Payment Plan	(empty)
Inbound Process	Hire: Ana Alfaro (302267)
Available For Hire	No
Hiring Freeze	No
Requester	Fernanda Martinez (200891)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	Jose Vargas (Terminated) (209607)
Recruiting Instruction	Tier 1
Job Posting Title	Graphic Designer
Job Description Summary	(empty)
Justification	Department would like to use this back-fill for a graphic designer position needed in that department.
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile



Univision Local Media is looking Graphic Designer who is visual storyteller with experience in graphic design, motion graphics and editing of and the Digital Local team and Sales. Bring us your great ideas to share, develop and grow Univision Los Angeles social offerings and brands

and the digital team and sales. Bring us your great ideas to share, develop and grow Univision Los Angeles social offerings and brand

**Job Responsibilities**

- Own the successful execution and delivery of advertising-facing creative assignments and projects across a variety of formats, includ
- Design and deliver high-quality motion graphics optimized for video and social media distribution.
- Tracks new content trends and technologies to ensure that content produced remains on the cutting edge.
- Ensure visual designs adhere to project requirements, objectives, and timelines upholding brand standards across all projects.
- Implement knowledge of online video & social content best practices to present in the most shareable way for biggest reach and impa
- Bring visual creativity, craftsmanship, and innovation to campaigns and projects. Identify gaps in current assets and offer recommend
- Prioritize and manage multiple projects simultaneously, working hand in hand with Univision Los Angeles Digital Hub.

**Required Skills & Experience**

- Bachelor of Arts Degree or higher. Graphic Design, Animation or related field.
- At least 3 years' experience in graphic design, video and digital content development, with strong capabilities in graphic design motion
- Online portfolio or samples of work demonstrating identity design, visual branding, campaign design both online and offline channels.
- Advanced knowledge of Adobe Creative Cloud including Premiere Pro, After Effects Photoshop and Illustrator.
- Brand design and development
- Excellent understanding of typography and layout design.
- Knowledgeable of social media and digital video platforms.
- Strong time management and problem-solving skills.
- Fluent in written and verbal communications in both English and Spanish.

**Desired Skills & Experience**

- Understanding of online communities and the impact of social media.
- Excellent inter-personal skills and the ability to work in a fast-paced environment with shifting priorities.
- Flexible with schedules and able to work under strict deadlines.

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Education and experience will be verified.
- Must have unrestricted authorization to work in the United States

Salary Proposal

> **Attachments**

> **Business Process History**



Microsoft Exchange Server;converted from html;

**From:** Marisol Torres <martorres@UNIVISION.NET> on behalf of Marisol Torres  
**Sent on:** Thursday, September 5, 2019 12:52:46 AM  
**To:** Action Jobs <warren@actionjobs.com>; Black Business Association-Earl Cooper <mail@bbala.org>; Broadcasting & Cable <katie.rosa@variety.com>; CA Chicano News Media Assoc. CCNMA <ccnmaininfo@ccnma.org>; Cal Works-Elizabeth Lopez <elizalopez70@yahoo.com>; California Chicano News Media <ccnmaininfo@ccnma.org>; California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College <watanabedan-ideas@yahoo.com>; Chinatown Serv. Center-Wendy Wang <wwang@cscla.org>; Chinatown Service Center <rmei@cscla.org>; Connect LA-S.Johnson <sjohnson@cgs.org>; Downtown Worksource Center <michael.tompkins@lacsac.com>; East LA Skills Center-Patricia Jimenez <pxj4250@lausd.net>; El Centro Chicano at USC-Leticia Delgado <ladelgad@usc.edu>; Employment Dev Dept Pacoima-Betty Badro <bbadro@edd.ca.gov>; Employment Dev. Dept-Canoga Park-Sandra Magallanes <sandra.magallanes@edd.ca.gov>; Employment Dev. Dept-L.A.-Pamela Guterrez <pgutier@edd.ca.gov>; GAIN Program LA-Freddie Zuniga <freddiezuniga@dpss.lacounty.gov>; Hispanic Americans for Fairness in Media-Martin Renterria <trosec77@aol.com>; Imagen Foundation <info@imagen.org>; INROADS <hlafarga@inroads.org>; InRoads-R. Banks <rbanks@inroads.org>; Institute of Popular Education of Southern CA <yunuen@idepsca.org>; LADPSS <maritzaescobar@ladpss.org>; Latin Business Assoc at USC- <lbsa@usc.edu>; Latin Business Association <administration@lbausa.com>; Los Angeles Urban League <ahill@laul.org>; Los Angeles Urban League-Pomona-M.Forero <mforero@laul.org>; Loyola Marymount University <careers@lmu.edu>; Mar Vista Family Center-D. Aguilar <daguilar@hacla.org>; NAACP LA- <naacpla@sbcglobal.net>; National Association of Hispanic Journalist <kolivas@nahj.org>; National Hispanic Media Coalition <info@nhmc.org>; Pacific Asian Consortium-S.Chen <schen@westlake-worksource.org>; Partido Accion Nacional <pancalifornia2004@yahoo.com>; Pasadena City College <sxmankerian@pasadena.edu>; Radio 411 <classifieds@radio411.com>; Steven Kimball-Pinnacle College <steven.kimball@pinnaclecollege.edu>; Women at Work <jobs@womenatwork.org>; Women in Film <info@wif.org>  
**Subject:** Employment Opportunity for Univision Television Group  
**Attachments:** Graphic Designer 19-17.pdf (147.41 KB), Phone Screener 19-18.pdf (123.21 KB), Product Manager 19-19.pdf (133.52 KB)

B-6: Marketing and Promotions  
Coordinator

Date of Hire: 8/12/2019

Referral Source of Hire: Employee Referral

# of Interviewees for position and [5] Interviewees  
referral sources of interviewees

Internal (1)

Employee Referral (4)



Job Title: Marketing and Promotions Coordinator  
Department: Sales  
Reports to: National Sales Manager  
Location: Los Angeles, CA  
FLSA: Non-Exempt  
Job Number: KMEX 19-13

## Marketing and Promotions Coordinator

Univision Communications in Los Angeles seeks an enthusiastic and aggressive self-starter to assist **Television Advertising National Sales Managers (NSMs) and Local Sales Managers as needed**. The National Account Coordinator (NAC) will assist the NSM in transaction support, including: reviewing entered orders, assisting managers with make goods, coordinating promotions events and coordinating ad copy. This is a numbers intensive position demanding extensive computer competence in Power Point and Excel.

