



Wendel, Michelle <michelle.wendel@iowapbs.org>

Opening in Programming

1 message

Human Resources, IPTV <humanresources@iptv.org>
To: IPTV State Employees <IPTVStateEmployees@iptv.org>

Tue, Apr 9, 2019 at 12:36 PM

Currently open to permanent State of Iowa Executive branch employees only. All applications must go through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2411521/operations-assistant?pagetype=promotionalJobs>

This is a non-merit position with the Iowa Public Television .

This position is open ONLY for permanent State of Iowa Executive Branch employees. Candidates in any status other than permanent are not eligible to apply.

Iowa Public Television (IPTV) has an opening within the Programming division. This position will coordinate with several departments within IPTV to create broadcast logs, scheduling interstitial spots and verifying television program data.

This position will preview promotional, underwriting and events spots before scheduling. This position will also assist in maintaining the IPTV Programming Media Library. If you have an eye for detail, please consider IPTV for your next career move.

Duties include, but are not limited to:

- Run broadcast log creation in ProTrack to place all the programming and pre-scheduled underwriting and interstitial material in the IPTV.3 and IPTV.4 broadcast logs.
- Confirm all underwriting appears in the broadcast log per the underwriting flight schedule created by the Development Department.
- Provide a proof-of-performance report to Development Department upon request.
- Confirm all programs scheduled in the broadcast log match the monthly schedule provided by Programming.
- Schedule all interstitial spots based on Programming's and Promotion's priority lists
- Ensure all superimposed spots scheduled automatically or manually are entered per Promotion's or Programming's requests.
- Preview promotion, underwriting and event spots as needed before scheduling to become more familiar with the content in each spot.
- Work with Myers Support to trouble shoot and find solutions to issues with the ProTrack Traffic Software.
- Serve as a backup for the Operations Assistant responsible for the IPTV.1 and IPTV.2 logs.

- Assist Media Librarian in maintaining physical media library by creating and applying program information labels and shelf assignment labels to physical media as needed.
- Assist Media Librarian in entering metadata for physical media in the library that lacks complete metadata or that needs updated.
- Assist Media Librarian in administering bulk DVD requests as needed.

Minimum Qualification Requirements

Graduation from an accredited four year college or university with major study in television, communications, broadcasting, or other job-related curriculum, and one year of full-time job-related specialized technical support work experience, preferably in broadcasting;

OR

four years of any combination of recognized post-high school education in the specified curriculums and qualifying experience may be substituted for the college or university degree;


OR

successful completion of graduate school course work (thirty semester or equivalent hours equal one year) with major study in the specified curriculums may be substituted for the experience.

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit iptv.org.

STATE OF IOWA
invites applications for the position of:

 State of Iowa Logo

Operations Assistant

SALARY:	\$19.48 - \$28.74 Hourly \$1,558.40 - \$2,299.20 Biweekly \$40,518.40 - \$59,779.20 Annually
LOCATION:	Des Moines - 50313 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	04/09/19
CLOSING DATE:	04/21/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Human Resources Manager at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television .

This position is open **ONLY** for permanent State of Iowa Executive Branch employees. Candidates in any status other than permanent are not eligible to apply.

Iowa Public Television (IPTV) has an opening within the Programming division. This position will coordinate with several departments within IPTV to create broadcast logs, scheduling interstitial spots and verifying television program data.

This position will preview promotional, underwriting and events spots before scheduling. This position will also assist in maintaining the IPTV Programming Media Library. If you have an eye for detail, please consider IPTV for your next career move.

Duties include, but are not limited to:

- Run broadcast log creation in ProTrack to place all the programming and pre-scheduled underwriting and interstitial material in the IPTV.3 and IPTV.4 broadcast logs.
- Confirm all underwriting appears in the broadcast log per the underwriting flight schedule created by the Development Department.
- Provide a proof-of-performance report to Development Department upon request.
- Confirm all programs scheduled in the broadcast log match the monthly schedule provided by Programming.
- Schedule all interstitial spots based on Programming's and Promotion's priority lists
- Ensure all superimposed spots scheduled automatically or manually are entered per Promotion's or Programming's requests.
- Preview promotion, underwriting and event spots as needed before scheduling to become more familiar with the content in each spot.
- Work with Myers Support to trouble shoot and find solutions to issues with the ProTrack Traffic Software.

- Serve as a backup for the Operations Assistant responsible for the IPTV.1 and IPTV.2 logs.
- Assist Media Librarian in maintaining physical media library by creating and applying program information labels and shelf assignment labels to physical media as needed.
- Assist Media Librarian in entering metadata for physical media in the library that lacks complete metadata or that needs updated.
- Assist Media Librarian in administering bulk DVD requests as needed.

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited four year college or university with major study in television, communications, broadcasting, or other job-related curriculum, and one year of full-time job-related specialized technical support work experience, preferably in broadcasting;

OR

four years of any combination of recognized post-high school education in the specified curriculums and qualifying experience may be substituted for the college or university degree;

OR

successful completion of graduate school course work (thirty semester or equivalent hours equal one year) with major study in the specified curriculums may be substituted for the experience.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #19-02355
OPERATIONS ASSISTANT
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Operations Assistant Supplemental Questionnaire

- * 1. **HONEST** - Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.**

Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

- Yes - I understand and agree.
- No

*** 2. PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

*** 3. Executive Branch Employee-Are you a current permanent State of Iowa Executive Branch Employee**

- No, I am not a current permanent State of Iowa Executive Branch employee
- Yes, I am a current. permanent State of Iowa Executive Branch employee

*** 4. Have you graduated from an accredited college or university with a Bachelor's Degree in television, communications, broadcasting, or other job-related curriculum? IF YES, How many years do you have of full-time job-related specialized technical support work experience (preferably in broadcasting) do you have?**

- Not applicable – I do not have a Bachelor's Degree
- None, I do not have any experience in the identified areas
- Less than six months experience in the identified areas
- More than six months, but less than one year of the identified areas
- One year or more of the identified areas

*** 5. How many years of COMBINED post high school course work (accredited college or university) in the specified curriculums and qualifying experience do you have?**

- Not applicable – I do not have a Bachelor's Degree or higher
- None, I do not have any experience in the identified areas
- Two years to less than five years of the combined identified education or experience
- Five years or more of the combined identified education or experience

*** 6. Have you successfully completed a GRADUATE school course work (thirty semester or equivalent hours equal one year) with major study in the specified curriculums may be substituted for the experience.**

- Yes
- No

*** Required Question**



Wendel, Michelle <michelle.wendel@iowapbs.org>

Position opening - Communications Division - Engagement Manager

1 message

Human Resources, IPTV <humanresources@iptv.org>

Mon, Apr 1, 2019 at 3:38 PM

To: Everybody <Everybody@iptv.org>

Hello everyone!

We have an opening within in the Communications Division. All applicants that are entered, must apply through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2403111/engagement-manager>. Attachment of resumes and cover letters are highly encouraged. Applications must be submitted by April 22, 2019 at 11:59 pm.

Below is the body of the posting, if you would like to share with potential applicants.

Job Description

This is a non-merit position with the Iowa Public Television.

Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements will be placed on the eligible list.

The Iowa Public Television (IPTV) has an opening within the Communications division. This position will coordinate with all areas of IPTV by providing information for viewers, engaging viewers in various network events, such as coordinating speaker events, program screenings or public speaking. This position will also participate in broadcast events throughout the state sharing the IPTV network vision and mission. If your ideal career includes communicating with new people, planning events and interacting with the public, look no further than IPTV!

Duties include, but not limited to:

- Network Events Plans, manages and implements viewer engagement and outreach events across the state to extend network service and reach; coordinates and co-manages events with IPTV Foundation.
- Tracks and prepares reports on network/foundation activities and participation.
- Travels to live broadcast and event locations in Iowa
- Delivers and sets up promotional materials and exhibits
- Organizes and personally conducts network tours to advance brand and message
- Work with media, IPTV Foundation, public and private groups to promote engagement and activities.
- Network Messaging Supports IPTV's goal to ensure brand management and message consistency
- Communicates network vision, mission and goals to all audiences
- Manages network speaker series
- Prepares, schedules and delivers educational and informational presentations to targeted audiences
- Proofs, edits, schedules and coordinates presentations for network personnel.
- Viewer Services Responds to requests for information from the public, viewers, special interest groups or officials

- Replies to phone calls, voice mails, on-line messages and emails regarding programming questions
- Refers other calls and contacts to appropriate personnel
- Tracks and prepares reports on the volume and topics of public requests.
- Promotions Support Proofs, edits and provides input and content revisions including on air promos, interstitials and popups; web posts; publications, scripts, communications, signs, flyers, brochures, letters or other network communications.

The successful candidate will be a self-starter with experience in event planning and promotions.

Selectives

207 Editing

6 months' experience, 12 semester hours, or a combination of both in applying analysis and judgment to find and solve problems of grammar, spelling, punctuation, substance, format, organization, and style by altering, adapting, or refining content of publications, mass mailings, forms, or other material. Includes reviewing text for inconsistencies and rewriting text to improve accuracy, clarity, coherence, consistency, and effectiveness.

And

880 Marketing

6 months' experience, 12 semester hours, or a combination of both in marketing. Candidates must demonstrate knowledge of the general methods, principles and practices of marketing, including professional-level experience in an area or in areas of marketing, e.g., promotions, public relations, event planning, advertising or other marketing-related discipline.

