

## **EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period JANUARY 23, 2022 to JANUARY 22, 2023.

1) Employment Unit: GALAXY SYRACUSE LICENSEE LLC

2) Unit Members (Stations and Communities of License): WTKW(FM) – Bridgeport, NY  
WTKV(FM) – Oswego, NY  
WKRL(FM) - North Syracuse,  
NY WKRH(FM) – Minetto, NY  
WTLA(AM) – North Syracuse,  
NY WSGO(AM) – Oswego, NY  
WZUN(AM) – Sandy Creek, NY  
WZUN(FM) – Phoenix, NY

3) EEO Contact Information for Employment Unit:

Mailing Address: Galaxy Media Partners 235 Walton Street Syracuse, NY 13202	Telephone Number: 315.472.9111
	Contact Person/Title: Michael Lucarelli/Chief Financial Officer
	E-mail Address: <a href="mailto:mlucarelli@galaxymediapartners.com">mlucarelli@galaxymediapartners.com</a>

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

<b><u>Job Title</u></b>	<b><u>Recruitment Source Referring Hiree</u></b>
1.) Digital & Media Marketing Specialist 1	Indeed
2.) Digital & Media Marketing Specialist 2	Employee Referral
3.) Digital & Media Marketing Specialist 3	Indeed
4.) Events Marketing Specialist	Employee Referral
5.) Digital & Media Marketing Specialist 4	On-Air Recruitment
6.) Events Coordinator	Employee Referral
7.) Digital & Media Marketing Specialist 5	LinkedIn
8.) Sports Marketing Specialist	Indeed

## 5) Recruitment Sources by Vacancy

### Job Title: Digital & Media Marketing Specialist 1

### Referral Source of Hiree: Indeed

Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	2	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	0	No

### Job Title: Digital & Media Marketing Specialist 2

### Referral Source of Hiree: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	1	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	1	No

**Job Title: Digital & Media Marketing Specialist 3****Referral Source of Hiree: Indeed**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	3	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	1	No

**Job Title: Events Marketing Specialist****Referral Source of Hiree: Employee Referral**

Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	4	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	1	No

**Job Title: Digital Media & Marketing Specialist 4****Referral Source of Hiree: On-Air Recruitment**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	2	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
Employee Referral	Nick Maine	NA	N/A	0	No

**Job Title: Events Coordinator****Referral Source of Hiree: Employee Referral**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	0	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment ( <a href="mailto:careers@galaxymediapartners.com">careers@galaxymediapartners.com</a> )	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	1	No

**Job Title: Digital Media & Marketing Specialist 5****Referral Source of Hiree: LinkedIn**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	4	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
On-Air Recruitment (careers@galaxymediapartners.com)	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	0	No

**Job Title: Sports Marketing Specialist****Referral Source of Hiree: Indeed**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	6433 Champion Grandview Way, Bldg 1, Austin, TX 78750	203-328-2691	2	No
Galaxymediapartners.com	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	1	No
LinkedIn	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
On-Air Recruitment (careers@galaxymediapartners.com)	Nick Maine	235 Walton St., Syracuse NY 13202	315-472-9111	0	No
Employee Referral	Nick Maine	NA	N/A	0	No

**6) Total # of Interviewees Referred:**

For the period from January 23, 2022 to January 22, 2023 this Employment Unit interviewed **28** interviewees for full-time job vacancies.

**7) Supplemental Recruitment Initiatives:****A.) Initiative: Internship Program**

Galaxy Syracuse Licensee LLC participates in Internship Programs with local educational institutions. Interns interact with a variety of personnel and departments, including but not limited to Sales, Promotions, Programming, and Traffic. During the period of January 23, 2022 to January 22, 2023 this employment unit hosted 2 interns from Syracuse University, a local educational institution. Additionally, this employment unit participates in the paid internship program offered by the New York State Broadcasters Association and employed the interns from Syracuse University through that program. Employment Unit personnel participating: Sales, Traffic & Brand Manager Personnel.

**B.) Initiative: Manager Training**

Galaxy Syracuse Licensee LLC Managers completed EEO Training courses at HRClassroom.com to stay current with methods of ensuring equal employment opportunity and preventing discrimination. Completed courses include, Code of Business Conduct and Ethics, Creating and Using Emergency Action Plans, Discipline of Employees Training, Diversity: Awareness to Action, Ergonomics in the Office, Fair Labor Standards Act (FLSA) Training, Hazard Communications Standard and Modifications by the GHS, Interviewing and Hiring Training, Performance Management – A Balanced Scorecard Approach, Termination of Employees Training, Workplace Violence Prevention Training, Pandemic Influenza, Drug-Free Work and Age Bias Prevention. All of these courses were completed between January 23, 2022 and January 22, 2023. The entire Galaxy staff both FT and PT took mandatory training on Sexual Harassment through HR Classroom between September through November of 2022.

**C.) Initiative: EEO Outreach**

Stations in the employment unit aired announcements encouraging women, minority, educational, and other employment outreach centers in the community to contact the radio stations to be added to our list of job postings.

WKRL	53	15-second announcements
WTKW	53	15-second announcements
WTLA(AM)	96	15-second announcements
WZUN	54	15-second announcements

**D.) Initiative: Hosting of Job Fairs**

Hosting of Job Fair: On June 11, 2022, the employment unit held the Galaxy Media Partners Recruit CNY Job Fair at the Sangertown Square Mall in New Hartford, NY. The career fair brought together job seekers and local businesses from the greater Syracuse and Utica areas. Employment Unit personnel participating: Sales & Digital Personnel.

Hosting of Job Fair: Throughout the year, the employment unit at Galaxy Media Partners hosts the website and Facebook page – Recruit CNY for many businesses across Syracuse and surrounding areas. Employment Unit personnel participating: Sales & Digital Personnel.

**E.) Initiative: Participation in Job Fairs**

Attendance at Job Fair: On September 29, 2022, the Galaxy Media Partners employment unit participated in the SU Business & Communications Job Fair at Syracuse University in Syracuse, NY. Management from Sales and Promotions were on site to answer questions and accept resumes for employment and internships, and employees met with students as well.

**F.) Initiative: Internet Program**

Galaxy Syracuse Licensee LLC uses its stations' websites and corporate website to provide general information about its job vacancies including what skills and qualifications are needed to fill specific positions. Employment Unit personnel participating: Marketing Personnel & Brand Managers.