### Job Responsibilities

#### Key Accountabilities & Authority:

- Reviewing orders entered by each market's Account Coordinators and adjusting as appropriate
- Reviewing bumps to assist managers with determining make goods
- Coordinating various company divisions to develop creative client presentations; preparing a first draft of the presentation materials; reviewing presentations with NSM's and making adjustments as necessary.
- Liaising with the client and the promotion groups to execute promotion campaigns; coordinating logistics for all grass roots events and local promotions.
- Creating on air campaigns, events, online campaigns and promotion recaps.
- Gathering information on Target/Zero Share/New Business prospects to assist the NSM s to begin building a business case.
- Tracking sales and stewardship of major sports and entertainment tentpole specials

#### Required Skills & Experience

- Candidate must be able to handle multiple tasks successfully, be well organized, be detail oriented and have demonstrated excellent time management skills.
- Must have experience in delivering top notch customer service and excellent presentation skills as the position will be interacting with clients and pitching ideas.
- Outstanding verbal and written communication skills are required.
- The ability to converse in Spanish is preferred.
- The candidate must be able to deal with a variety of strong and dynamic personalities.
- This is a demanding position in a high pressure and fast-pace environment with potential for career advancement.
- Windows Office with an emphasis in Excel proficiency.

#### Desired Skills & Experience

- Previous advertising/ media experience
- Knowledge of Donovan, OSI, Media Ocean, Matrix and Concur
- BA/ BS degree and related sales experience
- Exposure to and/ or experience with Nielsen.
- Experience in both primary & secondary research functions
- Experience in coordinating events

- Ability to work well both independently and in a team environment
- Experience with internet advertising

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



elena so



# R003963 National Promotions Coordinator (Filled)



Recruiting Start Date 04/17/2019 - 2 years ago

Target Hire Date 05/16/2019 - 2 years ago

Primary Location [Los Angeles - 5999 Center Drive](#)



**Patricia O'Brien (302019)**  
Hiring Manager



**Perla Guerrero (302311)**  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R003963 National Promotions Coordinator (Filled)</a>
Supervisory Organization	<a href="#">Local Media Market Operations Los Angeles Local Sales IV (Patricia O'Brien (302019))</a>
Position	<a href="#">P1146 Marketing and Promotions Coordinator - Elena Solorzano (301986)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: Elena Solorzano (301986)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Lori Warren (Terminated) (214371)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	<a href="#">Marcia De La Cruz (Terminated) (300720)</a>
Recruiting Instruction	Tier 1
Job Posting Title	National Promotions Coordinator
Job Description Summary	(empty)
Justification	N/A
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision Stations Group, Inc. has an opening for a National Promotions Coordinator would assist Account Executives (AEs) in coordinating promotions efforts, including creating event and promotions recaps.

**Job Responsibilities**

- Working with the central creative group or promotions team to create and incorporate promotion elements in presentations to custom
- Liaising with client, legal and promotions group to execute promotions, including attending promotions events.
- Creating event and promotions recaps.
- Misc. tasks (e.g., scheduling talent, assisting with travel bookings).

**Required Skills & Experience**

- Bachelor's degree or equivalent experience required.
- Bilingual (English/Spanish) required.
- Strong organizational skills and detail oriented.
- Previous advertising or media company experience preferred.
- PR/Community Affairs experience preferred.

**Desired Skills & Experience**

- Spanish written skills.
- Proficiency in Excel, Word, PowerPoint, and Microsoft Outlook.
- Event planning experience preferred.
- Previous advertising or media company experience preferred.
- PR/Community Affairs experience preferred.

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA.
- Must be willing to submit to a background investigation.
- Must have unrestricted authorization to work in the United States

Salary Proposal PCR2836

> **Attachments**

> **Business Process History**



B-7: National Sales Manager

Date of Hire: 8/26/2019

Referral Source of Hire: Employee Referral

# of Interviewees for position and [10] Interviewees  
referral sources of interviewees

UCI Talent Acquisition Referral (5)

Employee Referral (5)

Job Title: National Sales Manager  
Department: Sales  
Reports to: VP, DOS of Sales  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: KMEX 19-15

## **National Sales Manager**

### **Job Responsibilities**

National sales Manager acts as a liaison between the outside sales offices and the television station. Responsibilities include detailed forecasting of national sales revenue by office, travel & expense budgeting, and conducting regular evaluations of national sales office performance. The NSM must also do regular evaluation of national sales assistants. The National Sales Manager must be visible in all outside offices on a regular basis, with travel schedule determined quarterly to meet station's needs. This person will also responsible for new business goal setting and monitoring progress of target accounts. The National Sales Manager should be personally involved with clients and their agents on both a national and local level, and may be required to accompany and assist local sales on calls, meet with clients and planning agencies that impact local business in LA as well as in other cities. Position will be based in Los Angeles.

### **Required Skills & Experience**

- Provide timely, detailed station information to outside sales offices
- Accompany account executives on presentations and sales calls
- Weekly management reports on billing and call activity
- Creative and strategic team player
- Plan/execute travel
- Identification, assignment and monitor progress of accounts to national account executives
- Detailed, accurate revenue forecasting
- Coordination with Local Sales Manager on accounts, which may involve both local and national sales organizations.
- Activity in community or charitable organizations.
- Attendance at station sponsored events.
- Conducts ascertainment interviews as required.

### **Experience:**

Requires a minimum of 5-10 years in broadcast sales and 3+ years in broadcast sales management. Prior experience in Agency and Retail Advertising required with strong focus and experience in managing/executing new business.

### **Communication Skills:**

Articulate, well spoken and highly organized. Ability to convey information to account executives at outside sales offices in both written and verbal forms. Able to present research information and station proposals in a clear and enthusiastic manner. Bilingual Spanish-speaking preferred.

**Technical:**

- Working knowledge of Microsoft Office applications, in addition to working knowledge of television applications such as TVScan, CMR and qualitative programs like Scarborough or Nielsen Advantage.