Minimum Qualification Requirements

The equivalent of six years of full-time economic, environmental, social, health care or agricultural program experience (at the local, regional statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods – demonstrated by one of these types of work; program counselor, program administrator, program trainer, technical assistant or program consultant;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate level college course work in one of the fields listed below for each year of the required experience to a maximum substitution of two years;

- Accounting
- Architectural Engineering
- Business Administration
- Civil Engineering
- Communications
- Computer Science
- Criminal Justice

- Ecology
- Economics
- Education
- Finance
- Geography
- Gerontology
- Health
- History
- Law
- Natural Science
- Nursing
- Physical Science
- Political Science
- Psychology
- Public Administration
- Regional Planning
- Sociology
- Special Education
- Traffic Engineering
- Transportation Planning
- Urban Planning

OR


employees with current, continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as a Program Planner 1.

Thank you - Kim

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit lptv.org.

STATE OF IOWA
invites applications for the position of:

 State of Iowa Logo

Engagement Manager

SALARY:	\$22.95 - \$34.86 Hourly \$1,836.00 - \$2,788.80 Biweekly \$47,736.00 - \$72,508.80 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	04/01/19
CLOSING DATE:	04/22/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Human Resources at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

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- Tracks and prepares reports on network/foundation activities and participation.
- Travels to live broadcast and event locations in Iowa
- Delivers and sets up promotional materials and exhibits
- Organizes and personally conducts network tours to advance brand and message
- Work with media, IPTV Foundation, public and private groups to promote engagement and activities.
- Network Messaging Supports IPTV's goal to ensure brand management and message consistency
- Communicates network vision, mission and goals to all audiences
- Manages network speaker series
- Prepares, schedules and delivers educational and informational presentations to targeted audiences
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- Replies to phone calls, voice mails, on-line messages and emails regarding programming questions
- Refers other calls and contacts to appropriate personnel
- Tracks and prepares reports on the volume and topics of public requests.
- Promotions Support Proofs, edits and provides input and content revisions including on air promos, interstitials and popups; web posts; publications, scripts, communications, signs, flyers, brochures, letters or other network communications.

The successful candidate will be a self-starter with experience in event planning and promotions.

SELECTIVES:

207 Editing

6 months' experience, 12 semester hours, or a combination of both in applying analysis and judgment to find and solve problems of grammar, spelling, punctuation, substance, format, organization, and style by altering, adapting, or refining content of publications, mass mailings, forms, or other material. Includes reviewing text for inconsistencies and rewriting text to improve accuracy, clarity, coherence, consistency, and effectiveness.

And

880 Marketing

6 months' experience, 12 semester hours, or a combination of both in marketing. Candidates must demonstrate knowledge of the general methods, principles and practices of marketing, including professional-level experience in an area or in areas of marketing, e.g., promotions, public relations, event planning, advertising or other marketing-related discipline.

MINIMUM QUALIFICATION REQUIREMENTS:

The equivalent of six years of full-time economic, environmental, social, health care or agricultural program experience (at the local, regional statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods – demonstrated by one of these types of work; program counselor, program administrator, program trainer, technical assistant or program consultant;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate level college course work in one of the fields listed below for each year of the required experience to a maximum substitution of two years;

- Accounting
- Architectural Engineering
- Business Administration
- Civil Engineering
- Communications
- Computer Science
- Criminal Justice
- Ecology
- Economics
- Education
- Finance
- Geography

- Gerontology
- Health
- History
- Law
- Natural Science
- Nursing
- Physical Science
- Political Science
- Psychology
- Public Administration
- Regional Planning
- Sociology
- Special Education
- Traffic Engineering
- Transportation Planning
- Urban Planning

OR

employees with current, continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as a Program Planner 1.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #19-02299
ENGAGEMENT MANAGER
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Engagement Manager Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.
- Yes - I understand and agree.
 No

*** 2. PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

*** 3. How many years do you have of full-time work experience performing responsible economic, environmental, social, health care or agricultural program experience (at the local, regional statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods – demonstrated by one of these types of work; program counselor, program administrator, program trainer, technical assistant or program consultant?**

No experience

Less than six years' in the specified areas

Six years' or more in the specified areas

*** 4. Do you have an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years? Note – total experience and education must equal a minimum of 6 years.**

Yes

No

*** 5. Do you have an equivalent combination of education and experience, substituting thirty semester hours of GRADUATE level (post bachelor's degree) course work in one of the fields listed below for each year of the required experience to a maximum substitution of two years? Note – total experience and graduate level education must equal a minimum of 6 years.**

Accounting

Architectural Engineering

Business Administration

Civil Engineering

Communications

Computer Science

Criminal Justice

Ecology

Economics

Education

Finance

Geography

Gerontology

Health

History

Law

Natural Science

Nursing

Physical Science

Political Science

Psychology

Public Administration

Regional Planning

Sociology

Special Education

Traffic Engineering

Transportation Planning

Urban Planning

Yes

No

- * 6. Are you a current permanent state Iowa employee with experience in the state executive branch that includes experience equal to eighteen months of full time work as a Program Planner 1?
- Yes
- No
- * 7. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both in applying analysis and judgment to find and solve problems of grammar, spelling, punctuation, substance, format, organization, and style by altering, adapting, or refining content of publications, mass mailings, forms, or other material. Includes reviewing text for inconsistencies and rewriting text to improve accuracy, clarity, coherence, consistency, and effectiveness?
- Yes
- No
- * 8. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both in marketing? Candidates must demonstrate knowledge of the general methods, principles and practices of marketing, including professional-level experience in an area or in areas of marketing, e.g., promotions, public relations, event planning, advertising or other marketing-related discipline.
- Yes
- No

* Required Question



Opening at IPTV for an Accounting Technician 2

1 message

Stoker, Kimberly <kimberly.stoker@iptv.org>
To: everybody@iptv.org

Wed, Aug 29, 2011

Accounting Technician 2

APPI

Salary	\$35,630.40 - \$52,166.40 Annually	Location	Johnston - 50131 - Polk County, IA
Job Type	Full-time	Agency	285 Iowa Public Television
Job Number	19-00419	Closing	9/9/2018 11:59 PM Central
LinkedIn Tag	#LI-DNP		
Point of Contact	Stephanie Bernard at humanresources@iptv.org		

Job Description

The Iowa Public Television is looking to fill an Accounting Technician 2 to assist the state in the Business Office.

The successful candidate selected for this position will analyze and process procurement and payable documents ensuring compliance with State of Iowa and IF policies and procedures.

Duties include, but are not limited to:

- Analyzing accounts payable documentation to confirm expenditures are properly coded and ensure the payment is in compliance with State of Iowa and IF policies and procedures. Ensure all required information is entered into the State's accounting system and various tracking spreadsheets. Work with vendors and IPTV to resolve any discrepancies.
- Prepare procurement documents. Generate and send purchase orders to vendors and IPTV staff. Assist IPTV staff in following state procurement rules. Coordinate monthly recurring obligations and maintain recurring obligations book.
- Prepare monthly reports including the cash reconciliation of all checks received into the business office. Enter information from staff vehicle reports into the vehicle system monthly. Monitor petty cash accounts.
- Prepare internal accounting documents to pay state agencies, transfer funds, and correct accounting entries. Maintain records to move costs to the next fiscal year and ensure transactions are processed at the beginning of the new fiscal year.
- Perform other duties as assigned including acting as courier between IPTV and various locations as needed, valid drivers' license required.

Minimum Qualification Requirements

Graduation from high school or G.E.D. equivalency and four years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal programs using elementary bookkeeping principles and practices;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

OR

an equivalent combination of education and experience, substituting one year of employment in clerical office work for each year of the required education;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience;

OR

one year of experience as an Accounting Technician 1 in the State of Iowa classified service will be considered as qualifying;

OR

one year of work experience as an Accounting Clerk 3 in the State of Iowa classified service will be considered as qualifying.

For additional information, please click on this [link to view the job description \(Download PDF reader\)](#).

Agency	Agency	Website
State of Iowa	285 Iowa Public Television	http://site.iptv.org/

Address

4/13/2021

State of Iowa Mail - Opening at IPTV for an Accounting Technician 2


6450 Corporate Dr
PO Box 6450
Johnston, Iowa, 50131

To apply please [click here](#).

Kim Stoker
Human Resource Associate
Iowa Public Television
kimberly.stoker@iptv.org; PH: 515-725-9823

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit iptv.org.

STATE OF IOWA
invites applications for the position of:

 State of Iowa Logo

Accounting Technician 2

SALARY: \$17.86 - \$26.15 Hourly
\$1,428.80 - \$2,092.00 Biweekly
\$37,148.80 - \$54,392.00 Annually

LOCATION: Johnston - 50131 - Polk County

JOB TYPE: Full-time

AGENCY: 285 Iowa PBS

OPENING DATE: 08/28/18

CLOSING DATE: 09/09/18 11:59 PM

LINKEDIN TAG: #LI-DNP

POINT OF CONTACT: Stephanie Bernard at humanresources@iptv.org

JOB DESCRIPTION:

The Iowa Public Television is looking to fill an Accounting Technician 2 to assist the state in the Business Office.

The successful candidate selected for this position will analyze and process procurement and payable documents ensuring compliance with State of Iowa and IPTV policies and procedures.

Duties include, but are not limited to:

- Analyzing accounts payable documentation to confirm expenditures are properly coded and ensure the payment is in compliance with State of Iowa and IPTV policies and procedures. Ensure all required information is entered into the State's accounting system and various tracking spreadsheets. Work with vendors and IPTV to resolve any discrepancies.
- Prepare procurement documents. Generate and send purchase orders to vendors and IPTV staff. Assist IPTV staff in following state procurement rules. Code monthly recurring obligations and maintain recurring obligations book.
- Prepare monthly reports including the cash reconciliation of all checks received into the business office. Enter information from staff vehicle reports into the vehicle system monthly. Monitor petty cash accounts.
- Prepare internal accounting documents to pay state agencies, transfer funds, and correct accounting entries. Maintain records to move costs to the next fiscal year and ensure transactions are processed at the beginning of the new fiscal year.
- Perform other duties as assigned including acting as courier between IPTV and various locations as needed, valid drivers' license required.

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or G.E.D. equivalency and four years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal programs using elementary bookkeeping principles and practices;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

OR

an equivalent combination of education and experience, substituting one year of employment in clerical office work for each year of the required education;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience;

OR

one year of experience as an Accounting Technician 1 in the State of Iowa classified service will be considered as qualifying;

OR

one year of work experience as an Accounting Clerk 3 in the State of Iowa classified service will be considered as qualifying.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:**TO CONTACT THE HIRING AGENCY:**

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #19-00419
ACCOUNTING TECHNICIAN 2
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Accounting Technician 2 Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.**

Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

- Yes - I understand and agree.
 No

* 2. **PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

* 3. Have you graduated from high school or have a G.E.D. equivalency? IF YES - How many years do you have of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal programs using elementary bookkeeping principles and practices?

- I have not graduated from high school or have a G.E.D. equivalency
 Less than two years of the identified experience
 Two to less than three years of the identified experience
 Three years to less than four years of the identified experience
 Four years or more of the identified experience

* 4. Have you successfully completed a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting?

- Yes
 No

* 5. Are you a current State of Iowa employee - executive branch? IF YES - How many months do you have of full time experience in the classification of Accounting Technician 1 or Accounting Clerk 3 for the State of Iowa?

- I am not a current State of Iowa employee
 I do not have any experience in the classification of Accounting Technician 1 or Accounting Clerk 3 for the State of Iowa
 Less than 12 months of experience in the classification of Accounting Technician 1 or Accounting Clerk 3 for the State of Iowa
 12 months or more of experience in the classification of Accounting Technician 1 or Accounting Clerk 3 for the State of Iowa

* 6. If you have not GRADUATED from high School/G.E.D. AND you have four years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal programs using elementary bookkeeping principles and practices - How many years do you have of combined high school/G.E.D. education AND/OR employment in clerical office work? One year of employment in clerical office work may substitute for each year of education.

- I have graduated from high school/G.E.D OR do NOT have the four years of identified experience
 Less than four years of the combined education and/or experience
 Four years or more of the combined education and/or experience

* 7. How many years do you have of combined post high school education in Business, Accounting or closely related curriculum AND/OR clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial,

statistical or related fiscal programs using elementary bookkeeping principles and practices? 30 semester hours equals one year of experience.

- I do not have any of the combined education and/or experience
- Less than four years of the combined education and/or experience
- Four years or more of the combined education and/or experience

* Required Question



Wendel, Michelle <michelle.wendel@iowapbs.org>

Full Time Front-end Developer/Designer - Emerging Media Unit

1 message

Human Resources, IPTV <humanresources@iptv.org>
 To: Everybody <Everybody@iptv.org>

Tue, Aug 27, 2019 at 8:38 AM

Salary	\$60,840.00 - \$94,099.20 Annually	
	Location	Johnston - 50131 - Polk County, IA
Job Type	Full-time	
	Agency	285 Iowa Public Television
Job Number	20-00513	Closing

9/16/2019 11:59 PM Central

Job Description

This is a non-merit position with the Iowa Public Television.

Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements will be placed on the eligible list.

The Iowa Public Television (IPTV) is seeking a Front-End Developer/Designer to assist with the creation and maintenance of various digital platforms. The Front-End Developer/Designer will design platforms to meet the station's digital distribution needs and will work with other staff members on the creation of interactive online elements to promote broadcast and digital programming.

The Front-End Developer/Designer will also keep up to date on industry trends for making improvements to the state website and will collaborate with other Emerging Media staff to test new projects across various devices for best user experience and review current site for performance and accessibility.

Duties consist of:

Platform Design: Creates visual prototypes (from wireframes to full visual designs) to establish platform's UI/UX while taking into consideration search engine optimization, responsiveness, accessibility, etc.

Platform Development:

Collaborate with Back-End Developer to translate approved visual mock-ups into code (HTML, CSS, JavaScript, etc.) to build accessible, user-friendly websites and interactive experiences.

Project Management:

Work across teams to lead projects focused on the development and maintenance of platforms and interactive experiences.

Testing & Performance:

Collaborate with Back-End Developer on conducting testing of new projects across various devices and browsers for best

user experience. Review site regularly for maximum performance, SEO, and accessibility, and make consistent website enhancements to improve user experience.

[IPTV is a State of Iowa agency providing excellent benefits:](#)

https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf Please include a sample of your current portfolio with application.

Selectives

086 Business Systems Analyst

6 months' experience, 12 semester hours, or a combination of both in identifying, documenting, and analyzing business requirements and proposing large and/or complex technology solutions, serving as a conduit for communications between business users and information technology.

OR

133 Programming Languages

6 months' experience, 12 semester hours, or a combination of both that demonstrates knowledge and understanding of any programming languages.

OR

198 HTML

6 months' experience, 12 semester hours, or a combination of both that demonstrates knowledge and understanding of the HTML syntax and basic language components.

OR

436 JAVAScript

6 months' experience, 12 semester hours, or a combination of both in this computer language for Internet development; the candidate either has it or does not.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university and experience equal to two years of full-time work: operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites;

OR

an equivalent combination of education and experience substituting the completion of an approved curriculum/specialized training program developed and implemented by or in cooperation with state government; or eighteen semester hours of accredited post high school course work in one of the specialty areas listed above; or certification by an authorized educational institution/major computer or software producer in an area directly related to one of the specialty areas listed above, for the required education;

OR

an equivalent combination of education and experience substituting one year of the required experience for thirty semester hours of the required education;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as an Information Technology Specialist 3.

Apply through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2552980/front-end-developer-designer>


4/13/2021

State of Iowa Mail - Full Time Front-end Developer/Designer - Emerging Media Unit

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit lptv.org.

STATE OF IOWA
invites applications for the position of:

 State of Iowa Logo

Front-end Developer/Designer

SALARY:	\$29.86 - \$46.19 Hourly \$2,388.80 - \$3,695.20 Biweekly \$62,108.80 - \$96,075.20 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	08/26/19
CLOSING DATE:	09/16/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Human Resources at Humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements will be placed on the eligible list.

The Iowa Public Television (IPTV) is seeking a Front-End Developer/Designer to assist with the creation and maintenance of various digital platforms. The Front-End Developer/Designer will design platforms to meet the station's digital distribution needs and will work with other staff members on the creation of interactive online elements to promote broadcast and digital programming.

The Front-End Developer/Designer will also keep up to date on industry trends for making improvements to the state website and will collaborate with other Emerging Media staff to test new projects across various devices for best user experience and review current site for performance and accessibility.

Duties consist of:

Platform Design: Creates visual prototypes (from wireframes to full visual designs) to establish platform's UI/UX while taking into consideration search engine optimization, responsiveness, accessibility, etc.

Platform Development:

Collaborate with Back-End Developer to translate approved visual mock-ups into code (HTML, CSS, JavaScript, etc.) to build accessible, user-friendly websites and interactive experiences.

Project Management:

Work across teams to lead projects focused on the development and maintenance of platforms and interactive experiences.

Testing & Performance:

Collaborate with Back-End Developer on conducting testing of new projects across various devices and browsers for best user experience. Review site regularly for maximum performance, SEO, and accessibility, and make consistent website enhancements to improve user experience.

IPTV is a State of Iowa agency providing excellent benefits:

https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf
Please include a sample of your current portfolio with application.

SELECTIVES:**086 Business Systems Analyst**

6 months' experience, 12 semester hours, or a combination of both in identifying, documenting, and analyzing business requirements and proposing large and/or complex technology solutions, serving as a conduit for communications between business users and information technology.

OR

133 Programming Languages

6 months' experience, 12 semester hours, or a combination of both that demonstrates knowledge and understanding of any programming languages.

OR

198 HTML

6 months' experience, 12 semester hours, or a combination of both that demonstrates knowledge and understanding of the HTML syntax and basic language components.

OR

436 JavaScript

6 months' experience, 12 semester hours, or a combination of both in this computer language for Internet development; the candidate either has it or does not.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited four-year college or university and experience equal to two years of full-time work: operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/ delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites;

OR

an equivalent combination of education and experience substituting the completion of an approved curriculum/specialized training program developed and implemented by or in cooperation with state government; or eighteen semester hours of accredited post high school course work in one of the specialty areas listed above; or certification by an authorized educational institution/major computer or software producer in an area directly related to one of the specialty areas listed above, for the required education;

OR

an equivalent combination of education and experience substituting one year of the required experience for thirty semester hours of the required education;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as an Information Technology Specialist 3.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #20-00513
FRONT-END DEVELOPER/DESIGNER
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Front-end Developer/Designer Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.
- Yes - I understand and agree.
 No
- * 2. **PLEASE READ CAREFULLY**
Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?
- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- * 3. Have you graduated from a four-year college or university? IF YES- How many years of full time experience do you have operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites?