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Patricia O'brien



# R004785 National Sales Manager (Filled)

Recruiting Start Date 07/08/2019 - 2 years ago

Target Hire Date 07/08/2019 - 2 years ago

Primary Location Los Angeles - 5999 Center Drive

Jason Strongin (202834)  
Hiring Manager

Perla Guerrero (302311)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R004785 National Sales Manager (Filled)</a>
Supervisory Organization	<a href="#">Local Media Market Operations Los Angeles Local Sales II (Jason Strongin (202834))</a>
Position	<a href="#">P002773 National Sales Manager - Patricia O'Brien (302019)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: Patricia O'Brien (302019)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Jason Strongin (202834)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	(empty)
Recruiting Instruction	No Post
Job Posting Title	National Sales Manager
Job Description Summary	(empty)
Justification	Already posted
Job Description	Already posted
Salary Proposal	

## Hiring Requirer Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Location
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

## Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile



> **Attachments**

> **Business Process History**



B-8:

Senior Producer

Date of Hire: 12/16/2020

Referral Source of Hiree:  
# of Interviewees for position  
and referral sources of  
interviewees

UCI Company Career Site  
[7] Interviewees

LinkedIn (2)

Univision Career Website (3)

Internal (2)



Job Title: Producer  
Department: News  
Reports to: Executive Producer  
Location: Los Angeles, CA  
FLSA: Non-Exempt  
Job Number: KMEX 20-05

## Producer

### Position Summary

Univision Local Media is seeking a highly motivated and experienced Producer for the station's Edicion Digital California news program. The ideal candidate must love breaking news and understand how to best reach audiences on different platforms. Field producer coverage and performs other duties as needed and directed by News Management. Work with reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices and procedures. Work with assignment editors and newsroom managers to assign stories and monitor story coverage.

**This position will require the employee to be part or join the NABET bargaining unit.**

### Job Responsibilities

- Must be able to originate and develop story ideas and concept.
- Research, write, and produce stories for air. Responsible for story placement, teases, graphics, writing, timing and all other editorial and production elements.
- Work with reporters, video journalist, photographers, assignment desk, and editors in news stories production.
- Coordinate graphic production for the newscast. Contribute story ideas and participate actively in coverage decisions of special news programs.
- Regular weekly or ongoing duties includes plan, structure, write, and edit newscasts, or other news programming or material including but not limited to multi-media properties.
- Work with reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices and procedures. Work with assignment editors and newsroom managers to assign stories and monitor story coverage.

### Required Skills & Experience

- BA/BS preferred in Journalism/Mass Communications or equivalent experience.
- At least two years' newsroom work experience in a medium to large market and proven ability to showcase a newscast.
- Must be PC proficient – Word, Excel and Outlook, social media.
- I-News as well as basic editing skills.
- Newsroom systems, Interplay, scanner, teleprompter, edit bays, live trucks, Live U, cameras, audio board and decks.
- Familiarity with video and wire services.
- Candidates must possess strong communication and organizational skills.
- Must be a team player with solid show/material judgment.
- Requires knowledge of the Hispanic community and traditions.
- Must be able to work flexible hours, including nights, weekends and holidays.

- Must be fully Bilingual Spanish/English, both written and spoken.

### **Physical Requirements**

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

### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



orlando



# R007734 Producer (Filled)

Recruiting Start Date 11/30/2020 - 8 months ago

Target Hire Date 11/30/2020 - 8 months ago

Primary Location [Los Angeles - 5999 Center Drive](#)

[Roberto Isaac \(212738\)](#)  
Hiring Manager

[Perla Guerrero \(302311\)](#)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R007734 Producer (Filled)</a>
Supervisory Organization	<a href="#">Local Media Radio Content Love West Brand (Roberto Isaac (212738))</a>
Position	<a href="#">P002848 Producer - Orlando Rodriguez (301736)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Promotion: Orlando Rodriguez (301736)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Roberto Isaac (212738)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	<a href="#">Jose Quintero (Terminated) (217418)</a>
Recruiting Instruction	A – HR Partner/Hiring Manager Partnership
Job Posting Title	Producer
Job Description Summary	(empty)
Job Description	

## Hiring Requirer

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Location
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

## Additional Informa

- Union Membership from Job Pr
- Allowed Unions from Job Profil

Position Summary

Univision Radio is looking for a Producer with technical skills in audio editing/processing, content production (e.g. podcast, radio, YouTube) & lead a network show content strategy and interact with multiple stakeholders including Sales, Engineering, Programming, Traffic and On-Air t

**Job Responsibilities**

- Daily edit of radio program for syndication
- Script and engineer local content for use on radio, digital and TV
- Manage editorial content calendar for multiple markets including holiday programming
- Identify and prepare audio elements to support on-air segments/features/promos for the program
- Coordinate/schedule recording sessions with talent for requests e.g. commercials, promos, etc.
- Assist producer in the development of program segments and production elements
- Coordinate and deliver content to teams in the USA and internationally
- Develop and create show features, bits, interview segments to pitch to programming team
- Manage/create social media and digital content elements to promote radio programs
- Make use of digital User Generated Content for on-air use by multiple radio programs
- Must be willing to work Weekends, Holidays with short notice and be willing to travel if required

**Required Skills & Experience**

- Minimum (1) year experience in radio audio production or similar role
- Bilingual, fluent in Spanish both written and spoken
- Be informed of Spanish dominant/bilingual audience in Los Angeles and trending topics
- Well versed with social media platforms including Facebook, Instagram and emerging platforms like TikTok
- Knowledge of studio equipment and computers, including storage requirements on physical drives and cloud storage
- Able to work in a fast-paced work environment with constant deadlines and breaking news
- Well versed with Microsoft Office, Google Docs, or similar programs
- Well versed with media production and broadcast/studio equipment

**Desired Skills & Experience**

- Bachelor's degree
- Proficient in Adobe Cloud Audition or similar DAW editing software
- Detail oriented, organized, disciplined, can manage multiple tasks/responsibilities in working with tight deadlines and juggle multiple p
- Understanding of Digital Audio, Podcasting

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

**Physical Requirements**

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

Salary Proposal TBD

> **Attachments**

> **Business Process History**



B-9:

Meteorologist

Date of Hire: 3/2/2021 Referral

Source of Hire:

Employee Referral

# of Interviewees for position  
and referral sources of  
interviewees

[4] Interviewees

Internal (2)

Univision Career Website (2)

Job Title: Meteorologist  
Department: News  
Reports to: Vice President of News  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: KMEX 21-01

## Meteorologist

### Position Summary

Univision Local Media is looking for a Certified Meteorologist to develop and produce weather content for linear and non-linear platforms, including radio, television, web and social media. Ideal candidate must love weather and meteorology. He or she should be an excellent communicator, possess a commanding and professional on-camera presence with top-notch judgement. Looking for someone creative, innovative who is highly engaged in digital platforms (Facebook, twitter, website etc.) someone who can clearly explain the weather story, utilizing graphics and video. Candidate must be able to produce weather content that stands out and drives user engagement across multiple regions and platforms. We are Looking for someone who understands, and is fully engaged, with active weather information, quickly responding to weather alerts, available for on-call situations, and maintaining in constant contact with multiple teams during severe weather.