- I have not graduated from a four-year college or university
 - No experience to less than one year
 - One year to less than two years of the identified experience
 - Two years or more of the identified experience
- * 4. How many years do you have of combined post high school education in any field and experience in operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites?
- I do not have any of the identified education or experience
 - Less than two years of the combined identified education or experience
 - Two years to less than four years of the combined identified education or experience
 - Four years to less than six years of the combined identified education or experience
 - Six years or more of the combined identified education or experience
- * 5. Have you completed an approved curriculum/specialized training program developed and implemented by or in cooperation with State Government; or eighteen semester hours of accredited college or university course work in one of the specialty areas listed above (operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites); or certification by an authorized educational institution/major computer or software producer in an area directly related to one of the specialty areas listed above? IF YES - How many years of experience do you have operating a multi-job computer; installing, operating and coordinating computer based networks; installing/maintaining database management systems; developing business application processes; developing/operating system programs; installing/maintaining personal computers, Local Area Networks and/or servers; managing operating systems; developing/delivering information management training; providing Information Technology (IT) customer service; or designing/administering Internet sites?
- NA - I have not completed the identified curriculum
 - Less than one year of experience in the identified areas
 - One year to less than two years of experience in the identified areas
 - Two years or more of experience in the identified areas
- * 6. If you are a current State of Iowa employee (executive branch) - How many months of full-time work have you had as an Information Technology Specialist 3 for the State of Iowa?
- I am not a current State of Iowa employee (executive branch)
 - Less than three months of experience as an Information Technology Specialist 3 for the State of Iowa
 - Three months to less than six months of experience as an Information Technology Specialist 3 for the State of Iowa
 - Six months or more of experience as an Information Technology Specialist 3 for the State of Iowa
- * 7. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both in identifying, documenting, and analyzing business

requirements and proposing large and/or complex technology solutions, serving as a conduit for communications between business users and information technology?

- Yes
- No

* 8. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both in the knowledge and understanding of any programming languages?

- Yes
- No

* 9. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both that demonstrates knowledge and understanding of the HTML syntax and basic language components?

- Yes
- No

* 10. Does your application demonstrate that you have 6 months' experience, 12 semester hours, or a combination of both in JAVAScript, a computer language for Internet development?

- Yes
- No

* Required Question



Wendel, Michelle <michelle.wendel@iowapbs.org>

Position Opening - Human Resource Associate

1 message

Human Resources, IPTV <humanresources@iptv.org>

Mon, Sep 30, 2019 at 9:15 AM

To: Everybody <Everybody@iptv.org>

Please share with anyone you think will be interested. Applications will only be accepted through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2585486/human-resource-associate>

Human Resource Associate

SALARY: \$20.41 - \$30.01 Hourly
\$1,632.80 - \$2,400.80 Biweekly
\$42,452.80 - \$62,420.80 Annually

LOCATION: Johnston - 50131 - Polk County

JOB TYPE: Full-time

AGENCY: 285 Iowa Public Television

OPENING DATE: 09/27/19

CLOSING DATE: 10/06/19 11:59 PM

LINKEDIN TAG: #LI-POST

POINT OF CONTACT: humanresources@iptv.org

JOB DESCRIPTION:

Iowa Public Television (IPTV) is seeking candidates for a Human Resources Associate position. IPTV is Iowa's statewide public broadcasting network. IPTV provides quality, innovative media and services that educate, inform, enrich and inspire Iowan's throughout the state. The position coordinates the delivery of human resources at IPTV, processes bi-weekly payroll, prepares various accounting documents and reports, and other duties as necessary.

Human Resources

- Assist managers/supervisors in the completion of Position Descriptions Questionnaires (PDQ's) for all permanent positions at IPTV. Work with Department of Administrative Services – Human Resources Enterprise (DAS-HRE) in the approval of the PDQ. Work with managers/supervisors to prepare the Hiring Justification for submission to the Department of Management (DOM)
- Post all vacant positions to State of Iowa's employment website and to other industry websites as appropriate. Review applications to determine if minimum requirements are met for non-merit positions. Correspond with applicants throughout the hiring process. Maintain recruitment files in accordance with State of Iowa and Federal Communications Commission (FCC) requirements.
- Prepare and follow-through with all necessary paperwork and obtain required documentation for all employees paid through the payroll system. Responsible for all new employee orientation meetings. Complete and execute requirements for employee separations.
- Provide direction to division directors, supervisors, and employees related to human resource matters such as health, dental, life insurance benefits, long term disability insurance benefits, workers' compensation, FMLA, promotions, demotions, transfers, merit increases, reclassifications, hiring, terminations, catastrophic leave, SLIP program, IPERS, and deferred compensation. Serve as liaison between IPTV and DAS-HRE on matters relating to employee benefits.

- Maintain and monitor all employee performance evaluations, ensuring they are completed timely and correctly. Notify supervisors when performance evaluations are due.
- Monitor and maintain the monthly DAS billing adjustments for insurance benefits. Monitor staff on leave, collecting applicable employee share of insurance premiums, process state share transfers or refunds, if applicable.
- Administer the Workers' Compensation and Unemployment programs for IPTV. Act as a liaison between IPTV employees, and the third party administrators, as necessary. Complete all payroll computations for employees on workers' compensation. Answer all interrogatories sent from the Attorney General's Office. Prepare U.S. Department of Labor OSHA reports.

Payroll Processing

- Responsible for daily transactions on the HRIS system, including but not limited to, entering new employees, terminations, promotions, demotions, transfers, changes to personal/employment information. Ensure all required documentation is sent to DAS in a timely manner.
- Account for all employee time sheets. Review time sheets to ensure compliance with DAS, IPTV, and union policies, including verifying timesheet has proper signatures, recalculating hours, and ensuring there are leave requests for all time taken.
- Create M-5s for payroll distribution changes per time recorded on the time sheet to ensure the appropriate accounting codes are charged. Check preliminary and final payroll journals for errors and any required payroll changes. Initiate and follow-up error corrections.
- Maintain an ongoing knowledge of payroll procedures to ensure that payroll is accurately recorded and processed in accordance with policies and procedures. Maintain ongoing knowledge of DAS, IPTV, and union policies as they relate to payroll and benefits.
- Reconcile Reed Group absence reporting under FMLA with the State of Iowa FMLA designated time types. Process the appropriate P1s on the payroll system.

Accounting Documents

- Prepare employee/vendor documents, cash receipts and modifications for all money received, correcting documents so that costs are charged to the appropriate appropriation, grant or production.
- Process vendor payments for miscellaneous general services contract agreements.

Reports and other duties

- Oversees the maintenance of agency/department human resources and payroll records and ensure that information is filed timely and retained according to IPTV, state/federal laws, rules, and regulations.
- Act as the training liaison between IPTV and DAS-Performance & Development Solutions (PDA).
- Assist in the development of a diversity plan and progress report to meet the Corporation of Public Broadcasting requirements.
- Work with the Director of Administration in the completion of the AA/EEO plan and annual report for DAS. Work with supervisors and managers to ensure that action steps are taken to meet the goals stated in each plan. Prepare FCC Equal Employment Opportunity annual reporting.
- Download reports from the HR-Payroll Data Warehouse and prepare them to send to supervisors to use as a management tool (i.e., leave balance, comp time, and overtime reports).
- Work on special projects or reports as directed by the business office manager
- Act as back-up for other business office functions during vacations and as needed.
- Complete all daily operations in a timely manner and with minimal supervision. Follow through on all questions/concerns/projects to ensure work is complete, lacking in errors, and understood by all parties.

Applicants may attach a cover letter and resume to the online application.

IPTV is a State of Iowa agency providing excellent benefits: https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf.

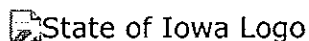
Human Resources
Iowa Public Television

4/13/2021

State of Iowa Mail - Position Opening - Human Resource Associate

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit lptv.org.

STATE OF IOWA
invites applications for the position of:



Human Resource Associate

SALARY:	\$20.84 - \$30.64 Hourly \$1,667.20 - \$2,451.20 Biweekly \$43,347.20 - \$63,731.20 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	09/27/19
CLOSING DATE:	10/06/19 11:59 PM
LINKEDIN TAG:	#LI-POST
POINT OF CONTACT:	humanresources@iptv.org

JOB DESCRIPTION:

Iowa Public Television (IPTV) is seeking candidates for a Human Resources Associate position. IPTV is Iowa's statewide public broadcasting network. IPTV provides quality, innovative media and services that educate, inform, enrich and inspire Iowans throughout the state. The position coordinates the delivery of human resources at IPTV, processes bi-weekly payroll, prepares various accounting documents and reports, and other duties as necessary.

Human Resources

- Assist managers/supervisors in the completion of Position Descriptions Questionnaires (PDQ's) for all permanent positions at IPTV. Work with Department of Administrative Services – Human Resources Enterprise (DAS-HRE) in the approval of the PDQ. Work with managers/supervisors to prepare the Hiring Justification for submission to the Department of Management (DOM)
- Post all vacant positions to State of Iowa's employment website and to other industry websites as appropriate. Review applications to determine if minimum requirements are met for non-merit positions. Correspond with applicants throughout the hiring process. Maintain recruitment files in accordance with State of Iowa and Federal Communications Commission (FCC) requirements.
- Prepare and follow-through with all necessary paperwork and obtain required documentation for all employees paid through the payroll system. Responsible for all new employee orientation meetings. Complete and execute requirements for employee separations.
- Provide direction to division directors, supervisors, and employees related to human resource matters such as health, dental, life insurance benefits, long term disability insurance benefits, workers' compensation, FMLA, promotions, demotions, transfers, merit increases, reclassifications, hiring, terminations, catastrophic leave, SLIP program, IPERS, and deferred compensation. Serve as liaison between IPTV and DAS-HRE on matters relating to employee benefits.
- Maintain and monitor all employee performance evaluations, ensuring they are completed timely and correctly. Notify supervisors when performance evaluations are due.
- Monitor and maintain the monthly DAS billing adjustments for insurance benefits. Monitor staff on leave, collecting applicable employee share of insurance premiums, process state share

transfers or refunds, if applicable.

- Administer the Workers' Compensation and Unemployment programs for IPTV. Act as a liaison between IPTV employees, and the third party administrators, as necessary. Complete all payroll computations for employees on workers' compensation. Answer all interrogatories sent from the Attorney General's Office. Prepare U.S. Department of Labor OSHA reports.

Payroll Processing

- Responsible for daily transactions on the HRIS system, including but not limited to, entering new employees, terminations, promotions, demotions, transfers, changes to personal/employment information. Ensure all required documentation is sent to DAS in a timely manner.
- Account for all employee time sheets. Review time sheets to ensure compliance with DAS, IPTV, and union policies, including verifying timesheet has proper signatures, recalculating hours, and ensuring there are leave requests for all time taken.
- Create M-5s for payroll distribution changes per time recorded on the time sheet to ensure the appropriate accounting codes are charged. Check preliminary and final payroll journals for errors and any required payroll changes. Initiate and follow-up error corrections.
- Maintain an ongoing knowledge of payroll procedures to ensure that payroll is accurately recorded and processed in accordance with policies and procedures. Maintain ongoing knowledge of DAS, IPTV, and union policies as they relate to payroll and benefits.
- Reconcile Reed Group absence reporting under FMLA with the State of Iowa FMLA designated time types. Process the appropriate P1s on the payroll system.

Accounting Documents

- Prepare employee/vendor documents, cash receipts and modifications for all money received, correcting documents so that costs are charged to the appropriate appropriation, grant or production.
- Process vendor payments for miscellaneous general services contract agreements.

Reports and other duties

- Oversees the maintenance of agency/department human resources and payroll records and ensure that information is filed timely and retained according to IPTV, state/federal laws, rules, and regulations.
- Act as the training liaison between IPTV and DAS-Performance & Development Solutions (PDA).
- Assist in the development of a diversity plan and progress report to meet the Corporation of Public Broadcasting requirements.
- Work with the Director of Administration in the completion of the AA/EEO plan and annual report for DAS. Work with supervisors and managers to ensure that action steps are taken to meet the goals stated in each plan. Prepare FCC Equal Employment Opportunity annual reporting.
- Download reports from the HR-Payroll Data Warehouse and prepare them to send to supervisors to use as a management tool (i.e., leave balance, comp time, and overtime reports).
- Work on special projects or reports as directed by the business office manager
- Act as back-up for other business office functions during vacations and as needed.
- Complete all daily operations in a timely manner and with minimal supervision. Follow through on all questions/concerns/projects to ensure work is complete, lacking in errors, and understood by all parties.

Applicants may attach a cover letter and resume to the online application.

IPTV is a State of Iowa agency providing excellent benefits:

https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf.

SELECTIVES:**MINIMUM QUALIFICATION REQUIREMENTS:**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Four years of full-time work experience in administrative support, at least two years of which were in a human-resources-related program area.
- 2) All of the following (a, b, and c):
 - a. One year of full-time work experience in administrative support in a human-resources-related program area; and
 - b. A total of one year of education and/or full-time experience in administrative support in a human-resources-related program area, where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
 - c. A total of two years of education and/or full-time experience in general administrative support, where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes experience equal to 12 months of full-time work as a Human Resources Technical Assistant, Human Resources Technical Specialist, Secretary (any level), or Administrative Assistant (any level).

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:**TO CONTACT THE HIRING AGENCY:**

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #20-00830
HUMAN RESOURCE ASSOCIATE
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Human Resource Associate Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection

process will result in your disqualification from this application and future employment with the state of Iowa.

- Yes - I understand and agree.
 No

* 2. **PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

* 3. Do you have two years of administrative support work in a human resources related area (e.g., FMLA, payroll, health/dental benefits)? IF YES - how many ADDITIONAL years do you have of administrative support work - in any area or human resources related? The additional experience must not be the same experience as was counted for the first part of this question.

- I do not have two years of administrative support work in a human resources related area
 Less than two years of ADDITIONAL administrative support work - in any area or human resources related
 Two years or more of ADDITIONAL administrative support work - in any area or human resources related

* 4. Do you have one year of full-time work experience in administrative support in a human-resources related program area AND do you have one year of a combination of post high school education AND/OR ADDITIONAL (not used to count for the first portion of this question) full-time work experience in administrative support in a human-resources related program area? Thirty semester hours of accredited college or university course work in any field equals one year of full-time experience. IF YES - How many years do you have of a combination of post high school education AND/OR ADDITIONAL full-time experience in general administrative support (does not have to be in a human resources related area)? Thirty semester hours of accredited college or university course work in any field equals one year of full-time experience. The experience used to count for this last portion of the question must have not have been used to count for any other portion of the question.

- I do not have one year of full-time work experience in administrative support in a human-resources related program AND one year of post high school/education or additional one year of experience of administrative support work in a human resources related area
 Less than two years of post high school education and/or additional full-time experience in general administrative support
 Two years or more of post high school education and/or additional full-time experience in general administrative support

* 5. Are you a current State of Iowa employee (executive branch)? IF YES - How many months do you have in the classification of a Human Resources Technical Assistant, Human Resources Technical Specialist, Secretary (any level), or Administrative Assistant (any level) for the State of Iowa?

- I am not a State of Iowa employee
 I do not have experience in the classifications identified
 Less than 12 months of experience in the classifications identified
 12 months or more of experience in the classifications identified

* Required Question



Wendel, Michelle <michelle.wendel@iowapbs.org>

Position Opening - Promotions Editor/Producer

1 message

Human Resources, IPTV <humanresources@iptv.org>

Fri, Sep 27, 2019 at 9:52 AM

To: Everybody <Everybody@iptv.org>

Please share with anyone you think will be interested. Applications will only be accepted through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2585059/promotions-editor-producer>

Promotions Editor/Producer

SALARY: \$23.50 - \$35.62 Hourly
\$1,880.00 - \$2,849.60 Biweekly
\$48,880.00 - \$74,089.60 Annually

LOCATION: Johnston - 50131 - Polk County

JOB TYPE: Full-time

AGENCY: 285 Iowa Public Television

OPENING DATE: 09/27/19

CLOSING DATE: 10/13/19 11:59 PM

LINKEDIN TAG: #LI-POST

POINT OF CONTACT: humanresources@iptv.org

TO APPLY: Please include with online application: Cover letter, Resume and a link to your portfolio.

JOB DESCRIPTION:

This is a non-merit position with Iowa Public Television. Iowa Public Television (IPTV).

IPTV is seeking a Promotions Editor/Producer (Producer/Director) to create on-air and online promotional materials. IPTV is the State of Iowa's statewide Public Broadcasting Station (PBS). The Promotions Editor/Producer will create materials to provide information to our audience about the mission, vision and upcoming programming. Create on-air and online spots that effectively promote IPTV's services, as well as inform viewers of important information, including last minute spots to address critical on-air, programming and funding support. Produce spots supporting and promoting IPTV events and local programming while utilizing existing branding elements and style guides for on-air look. Ideal candidate will have a full understanding and working knowledge of Adobe Creative Suite including Premiere, After Effects, Photoshop, Illustrator and InDesign. Knowledge of Avid is desired, but not required.

A successful Promotions Editor/Producer will have the ability to communicate verbally and with written communication with a diverse group of people utilizing an open mind to all ideas. The need for customer service skills, organizational skills and attention to detail are a must. Ability to perform under tight deadlines, either solo or with a team is ideal.

This position will occasionally work a varied schedule including nights and weekends, along with local and out of state travel. Sample of specific duties of the Promotions Editor/Producer (not complete listing): Package tune-ins and other PBS spots; underwriting spot assistance. Work with corporate support staff to create and package underwriting spots with approval from clients, including testimonials with sponsor personnel. Enter spots into system database. Field production for events, testimonials, etc. for network and Friends of Iowa Public Television Foundation.

Create tune-ins for local productions from partial or complete programs. Create visually appealing and effective video pieces from general instructions that promote IPTV services, informs viewers of important information, increase interest and understanding of IPTV's programs and services, including last minute spots to address critical on-air, programming and funding support. Take the general idea or instructions from concept to finished piece ready for distribution, including research, planning and scheduling of locations, shooting video/recording audio, drafting scripts, editing, revision and exporting final file. Conducting interviews with variety of interviewees and assist with technical, esthetic and content decisions of remote and studio productions. Edit

pieces for online, including animations and text-based videos.