**This position will require the employee to be part or join the SAG-AFTRA bargaining unit.**

### Job Responsibilities

- Must be a weather expert who works well in a team environment with other meteorologists, producers and technical staff.
- Must be well-versed in the latest weather technology, including WSI Max, CSV files and experience in excel
- Must be detail-oriented and exceptionally well organized, have good people skills, a positive, can-do attitude, take initiative, be a problem-solver and be able to work in a team
- Flexible to work any assigned shift, including evening, weekends, and holidays
- Must be able to adlib for extended periods of time
- Able to represent Univision 34 at various speaking engagements
- Coordinate with news department when weather conditions produce news coverage scenarios.

### Required Skills & Experience

- Bachelor's Degree in Meteorology, or completion of a degree in Meteorology within the next approximately 12 months. CBM/NWA seal is also desired.
- 1-3 years as on-air weathercaster
- Knowledge of synoptic meteorology, tropical and radar forecasting tools.
- Technologically savvy with strong computer skills
- Experience with WSI weather system and graphics
- Excellent and grammatically accurate Spanish language skills – both written and oral - required.
- Bilingual - fluency in English and Spanish is required
- Strong understanding of news gathering ethical and legal issues
- Genuine enthusiasm for work & a drive for excellence

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Q david gonzalez



# R008013 Meteorologist (Filled)

Recruiting Start Date 02/02/2021 - 6 months ago

Target Hire Date 02/02/2021 - 6 months ago

Primary Location Los Angeles - 5999 Center Drive

**Marco Flores (019419)**  
Hiring Manager

**Perla Guerrero (302311)**  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R008013 Meteorologist (Filled)
Supervisory Organization	Los Angeles News (Marco Flores (019419))
Number of Openings	0 available   0 unavailable   1 filled   1 total
Position	P005809 Meteorologist - David Gonzalez (303074)
Referral Payment Plan	(empty)
Inbound Process	Hire: David Gonzalez (303074)
Available For Hire	No
Hiring Freeze	No
Requester	Marisol Torres (201790)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	(empty)
Recruiting Instruction	A - HR Partner/Hiring Manager Partnership
Job Posting Title	Meteorologist
Job Description Summary	(empty)
Justification	We needed to repost this position to find additional candidates
Job Description	

## Hiring Requirements

- ### Job Details
- Job Profile
  - Job Families for Job Profiles
  - Worker Sub-Type
  - Worker Type
  - Time Type
  - Compensation Grade
  - Primary Location
  - Primary Job Posting Location
  - Additional Locations
  - Additional Job Posting Locations
  - Scheduled Weekly Hours
  - Work Shift
  - Recruiting Start Date
  - Target Hire Date
  - Target End Date

## Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision Local Media is looking for a Certified Meteorologist to develop and produce weather content for linear and non-linear platforms, including meteorology. He or she should be an excellent communicator, possess a commanding and professional on-camera presence with top-notch

meteorology. He or she should be an excellent communicator, possess a commanding and professional on camera presence with top notch platforms (Facebook, twitter, website etc.) someone who can clearly explain the weather story, utilizing graphics and video. Candidate must live in multiple regions and platforms. We are Looking for someone who understands, and is fully engaged, with active weather information, quickly contact with multiple teams during severe weather.

**This position will require the employee to be part or join the SAG-AFTRA bargaining unit.**

**Job Responsibilities**

- Must be a weather expert who works well in a team environment with other meteorologists, producers and technical staff.
- Must be well-versed in the latest weather technology, including WSI Max, CSV files and experience in excel
- Must be detail-oriented and exceptionally well organized, have good people skills, a positive, can-do attitude, take initiative, be a problem solver
- Flexible to work any assigned shift, including evening, weekends, and holidays
- Must be able to adlib for extended periods of time
- Able to represent Univision 34 at various speaking engagements
- Coordinate with news department when weather conditions produce news coverage scenarios.

**Required Skills & Experience**

- Bachelor's Degree in Meteorology, or completion of a degree in Meteorology within the next approximately 12 months. CBM/NWA sea
- 1-3 years as on-air weathercaster
- Knowledge of synoptic meteorology, tropical and radar forecasting tools.
- Technologically savvy with strong computer skills
- Experience with WSI weather system and graphics
- Excellent and grammatically accurate Spanish language skills – both written and oral - required.
- Bilingual - fluency in English and Spanish is required
- Strong understanding of news gathering ethical and legal issues
- Genuine enthusiasm for work & a drive for excellence

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

Salary Proposal \$140,000.00

> **Attachments**

> **Business Process History**



**From:** [Marisol Torres](#)  
**To:** [Action Jobs](#); [Black Business Association-Earl Cooper](#); [Broadcasting & Cable](#); [CA Chicano News Media Assoc. CCNMA](#); [Cal Works-Elizabeth Lopez](#); [California Chicano News Media](#); [California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College](#); [Chinatown Serv. Center-Wendy Wang](#); [Chinatown Service Center](#); [Connect LA-S.Johnson](#); [Downtown Worksource Center](#); [East LA Skills Center-Patricia Jimenez](#); [El Centro Chicano at USC-Leticia Delgado](#); [Employment Dev Dept Pacoima-Betty Badro](#); [Employment Dev. Dept-Canoga Park-Sandra Magallanes](#); [Employment Dev. Dept-L.A.-Pamela Guitierrez](#); [GAIN Program LA-Feddie Zuniga](#); [Hispanic Americans for Fairness in Media-Martin Renterria](#); [Imagen Foundation](#); [INROADS](#); [InRoads-R. Banks](#); [Institute of Popular Education of Southern CA](#); [LADPSS](#); [Latin Business Assoc at USC](#); [Latin Business Association](#); [Los Angeles Urban League](#); [Los Angeles Urban League-Pomona-M.Forero](#); [Loyola Marymount University](#); [Mar Vista Family Center-D. Aguilar](#); [NAACP LA](#); [National Association of Hispanic Journalist](#); [National Hispanic Media Coalition](#); [Pacific Asian Consortium-S.Chen](#); [Partido Accion Nacional](#); [Pasadena City College](#); [Radio 411](#); [Steven Kimball-Pinnacle College](#); [Women at Work](#); [Women in Film](#)  
**Subject:** Available positions in Los Angeles  
**Date:** Friday, December 11, 2020 2:47:00 PM  
**Attachments:** [Meteorologist - Job Posting - KMEX-20-08.pdf](#)

---

Hello All,

Please see available an open position in Los Angeles.