Create 2D and 3D graphics, including animations to specifications of directors and management within the guidelines of the project/program.

Please include with online application: Cover letter, Resume and a link to your portfolio.

IPTV is a State of Iowa agency providing excellent benefits:

https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited four year college or university with major coursework in: broadcast journalism; mass communications; film; or commercial art and graphics (which included broadcast graphics) and three years of full-time professional level experience in broadcast design, commercial art or television production;

OR

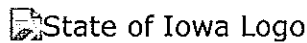
a combination of education and experience, substituting one year of the required experience for thirty semester hours of the education to a maximum substitution of four years.

For additional information, please click on this [link to view the job description](#).

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit iptv.org.

STATE OF IOWA
invites applications for the position of:



Promotions Editor/Producer

SALARY: \$23.99 - \$36.37 Hourly
\$1,919.20 - \$2,909.60 Biweekly
\$49,899.20 - \$75,649.60 Annually

LOCATION: Johnston - 50131 - Polk County

JOB TYPE: Full-time

AGENCY: 285 Iowa PBS

OPENING DATE: 09/27/19

CLOSING DATE: 10/13/19 11:59 PM

LINKEDIN TAG: #LI-POST

POINT OF CONTACT: humanresources@iptv.org

TO APPLY: Please include with online application: Cover letter, Resume and a link to your portfolio.

JOB DESCRIPTION:

This is a non-merit position with Iowa Public Television. Iowa Public Television (IPTV).

IPTV is seeking a Promotions Editor/Producer (Producer/Director) to create on-air and online promotional materials. IPTV is the State of Iowa's statewide Public Broadcasting Station (PBS). The Promotions Editor/Producer will create materials to provide information to our audience about the mission, vision and upcoming programming. Create on-air and online spots that effectively promote IPTV's services, as well as inform viewers of important information, including last minute spots to address critical on-air, programming and funding support. Produce spots supporting and promoting IPTV events and local programming while utilizing existing branding elements and style guides for on-air look. Ideal candidate will have a full understanding and working knowledge of Adobe Creative Suite including Premiere, After Effects, Photoshop, Illustrator and InDesign. Knowledge of Avid is desired, but not required.

A successful Promotions Editor/Producer will have the ability to communicate verbally and with written communication with a diverse group of people utilizing an open mind to all ideas. The need for customer service skills, organizational skills and attention to detail are a must. Ability to perform under tight deadlines, either solo or with a team is ideal.

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Create tune-ins for local productions from partial or complete programs. Create visually appealing and effective video pieces from general instructions that promote IPTV services, informs viewers of

important information, increase interest and understanding of IPTV's programs and services, including last minute spots to address critical on-air, programing and funding support. Take the general idea or instructions from concept to finished piece ready for distribution, including research, planning and scheduling of locations, shooting video/recording audio, drafting scripts, editing, revision and exporting final file. Conducting interviews with variety of interviewees and assist with technical, esthetic and content decisions of remote and studio productions. Edit pieces for online, including animations and text-based videos.

Create 2D and 3D graphics, including animations to specifications of directors and management within the guidelines of the project/program.

Please include with online application: Cover letter, Resume and a link to your portfolio.

IPTV is a State of Iowa agency providing excellent benefits:

https://das.iowa.gov/sites/default/files/hr/documents/employment/Benefits_Beyond_the_Paycheck.pdf

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited four year college or university with major coursework in: broadcast journalism; mass communications; film; or commercial art and graphics (which included broadcast graphics) and three years of full-time professional level experience in broadcast design, commercial art or television production;

OR

a combination of education and experience, substituting one year of the required experience for thirty semester hours of the education to a maximum substitution of four years.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #20-00821
PROMOTIONS EDITOR/PRODUCER
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.



Wendel, Michelle <michelle.wendel@iowapbs.org>

Position Opening - Engineering Administrative Assistant 1

1 message

Human Resources, IPTV <humanresources@iptv.org>

Wed, Sep 11, 2019 at 3:17 PM

To: Everybody <Everybody@iptv.org>

Please share with anyone you think will be interested. Applications will only be accepted through this

link: <https://www.governmentjobs.com/careers/iowa/jobs/2569094/administrative-assistant-1>

Administrative Assistant 1

SALARY: \$18.26 - \$26.85 Hourly
\$1,460.80 - \$2,148.00 Biweekly
\$37,980.80 - \$55,848.00 Annually

LOCATION: Johnston - 50131 - Polk County

JOB TYPE: Full-time

AGENCY: 285 Iowa Public Television

OPENING DATE: 09/11/19

CLOSING DATE: 09/22/19 11:59 PM

LINKEDIN TAG: #LI-DNP

POINT OF CONTACT: Bill Hayes at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

The Iowa Public Television (IPTV) is seeking an Administrative Assistant 1 to provide assistance to the Engineering department of IPTV. IPTV is the state of Iowa's statewide Public Broadcasting Station (PBS), IPTV provides quality, innovative media and services that educate, inform, enrich and inspire Iowans throughout the state. The Administrative Assistant 1 will have duties that include but not limited to:

- Managing Engineering department administrative functions such as filing, purchase tracking, meeting scheduling, including monitoring and adjusting scheduled events to prevent conflicts.
- Answer or direct incoming inquiries to the department.
- Coordinate travel arrangements for out of state travel per state of Iowa policies and assistant Engineering department management with completion of travel reimbursement requests.
- Acts as contact point for various contracts and leases that cover: land, buildings, towers, equipment and services.
- Collaborates with management and other agencies to ensure documents meet current Iowa code and policies.

- Assists with all aspects of purchasing for Engineering, including drafting or completion of purchase documents from requests for information to payment documentation needed by IPTV Business Office.
- May also place orders once approvals have been granted.
- Will create and maintain a variety of reports for IPTV and overseeing entities, examples include meeting minutes, recording of outages and maintenance activity for transmitter sites.
- Creates presentations based on report data for multiple audiences.
- Reports technical issues to management.
- Create communication on behalf of the Engineering department, either for departmental usage or public updates for distribution via digital platforms.
- Other duties as assigned.

Please include cover letter and resume with application.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1. Graduation from an accredited four-year college or university with a bachelor's degree in any field.
2. A total of four years of education (as described in number one) and/or full-time experience in accounting, secretarial, or office support work collecting, compiling, reporting, examining and/or editing numerical data; coding and qualifying people for benefits, licenses, or other transactions; preparing and keeping budgetary accounts and projections; organizing and implementing office support operations; advising on procedural processes; or other work that provided direct support and exposure to substantive agency programs, where one year of full-time experience is equal to 30 semester hours of education.
3. Current, continuous experience in the state executive branch that includes experience equal to 12 months of full-time work as a Secretary 2, Clerk Specialist, Public Service Supervisor, Accounting Technician (any level), Purchasing Assistant, or Human Resources Technical Assistant

For additional information, please click on this [link to view the job description](#).

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

<http://www.iptv.org>

To Contact DAS HRE: dashre.info@iowa.gov

Position #20-00682
ADMINISTRATIVE ASSISTANT 1
MW

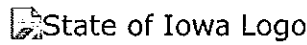
Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit iptv.org.

STATE OF IOWA
invites applications for the position of:



Administrative Assistant 1

SALARY:	\$18.64 - \$27.41 Hourly \$1,491.20 - \$2,192.80 Biweekly \$38,771.20 - \$57,012.80 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	09/11/19
CLOSING DATE:	09/22/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Bill Hayes at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

The Iowa Public Television (IPTV) is seeking an Administrative Assistant 1 to provide assistance to the Engineering department of IPTV. IPTV is the state of Iowa's statewide Public Broadcasting Station (PBS), IPTV provides quality, innovative media and services that educate, inform, enrich and inspire Iowans throughout the state. The Administrative Assistant 1 will have duties that include but not limited to:

- Managing Engineering department administrative functions such as filing, purchase tracking, meeting scheduling, including monitoring and adjusting scheduled events to prevent conflicts.
- Answer or direct incoming inquiries to the department.
- Coordinate travel arrangements for out of state travel per state of Iowa policies and assist Engineering department management with completion of travel reimbursement requests.
- Acts as contact point for various contracts and leases that cover: land, buildings, towers, equipment and services.
- Collaborates with management and other agencies to ensure documents meet current Iowa code and policies.
- Assists with all aspects of purchasing for Engineering, including drafting or completion of purchase documents from requests for information to payment documentation needed by IPTV Business Office.
- May also place orders once approvals have been granted.
- Will create and maintain a variety of reports for IPTV and overseeing entities, examples include meeting minutes, recording of outages and maintenance activity for transmitter sites.
- Creates presentations based on report data for multiple audiences.
- Reports technical issues to management.
- Create communication on behalf of the Engineering department, either for departmental usage or public updates for distribution via digital platforms.

- Other duties as assigned.

Please include cover letter and resume with application.

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1. Graduation from an accredited four-year college or university with a bachelor's degree in any field.
2. A total of four years of education (as described in number one) and/or full-time experience in accounting, secretarial, or office support work collecting, compiling, reporting, examining and/or editing numerical data; coding and qualifying people for benefits, licenses, or other transactions; preparing and keeping budgetary accounts and projections; organizing and implementing office support operations; advising on procedural processes; or other work that provided direct support and exposure to substantive agency programs, where one year of full-time experience is equal to 30 semester hours of education.
3. Current, continuous experience in the state executive branch that includes experience equal to 12 months of full-time work as a Secretary 2, Clerk Specialist, Public Service Supervisor, Accounting Technician (any level), Purchasing Assistant, or Human Resources Technical Assistant

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #20-00682
ADMINISTRATIVE ASSISTANT 1
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Administrative Assistant 1 Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the**

answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.

Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

- Yes - I understand and agree.
 No

* 2. **PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

* 3. Have you graduated with a Bachelor's Degree from an accredited college/university?

- Yes
 No

* 4. How many years do you have of a combination of full-time work experience in accounting, secretarial or office support work involving: collecting, compiling, reporting, examining and/or editing numerical data; coding/qualifying persons for benefits, licenses or other transactions; preparing/keeping budgetary accounts and projections; organizing/implementing office support operations; advising on procedural processes; or other work which provided direct support/exposure to substantive agency programs AND/OR post high school education? 30 semester hours of course work equals one year of experience.

- I do not have any of the combined education and/or experience
 Less than two years of the combined education and/or experience
 Two years to less than four years of the combined education and/or experience
 Four years or more of the combined education and/or experience

* 5. Are you a current State of Iowa employee (executive branch)? IF YES - How many months of experience do you have in the classification of Secretary 2, Clerk Specialist, Public Service Supervisor, Accounting Technician (any level), Purchasing Assistant or Human Resources Technical Assistant for the State of Iowa?

- I am not a State of Iowa employee
 Less than 12 months of the required experience
 12 months or more of the required experience

* Required Question



Wendel, Michelle <michelle.wendel@iowapbs.org>

Position Opening - Media Integration Specialist

1 message

Human Resources, IPTV <humanresources@iptv.org>

Wed, Dec 18, 2019 at 2:20 PM

To: Everybody <Everybody@iptv.org>

Please share with anyone you think will be interested. Applications will only be accepted through this link:
<https://www.governmentjobs.com/careers/iowa/jobs/2661030/media-integration-specialist>

Media Integration Specialist

SALARY:	\$25.78 - \$39.24 Hourly \$2,062.40 - \$3,139.20 Biweekly \$53,622.40 - \$81,619.20 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa Public Television
OPENING DATE:	12/17/19
CLOSING DATE:	12/29/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Hiring manager at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

The Iowa Public Television is looking to fill a Media Integration Specialist (Program Planner 3) to assist the state.

Our Mission

Iowa Public Television educates, informs, enriches and inspires Iowans.

WHY Iowa Public Television!

Iowa Public Television is Iowa's statewide public broadcasting network. Approximately 100 full and part-time employees work at Iowa Public Television serving our audiences with local programs, broadcast services, and education and outreach initiatives that contribute to our mission. Our organization is made strong by highly-qualified, diverse and talented staff members who are vital to IPTV's future. Working at Iowa Public Television will provide you the opportunity for robust career development. We consider the employees at Iowa Public Television to be our most valuable resource.

Position Summary:

The primary role of this position is to drive engagement in research, planning and designing educational media applications and communicating best practices in technology to informal and formal educators.

Responsibilities:

Instructional Media Design and Consultation:

- Participates in the research, planning and design of interactive media applications for use in education. Contributes to meetings and discussions with team members related to the design and development of instructional media and online courses.
- Assists in all phases of the design process, including needs and audience analysis, specification of objectives, selection of strategies, and development of assessment and evaluation of materials.
- Documents and organizes project design plans, program characteristics, instructional strategies, story boards, flowcharts, and objectives.

- Prepares flowcharts and storyboards for use in the design, evaluation and production of media resources.
- Researches the teaching and learning strategies involved in the design and development of various types of educational media, including broadcast and web-based learning.
- Consults with Education Program Consultants and other team members of new hardware and software solutions supporting the development of instructional media.

Production of Instructional Media:

- Produces educational media and support other station media as needed.
- Contributes to meetings and discussions in the planning and design of multimedia products.
- Web code is authored, tested, and implemented in an acceptable and timely way.
- Creates and prepares graphics for educational projects.
- Works with partner organizations to acquire and prepare media assets for educational purposes.

Educator Outreach:

- Consults with educators on the advantages and proper use of multimedia.
- Participates in the development and delivery of training sessions, workshops, and conference presentations.
- Consults with Educational Services staff and the Iowa education community on the use of interactive new media and multimedia development software.
- Researches and writes material for education communications.

Evaluation of Instructional Media:

- Evaluates the utilization of multimedia applications among educational organizations and recommends and implements plan to improve the use.
- Works with teachers and students to determine effectiveness of educational materials.
- Performs evaluations and pilot tests the utilization of interactive new media applications.
- Assists with the development of evaluation instruments.

Essential Functions:

- Utilize instructional media design skills.
- Implements best instructional practices and technology integration in education.
- Analyzes and interprets the educational landscape and technologies role in education.
- Coordinate people and resources required to accomplish objectives without supervision.
- Communicates to groups and individuals with a wide variety of communication skills, interests, needs and conflicting views.
- Negotiates problems, situations or people with different perspectives.
- Develops and fosters teamwork and motivate a group not bound by organizational authority. Displays high standards and ethical conduct.
- Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

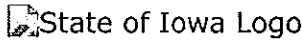
- 1) Seven years of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility).
- 2) All of the following (a, b, and c):
 - a. One year of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility); and
 - b. A total of four years of education and full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and
 - c. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in any field equals one year of full-time experience.
- 3) Graduation from an accredited school of law.
- 4) Current, continuous experience in the state executive branch that includes nine months of full-time work as a Program Planner 2 or twenty-seven months of full-time work as a Program Planner 1.

For additional information, please click on this [link to view the job description](#).

Human Resources
Iowa Public Television

To find information on programs and services that educate, inform, enrich and inspire Iowans, visit lptv.org.

STATE OF IOWA
invites applications for the position of:



Media Integration Specialist

SALARY:	\$26.32 - \$40.06 Hourly \$2,105.60 - \$3,204.80 Biweekly \$54,745.60 - \$83,324.80 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	12/17/19
CLOSING DATE:	12/29/19 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Hiring manager at humanresources@iptv.org

JOB DESCRIPTION:

This is a non-merit position with the Iowa Public Television.

The Iowa Public Television is looking to fill a Media Integration Specialist (Program Planner 3) to assist the state.

Our Mission

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Iowa Public Television is Iowa's statewide public broadcasting network. Approximately 100 full and part-time employees work at Iowa Public Television serving our audiences with local programs, broadcast services, and education and outreach initiatives that contribute to our mission. Our organization is made strong by highly-qualified, diverse and talented staff members who are vital to IPTV's future. Working at Iowa Public Television will provide you the opportunity for robust career development. We consider the employees at Iowa Public Television to be our most valuable resource.

Position Summary:

The primary role of this position is to drive engagement in research, planning and designing educational media applications and communicating best practices in technology to informal and formal educators.

Responsibilities:

Instructional Media Design and Consultation:

- Participates in the research, planning and design of interactive media applications for use in education. Contributes to meetings and discussions with team members related to the design and development of instructional media and online courses.
- Assists in all phases of the design process, including needs and audience analysis, specification of objectives, selection of strategies, and development of assessment and

evaluation of materials.

- Documents and organizes project design plans, program characteristics, instructional strategies, story boards, flowcharts, and objectives.
- Prepares flowcharts and storyboards for use in the design, evaluation and production of media resources.
- Researches the teaching and learning strategies involved in the design and development of various types of educational media, including broadcast and web-based learning.
- Consults with Education Program Consultants and other team members of new hardware and software solutions supporting the development of instructional media.

Production of Instructional Media:

- Produces educational media and support other station media as needed.
- Contributes to meetings and discussions in the planning and design of multimedia products.
- Web code is authored, tested, and implemented in an acceptable and timely way.
- Creates and prepares graphics for educational projects.
- Works with partner organizations to acquire and prepare media assets for educational purposes.

Educator Outreach:

- Consults with educators on the advantages and proper use of multimedia.
- Participates in the development and delivery of training sessions, workshops, and conference presentations.
- Consults with Educational Services staff and the Iowa education community on the use of interactive new media and multimedia development software.
- Researches and writes material for education communications.

Evaluation of Instructional Media:

- Evaluates the utilization of multimedia applications among educational organizations and recommends and implements plan to improve the use.
- Works with teachers and students to determine effectiveness of educational materials.
- Performs evaluations and pilot tests the utilization of interactive new media applications.
- Assists with the development of evaluation instruments.

Essential Functions:

- Utilize instructional media design skills.
- Implements best instructional practices and technology integration in education.
- Analyzes and interprets the educational landscape and technologies role in education.
- Coordinate people and resources required to accomplish objectives without supervision.
- Communicates to groups and individuals with a wide variety of communication skills, interests, needs and conflicting views.
- Negotiates problems, situations or people with different perspectives.
- Develops and fosters teamwork and motivate a group not bound by organizational authority. Displays high standards and ethical conduct.
- Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Seven years of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility).
- 2) All of the following (a, b, and c):
 - a. One year of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility); and
 - b. A total of four years of education and full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and
 - c. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in any field equals one year of full-time experience.
- 3) Graduation from an accredited school of law.
- 4) Current, continuous experience in the state executive branch that includes nine months of full-time work as a Program Planner 2 or twenty-seven months of full-time work as a Program Planner 1.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr
PO Box 6450
Johnston, IA 50131

Position #20-01519
MEDIA INTEGRATION SPECIALIST
MW

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Media Integration Specialist Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.**
Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

- Yes - I understand and agree.
 No

* 2. **PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

* 3. How many years do you have of full-time work experience performing the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility)?