Thank you,

B-10:

Jr. Account Executive

Date of Hire: 12/01/2020

Referral Source of Hiree:  
# of Interviewees for position  
and referral sources of  
interviewees

Employee Referral  
[10] Interviewees

LinkedIn (3)

Employee Referral (1)

Univision Career Website(1)

Internal (5)



Job Title: Jr. Account Executive  
Department: Sales  
Reports to: Local Sales Manager  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: KMEX 20-04

## **Jr. Account Executive**

Univision seeks a motivated and dynamic individual with exceptional creative skills to develop multi-platform solutions (TV, Radio, On-site & Digital) sales presentation decks. Responsible for project management across Univision divisions: marketing, research, strategy & insights, digital and production.

### **Job Responsibilities**

- Generate client sponsorship/campaign recaps.
- Prospecting, identifying, and assisting the sales teams in pursuit of new business leads.

### **Required Skills & Experience**

- Bachelor's in Business Administration or equivalent work experience
- 1-3 years media experience preferred
- Proficiency in Power Point and Excel required

### **Desired Skills & Experience**

- Creative and strategic thinker
- Strong organizational skills, excellent command of verbal and written communication
- Ability to prioritize and multitask under deadline pressures
- Work well both independently and in a team environment
- Bilingual Spanish/English preferred

### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Adrian Zepeda



# R007386 Jr. Account Executive (Filled)

Recruiting Start Date 09/22/2020 - 10 months ago

Target Hire Date 09/29/2020 - 10 months ago

Primary Location [Los Angeles - 5999 Center Drive](#)

[Chiara Gambini \(021112\)](#)  
Hiring Manager

[Perla Guerrero \(302311\)](#)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R007386 Jr. Account Executive (Filled)</a>
Supervisory Organization	<a href="#">Local Media Market Operations Los Angeles Local Sales I (Chiara Gambini (021112))</a>
Position	<a href="#">P6904 Jr. Account Executive - Adrian Zepeda (301687)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: Adrian Zepeda (301687)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Chiara Gambini (021112)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	<a href="#">Karina Orozco (210970)</a>
Recruiting Instruction	A – HR Partner/Hiring Manager Partnership
Job Posting Title	Jr. Account Executive
Job Description Summary	(empty)
Justification	The employee transferred to another department.
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision seeks a motivated and dynamic individual with exceptional creative skills to develop multi-platform solutions (TV, Radio, On-site & I divisions: marketing, research, strategy & insights, digital, and production)

divisions: marketing, research, strategy & insights, digital, and production.

**Job Responsibilities**

- Generate client sponsorship/campaign recaps.
- Prospecting, identifying, and assisting the sales teams in pursuit of new business leads.

**Required Skills & Experience**

- Bachelor's in Business Administration or equivalent work experience
- 1-3 years of media experience preferred
- Proficiency in PowerPoint and Excel required

**Desired Skills & Experience**

- Creative and strategic thinker
- Strong organizational skills, excellent command of verbal and written communication
- Ability to prioritize and multitask under deadline pressures
- Work well both independently and in a team environment
- Bilingual Spanish/English preferred

**Eligibility Requirements**

- Must be willing to work from an office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

Salary Proposal \$77,400.00

> **Attachments**

> **Business Process History**



B-11:

Jr. Account Executive

Date of Hire: 6/16/2021

Referral Source of Hiree:

# of Interviewees for position  
and referral sources of  
interviewees

UCI Career Site

[10] Interviewees

LinkedIn (2)

Employee Referral (4)

Univision Career Website (1)

Internal (3)



Job Title: Jr. Account Executive  
Department: Sales  
Reports to: Local Sales Manager  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: KMEX 20-11

## **Jr. Account Executive**

Univision seeks a motivated and dynamic individual with exceptional creative skills to develop multi-platform solutions (TV, Radio, On-site & Digital) sales presentation decks. Responsible for project management across Univision divisions: marketing, research, strategy & insights, digital and production.

### **Job Responsibilities**

- Generate client sponsorship/campaign recaps.
- Prospecting, identifying, and assisting the sales teams in pursuit of new business leads.

### **Required Skills & Experience**

- Bachelor's in Business Administration or equivalent work experience
- 1-3 years media experience preferred
- Proficiency in Power Point and Excel required

### **Desired Skills & Experience**

- Creative and strategic thinker
- Strong organizational skills, excellent command of verbal and written communication
- Ability to prioritize and multitask under deadline pressures
- Work well both independently and in a team environment
- Bilingual Spanish/English preferred

### **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



Victor Romo



# R008436 Jr. Account Executive (Filled)

Recruiting Start Date 04/20/2021 - 3 months ago

Target Hire Date 05/16/2021 - 3 months ago

Primary Location Los Angeles - 5999 Center Drive

Chiara Gambini (021112)  
Hiring Manager

Perla Guerrero (302311)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R008436 Jr. Account Executive (Filled)
Supervisory Organization	Local Media Market Operations Los Angeles Local Sales I (Chiara Gambini (021112))
Position	P002807 Account Executive Local Sales - Victor Romo (216554)
Referral Payment Plan	(empty)
Inbound Process	Promotion: Victor Romo (216554)
Available For Hire	No
Hiring Freeze	No
Requester	Chiara Gambini (021112)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	Madison Gerber (301655)
Recruiting Instruction	A – HR Partner/Hiring Manager Partnership
Job Posting Title	Jr. Account Executive
Job Description Summary	(empty)
Justification	Employee received an account executive position with the national team.
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision seeks a motivated and dynamic individual with exceptional creative skills to develop multi-platform solutions (TV, Radio, On-site & I  
divisions: marketing, research, strategy & insights, digital and production)

divisions: marketing, research, strategy & insights, digital and production.

**Job Responsibilities**

- Generate client sponsorship/campaign recaps
- Prospecting, identifying, and assisting the sales teams in pursuit of new business leads

**Required Skills & Experience**

- Bachelor's in Business Administration or equivalent work experience
- Proficiency in Power Point and Excel

**Desired Skills & Experience**

- 1-3 years media experience
- Creative and strategic thinker
- Strong organizational skills, excellent command of verbal and written communication
- Ability to prioritize and multitask under deadline pressures
- Work well both independently and in a team environment
- Bilingual Spanish/English

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicant must be currently authorized to work in the United States on a full-time basis

Salary Proposal \$66,326.00

> **Attachments**

> **Business Process History**



**From:** [Marisol Torres](#)  
**To:** [Action Jobs](#); [Black Business Association-Earl Cooper](#); [Broadcasting & Cable](#); [CA Chicano News Media Assoc. CCNMA](#); [Cal Works-Elizabeth Lopez](#); [California Chicano News Media](#); [California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College](#); [Chinatown Serv. Center-Wendy Wang](#); [Chinatown Service Center](#); [Connect LA-S.Johnson](#); [Downtown Worksource Center](#); [East LA Skills Center-Patricia Jimenez](#); [El Centro Chicano at USC-Leticia Delgado](#); [Employment Dev Dept Pacoima-Betty Badro](#); [Employment Dev. Dept-Canoga Park-Sandra Magallanes](#); [Employment Dev. Dept-L.A.-Pamela Guitierrez](#); [GAIN Program LA-Feddie Zuniga](#); [Hispanic Americans for Fairness in Media-Martin Renterria](#); [Imagen Foundation](#); [INROADS](#); [InRoads-R. Banks](#); [Institute of Popular Education of Southern CA](#); [LADPSS](#); [Latin Business Assoc at USC](#); [Latin Business Association](#); [Los Angeles Urban League](#); [Los Angeles Urban League-Pomona-M.Forero](#); [Loyola Marymount University](#); [Mar Vista Family Center-D. Aguilar](#); [NAACP LA](#); [National Association of Hispanic Journalist](#); [National Hispanic Media Coalition](#); [Pacific Asian Consortium-S.Chen](#); [Partido Accion Nacional](#); [Pasadena City College](#); [Radio 411](#); [Steven Kimball-Pinnacle College](#); [Women at Work](#); [Women in Film](#)  
**Subject:** Jr. Account Executive employment opportunity  
**Date:** Friday, April 30, 2021 10:01:00 AM  
**Attachments:** [KMEX Jr. Account Executive TV 20-11.pdf](#)

---

Hi Team,

Can you please post in your locations the employment opportunity we currently have open.

Jr. Account Executive.

Thank you,

B-12:

Director of Business  
Development

Date of Hire: 5/16/2021

Referral Source of Hiree:

# of Interviewees for position  
and referral sources of  
interviewees

LinkedIn

[14] Interviewees

LinkedIn (6)

Employee Referral (5)

Handshake (1)

Indeed (1)

Internal (1)



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Job Title: Director, Business Development  
Department: Sales  
Reports to: DOS  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: KMEX 21-02

## **Director, Business Development**

Univision Los Angeles Local Media Sales has embarked on an aggressive and exciting mission to super serve our local advertisers. Our goal is to be an integral resource to marketers helping zero share prospects and brands build their business by connecting them with Hispanic consumers. The Business Development Director will be responsible for defining long-term organizational strategic goals, builds key customer relationships, identify business opportunities, negotiate-close business deals and maintain extensive knowledge of current Los Angeles market conditions. This position will act as a “Business Development Director” for Univision Communications (UCI) Local Media Los Angeles, fully leveraging and transforming available resources to educate clients about the Hispanic market and helping them come to market and target the Hispanic consumer in Los Angeles. The role is to identify and cultivate qualified new business clients, work with the sales team, marketing staff, research, and other managers to increase sales opportunities and thereby maximize revenue for Local Media-Los Angeles.

### **Job Responsibilities**

- UCI Local Media Los Angeles Television, Radio, Digital, Social Media and marketing platforms.
- Strong emphasis and accountability to flagship station KMEX Channel 34.
- Identify potential clients, and the decision makers within the client organization, research and build relationships.
- Plan approaches and pitches; work with team to develop proposals that speaks to the client’s needs, concerns, and objectives as it relates to the Hispanic market.
- Present to and consult with mid and senior level management on business trends category research and Hispanic consumer potential as it may relate.
- Work with Research team to create, train and implement consistent ROI and ‘size of the prize’ opportunity assessment for new clients.
- Help in creation of compelling business case to use across categories/clients that are not currently active.
- In-depth knowledge of client’s business and competitive categories.
- Sale and implementation of creative and promotional concepts that will activate client in Hispanic space.

## **Required Skills & Experience**

- Bachelor's in Business Administration or related field
- 5-7 years of sales experience in the Marketing/Media industry. Preferred 2 or more years' experience in a management role.
- Extensive sales experience and relationships working directly with high level decision makers such as CMO's, SVP's and VP's of Marketing, Brand Managers.
- Sales experience working with advertising agencies/media buying services and process involved in bringing clients to market across multiple media.
- Experience/comfort with consumer research.
- Comfortable in working horizontally across different categories, clients, internal teams.
- Proficiency in Power Point and Excel required

## **Desired Skills & Experience**

- Must bring unique strengths in the areas of strategic thinking, analytical capability coupled with business strategy.
- Excellent communication skills.
- Strong thinker who can transform copious data into knowledge.
- Must bring exceptional collaboration and teamwork skills.
- Must be able to work independently.
- Interest and passion in training others and building knowledge across the organization.
- Well organized, disciplined and detail oriented.

## **Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



patricia perez



# R008120 Director, Business Development (Filled)

Recruiting Start Date 02/17/2021 - 6 months ago

Target Hire Date 02/17/2021 - 6 months ago

Primary Location Los Angeles - 5999 Center Drive

Alejandra Santamaria (01319)  
Hiring Manager

Perla Guerrero (302311)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	R008120 Director, Business Development (Filled)
Supervisory Organization	Los Angeles Sales (Alejandra Santamaria (013190))
Number of Openings	0 available   0 unavailable   1 filled   1 total
Position	P005977 Director Business Development - Patricia Perez (303153)
Referral Payment Plan	(empty)
Inbound Process	Hire: Patricia Perez (303153)
Available For Hire	No
Hiring Freeze	No
Requester	Marisol Torres (201790)
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	(empty)
Recruiting Instruction	B – Talent Acquisition Support
Job Posting Title	Director, Business Development
Job Description Summary	(empty)
Justification	This is an additional headcount

## Hiring Requirements Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

## Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

### Job Description

Univision Los Angeles Local Media Sales has embarked on an aggressive and exciting mission to super serve our local advertisers. Our goal is to help them grow their business by connecting them with Hispanic consumers. The Business Development Director will be responsible for defining long-term

their business by connecting them with Hispanic consumers. The Business Development Director will be responsible for defining long term opportunities, negotiate-close business deals and maintain extensive knowledge of current Los Angeles market conditions. This position will act as a liaison between Los Angeles, fully leveraging and transforming available resources to educate clients about the Hispanic market and helping them come to market. The Director will identify, qualify, and develop new business clients, work with the sales team, marketing staff, research, and other managers to increase sales opportunities and

#### Job Responsibilities

- UCI Local Media Los Angeles Television, Radio, Digital, Social Media and marketing platforms.
- Strong emphasis and accountability to flagship station KMEX Channel 34.
- Identify potential clients, and the decision makers within the client organization, research and build relationships.
- Plan approaches and pitches; work with team to develop proposals that speaks to the client's needs, concerns, and objectives as it relates to the client's business.
- Present to and consult with mid and senior level management on business trends category research and Hispanic consumer potential.
- Work with Research team to create, train and implement consistent ROI and 'size of the prize' opportunity assessment for new clients.
- Help in creation of compelling business case to use across categories/clients that are not currently active.
- In-depth knowledge of client's business and competitive categories.
- Sale and implementation of creative and promotional concepts that will activate client in Hispanic space.

#### Required Skills & Experience

- Bachelor's in Business Administration or related field
- 5-7 years of sales experience in the Marketing/Media industry. Preferred 2 or more years' experience in a management role.
- Extensive sales experience and relationships working directly with high level decision makers such as CMO's, SVP's and VP's of Marketing.
- Sales experience working with advertising agencies/media buying services and process involved in bringing clients to market across various categories.
- Experience/comfort with consumer research.
- Comfortable in working horizontally across different categories, clients, internal teams.
- Proficiency in Power Point and Excel required

#### Desired Skills & Experience

- Must bring unique strengths in the areas of strategic thinking, analytical capability coupled with business strategy.
- Excellent communication skills.
- Strong thinker who can transform copious data into knowledge.
- Must bring exceptional collaboration and teamwork skills.
- Must be able to work independently.
- Interest and passion in training others and building knowledge across the organization.
- Well organized, disciplined and detail oriented.

#### Eligibility Requirements

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

Salary Proposal \$249,457.00

### > Attachments

### > Business Process History



**From:** [Marisol Torres](#)  
**To:** [Action Jobs](#); [Black Business Association-Earl Cooper](#); [Broadcasting & Cable](#); [CA Chicano News Media Assoc. CCNMA](#); [Cal Works-Elizabeth Lopez](#); [California Chicano News Media](#); [California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College](#); [Chinatown Serv. Center-Wendy Wang](#); [Chinatown Service Center](#); [Connect LA-S.Johnson](#); [Downtown Worksource Center](#); [East LA Skills Center-Patricia Jimenez](#); [El Centro Chicano at USC-Leticia Delgado](#); [Employment Dev Dept Pacoima-Betty Badro](#); [Employment Dev. Dept-Canoga Park-Sandra Magallanes](#); [Employment Dev. Dept-L.A.-Pamela Guitierrez](#); [GAIN Program LA-Feddie Zuniga](#); [Hispanic Americans for Fairness in Media-Martin Renteria](#); [Imagen Foundation](#); [INROADS](#); [InRoads-R. Banks](#); [Institute of Popular Education of Southern CA](#); [LADPSS](#); [Latin Business Assoc at USC](#); [Latin Business Association](#); [Los Angeles Urban League](#); [Los Angeles Urban League-Pomona-M.Forero](#); [Loyola Marymount University](#); [Mar Vista Family Center-D. Aguilar](#); [NAACP LA](#); [National Association of Hispanic Journalist](#); [National Hispanic Media Coalition](#); [Pacific Asian Consortium-S.Chen](#); [Partido Accion Nacional](#); [Pasadena City College](#); [Radio 411](#); [Steven Kimball-Pinnacle College](#); [Women at Work](#); [Women in Film](#)  
**Subject:** Employment Opportunity with Univision-Director Business Development  
**Date:** Monday, February 22, 2021 11:48:00 AM  
**Attachments:** [Business Development Director TV 02.16.21-21-02.pdf](#)

---

Please find attached an opening for a Business Development Director position.

B-13:

Producer

Date of Hire: 5/1/2021

Referral Source of Hiree:

# of Interviewees for position  
and referral sources of  
interviewees

UCI Career Site

[7] Interviewees

LinkedIn (5)

Internal (2)

Job Title: Producer  
Department: Programming  
Reports to: Content Director  
Location: Los Angeles, CA  
FLSA: Exempt  
Job Number: RLA 20-09

## Producer

### Position Summary

Univision Radio is looking for a Producer with technical skills in audio editing/processing, content production (e.g. podcast, radio, YouTube) and managing logistics for recording sessions and artist interviews. As a Producer you will lead a network show content strategy and interact with multiple stakeholders including Sales, Engineering, Programming, Traffic and On-Air talent.

### Job Responsibilities

- Daily edit of radio program for syndication
- Script and engineer local content for use on radio, digital and TV
- Manage editorial content calendar for multiple markets including holiday programming
- Identify and prepare audio elements to support on-air segments/features/promos for the program
- Coordinate/schedule recording sessions with talent for requests e.g. commercials, promos, etc.
- Assist producer in the development of program segments and production elements
- Coordinate and deliver content to teams in the USA and internationally
- Develop and create show features, bits, interview segments to pitch to programming team
- Manage/create social media and digital content elements to promote radio programs
- Make use of digital User Generated Content for on-air use by multiple radio programs
- Must be willing to work Weekends, Holidays with short notice and be willing to travel if required

### Required Skills & Experience

- Minimum (1) year experience in radio audio production or similar role
- Bilingual, fluent in Spanish both written and spoken
- Be informed of Spanish dominant/bilingual audience in Los Angeles and trending topics
- Well versed with social media platforms including Facebook, Instagram and emerging platforms like TikTok
- Knowledge of studio equipment and computers, including storage requirements on physical drives and cloud storage
- Able to work in a fast-paced work environment with constant deadlines and breaking news
- Well versed with Microsoft Office, Google Docs, or similar programs
- Well versed with media production and broadcast/studio equipment

### Desired Skills & Experience

- Bachelor's degree
- Proficient in Adobe Cloud Audition or similar DAW editing software
- Detail oriented, organized, disciplined, can manage multiple tasks/responsibilities in working with tight deadlines and juggle multiple projects simultaneously

- Understanding of Digital Audio, Podcasting

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:**  
<http://corporate.univision.com/corporate/careers/>



william negron



# R007395 Producer (Filled)

Recruiting Start Date 09/23/2020 - 11 months ago

Target Hire Date 10/01/2020 - 10 months ago

Primary Location [Los Angeles - 5999 Center Drive](#)

[Jacqueline Ramirez \(212602\)](#)  
Hiring Manager

[Perla Guerrero \(302311\)](#)  
Recruiter

- Overview
- Candidates
- Details**
- Organizations
- Job Postings

Copy To Create Job Requisition

## Requisition Details

Job Requisition	<a href="#">R007395 Producer (Filled)</a>
Supervisory Organization	<a href="#">Local Media Market Operations Los Angeles News/News Production II (Jacqueline Ramirez (212602))</a>
Position	<a href="#">P005272 Senior Producer - William Negron (302935)</a>
Referral Payment Plan	(empty)
Inbound Process	<a href="#">Hire: William Negron (302935)</a>
Available For Hire	No
Hiring Freeze	No
Requester	<a href="#">Jacqueline Ramirez (212602)</a>
Job Application Template	Default Template effective 03/30/2019 06:58
Primary Internal Questionnaire	Internal Questionnaire
Secondary Internal Questionnaire	(empty)
Supplementary Internal Questionnaire	(empty)
Primary External Questionnaire	External Questionnaire - v2
Secondary External Questionnaire	Government Entities
Supplementary External Questionnaire	(empty)
Recruiting Self-Schedule Calendars	(empty)
Reference Template	(empty)
Replacement For	<a href="#">Lorena Taboas (Terminated) (204369)</a>
Recruiting Instruction	A – HR Partner/Hiring Manager Partnership
Job Posting Title	Producer
Job Description Summary	(empty)
Justification	Employee transferred to a temporary position in Miami need to back fill my position in LA.
Job Description	

## Hiring Requirements

### Job Details

- Job Profile
- Job Families for Job Profiles
- Worker Sub-Type
- Worker Type
- Time Type
- Compensation Grade
- Primary Location
- Primary Job Posting Location
- Additional Locations
- Additional Job Posting Locations
- Scheduled Weekly Hours
- Work Shift
- Recruiting Start Date
- Target Hire Date
- Target End Date

### Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Univision Local Media is seeking a highly motivated and experienced Producer for the station's Edicion Digital California news program. The candidate will be responsible for producing news content across different platforms. Field producer coverage and performs other duties as needed and directed by News Management. Work with reporters to

different platforms. Field producer coverage and performs other duties as needed and directed by news management. Work with reporters, practices and procedures. Work with assignment editors and newsroom managers to assign stories and monitor story coverage.

**This position will require the employee to be part or join the NABET bargaining unit.**

**Job Responsibilities**

- Must be able to originate and develop story ideas and concept.
- Research, write, and produce stories for air. Responsible for story placement, teases, graphics, writing, timing and all other editorial an
- Work with reporters, video journalist, photographers, assignment desk, and editors in news stories production.
- Coordinate graphic production for the newscast. Contribute story ideas and participate actively in coverage decisions of special news
- Regular weekly or ongoing duties includes plan, structure, write, and edit newscasts, or other news programming or material including
- Work with reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices and procedures monitor story coverage.

**Required Skills & Experience**

- BA/BS preferred in Journalism/Mass Communications or equivalent experience.
- At least two years' newsroom work experience in a medium to large market and proven ability to showcase a newscast.
- Must be PC proficient – Word, Excel and Outlook, social media.
- I-News as well as basic editing skills.
- Newsroom systems, Interplay, scanner, teleprompter, edit bays, live trucks, Live U, cameras, audio board and decks.
- Familiarity with video and wire services.
- Candidates must possess strong communication and organizational skills.
- Must be a team player with solid show/material judgment.
- Requires knowledge of the Hispanic community and traditions.
- Must be able to work flexible hours, including nights, weekends and holidays.
- Must be fully Bilingual Spanish/English, both written and spoken.

**Physical Requirements**

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

**Eligibility Requirements**

- Must be willing to work from office in Los Angeles, CA
- Employment/education will be verified
- Applicants must be currently authorized to work in the United States on a full-time basis

Salary Proposal 53.88 per hour

> **Attachments**

> **Business Process History**



**From:** [Marisol Torres](#)  
**To:** [Action Jobs](#); [Black Business Association-Earl Cooper](#); [Broadcasting & Cable](#); [CA Chicano News Media Assoc. CCNMA](#); [Cal Works-Elizabeth Lopez](#); [California Chicano News Media](#); [California Community Colleges Department of Economic and Workforce Development Information Communication Technology/Digital Media-Los Angeles Region-Los Angeles Valley College](#); [Chinatown Serv. Center-Wendy Wang](#); [Chinatown Service Center](#); [Connect LA-S.Johnson](#); [Downtown Worksource Center](#); [East LA Skills Center-Patricia Jimenez](#); [El Centro Chicano at USC-Leticia Delgado](#); [Employment Dev Dept Pacoima-Betty Badro](#); [Employment Dev. Dept-Canoga Park-Sandra Magallanes](#); [Employment Dev. Dept-L.A.-Pamela Guterrez](#); [GAIN Program LA-Feddie Zuniga](#); [Hispanic Americans for Fairness in Media-Martin Renterria](#); [Imagen Foundation](#); [INROADS](#); [InRoads-R. Banks](#); [Institute of Popular Education of Southern CA](#); [LADPSS](#); [Latin Business Assoc at USC](#); [Latin Business Association](#); [Los Angeles Urban League](#); [Los Angeles Urban League-Pomona-M.Forero](#); [Loyola Marymount University](#); [Mar Vista Family Center-D. Aguilar](#); [NAACP LA](#); [National Association of Hispanic Journalist](#); [National Hispanic Media Coalition](#); [Pacific Asian Consortium-S.Chen](#); [Partido Accion Nacional](#); [Pasadena City College](#); [Radio 411](#); [Steven Kimball-Pinnacle College](#); [Women at Work](#); [Women in Film](#)  
**Subject:** Open Position for Univision  
**Date:** Friday, December 11, 2020 4:52:00 PM  
**Attachments:** [Producer 20-09.pdf](#)

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Hi All,

Please see attached an open position with Univision Radio.

Thank you,