- No experience
 Less than seven years' in the specified areas
 Seven years' or more in the specified areas

* 4. Are you a current State of Iowa employee (executive branch)? IF YES - How many months of experience do you have in the classification of Program Planner 1 for the State of Iowa?

- I am not a State of Iowa employee
 I do not have any experience in the classification of Program Planner 1 for the State of Iowa
 Less than 24 months of experience in the classification of Program Planner 1 for the State of Iowa
 24 to less than 27 months of experience in the classification of Program Planner 1 for the State of Iowa
 27 months or more of experience in the classification of Program Planner 1 for the State of Iowa

* 5. Have you graduated from an accredited school of law?

- Yes
 No

* 6. Are you a current State of Iowa employee (executive branch)? IF YES - How many months of experience do you have in the classification of Program Planner 2 for the State of Iowa?

- I am not a State of Iowa employee
 I do not have any experience in the classification of Program Planner 2 for the State of Iowa
 Less than six months of experience in the classification of Program Planner 2 for the State of Iowa
 Six months to less than nine months of experience in the classification of Program Planner 2 for the State of Iowa
 Nine months or more of experience in the classification of Program Planner 2 for the State of Iowa

* 7. Do you have ALL of the following: A) One year of full-time work experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility); AND B) A total of four years of post high school/college education and full-time experience (experience as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; AND C) A total of two years of GRADUATE-level education and full-time experience (experience as described in part

a), where twenty-four semester hours of accredited graduate college or university course work in any field equals one year of full-time experience? ***The experience used to count for A, B and C must be separate and unique experience. The same experience CANNOT be counted for A, B and C.

Yes

No

* Required Question



Wendel, Michelle <michelle.wendel@iowapbs.org>

New Position Posting

1 message

HumanResources, IowaPBS <humanresources@iptv.org>

Fri, Jul 17, 2020 at 8:13 AM

To: Everybody <everybody@iowapbs.org>

Hello everyone!

We have an opening for an Accounting Clerk 2. All applicants must apply through this link: <https://www.governmentjobs.com/careers/iowa/jobs/2815990/accounting-clerk-2/apply?pagetype=jobOpportunitiesJobs> . Attachment of resumes and cover letters is highly encouraged. Applications must be submitted by July 26, 2020 at 11:59 pm.

Below is the body of the posting, if you would like to share with potential applicants.

Job Description

This is a merit position with the Iowa PBS.

The Iowa PBS is looking to fill an Accounting Clerk 2 to assist the state.

Our Mission

Iowa PBS educates, informs, enriches and inspires Iowans.

WHY Iowa PBS!

Iowa PBS is Iowa's statewide public broadcasting network. Approximately 100 full and part-time employees work at Iowa PBS serving our audiences with local programs, broadcast services, and education and outreach initiatives that contribute to our mission. Our organization is made strong by highly-qualified, diverse and talented staff members who are vital to Iowa PBS's future. Working at Iowa PBS will provide you the opportunity for robust career development. We consider the employees at Iowa PBS to be our most valuable resource.

Role Responsibilities

- Audit employee and non-employee travel claims to ensure that expenses are properly recorded and allowable according to State of Iowa and Iowa PBS policies and procedures. Make any necessary adjustments on all travel claims and ensure proper Iowa PBS account coding is used. Process accurate and timely payment of employee and non-employee travel claims.
- Assist Iowa PBS employees with travel related questions.
- Scan appropriate documentation into the State of Iowa's accounting system (1/3) and maintain paper copies for Iowa PBS files.
- Review out-of-state travel request documentation and enter information into the Online Travel Authorization system for the Executive Director/General Manager approval. After final approval is received purchase flight and out-of-state conference registrations, if needed, using Iowa PBS' Department Travel Card.

- Process payment to vendor of Iowa PBS Department Travel Card.
- Process the payment of invoices accurately and timely, ensuring payments are made in accordance with State of Iowa and Iowa PBS policies and procedures. Ensure proper Iowa PBS account coding is used. Scan appropriate documentation into the State of Iowa's accounting system (I/3) and maintain paper copies for Iowa PBS files.
- Act as backup to other Iowa PBS Business Office staff. This may include, but is not limited to, preparing procurement and payment documents; purchasing miscellaneous items on the Iowa PBS procurement card; opening incoming mail, date stamping, and distributing as necessary; preparing State of Iowa warrants for mailing; assist with miscellaneous filing.
- Prepare and update schedules, such as public listings and domain names.
- Respond to requests from Iowa PBS staff, state agencies, and outside vendors. Performing research as needed to help resolve issues.
- Work on special projects or reports as directed and approved by the Iowa PBS Business Office Manager.

Essential Functions

- Understand federal, state, and agency policies and procedures and apply concepts to travel claims and accounting documents.
- Assemble and scan documents, attach documents to accounting system.
- Enter account coding into State of Iowa accounting system.
- Maintain and reconcile accounts; prepare related reports.
- Communicates with both internal and external customers both verbally and in writing.

Minimum Qualification Requirements

Graduation from high school or G.E.D. equivalency and two years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

OR

an equivalent combination of education and experience, substituting one year of employment in clerical office work for each year of the required education;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of twelve months of full-time work as an Accounting Clerk 1 shall be considered as qualifying.

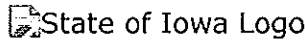
For additional information, please click on this [link to view the job description \(Download PDF reader\)](#).

Human Resources



New name. Same essential mission.

STATE OF IOWA
invites applications for the position of:



Accounting Clerk 2

SALARY:	\$15.64 - \$22.76 Hourly \$1,251.20 - \$1,820.80 Biweekly \$32,531.20 - \$47,340.80 Annually
LOCATION:	Johnston - 50131 - Polk County
JOB TYPE:	Full-time
AGENCY:	285 Iowa PBS
OPENING DATE:	07/15/20
CLOSING DATE:	07/26/20 11:59 PM
LINKEDIN TAG:	#LI-POST
POINT OF CONTACT:	Humanresources@iowapbs.org

JOB DESCRIPTION:

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WHY Iowa PBS!

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- Assist Iowa PBS employees with travel related questions.
- Scan appropriate documentation into the State of Iowa's accounting system (I/3) and maintain paper copies for Iowa PBS files.
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- Process payment to vendor of Iowa PBS Department Travel Card.
- Process the payment of invoices accurately and timely, ensuring payments are made in accordance with State of Iowa and Iowa PBS policies and procedures. Ensure proper Iowa PBS account coding is used. Scan appropriate documentation into the State of Iowa's accounting system (I/3) and maintain paper copies for Iowa PBS files.

- Act as backup to other Iowa PBS Business Office staff. This may include, but is not limited to, preparing procurement and payment documents; purchasing miscellaneous items on the Iowa PBS procurement card; opening incoming mail, date stamping, and distributing as necessary; preparing State of Iowa warrants for mailing; assist with miscellaneous filing.
- Prepare and update schedules, such as public listings and domain names.
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Essential Functions

- Understand federal, state, and agency policies and procedures and apply concepts to travel claims and accounting documents.
- Assemble and scan documents, attach documents to accounting system.
- Enter account coding into State of Iowa accounting system.
- Maintain and reconcile accounts; prepare related reports.
- Communicates with both internal and external customers both verbally and in writing.

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or G.E.D. equivalency and two years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

OR

an equivalent combination of education and experience, substituting one year of employment in clerical office work for each year of the required education;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education or experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of twelve months of full-time work as an Accounting Clerk 1 shall be considered as qualifying.

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

6450 Corporate Dr

Position #21-00099
ACCOUNTING CLERK 2

PO Box 6450
Johnston, IA 50131

<http://www.iowapbs.org/>

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

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Accounting Clerk 2 Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.
- Yes - I understand and agree.
 No
- * 2. **PLEASE READ CAREFULLY**
Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?
- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- * 3. Have you graduated from high school or G.E.D. equivalency? IF YES - How many years do you have of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices?
- I have not graduated from high school or G.E.D. equivalency
 Less than two years of the experience identified
 Two years or more of the experience identified
- * 4. Have you successfully completed a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting?
- Yes
 No
- * 5. How many years do you have of a combination of high school/G.E.D. equivalency education AND/OR clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices?
- Less than 6 six years of the combined education and/or experience
 Six years or more of the combined education and/or experience
- * 6. How many years do you have of a combination of post high school Business,

Accounting or closely related curriculum AND/OR clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices? Thirty semester hours equals one year of experience.

- I do not have any of the education and/or experience
 - Less than two years of the combined education and/or experience
 - Two years or more of the combined education and/or experience
- * 7. Are you a current State of Iowa employee (executive branch)? IF YES - How many months of experience do you have in the classification of Accounting Clerk 1 for the State of Iowa?
- I am not a current State of Iowa employee
 - I do not have any experience in the classification of Accounting Clerk 1
 - Less than 12 months of experience in the classification of Accounting Clerk 1 for the State of Iowa
 - 12 months or more of experience in the classification of Accounting Clerk 1 for the State of Iowa
- * 8. Do you have a combination of qualifying experience as listed above education and/or experience?
- Yes I have a combination of qualifying experience as listed above education and/or experience
 - No, I do not have a combination of qualifying experience as listed above education and/or experience
- * Required Question

----- Forwarded message -----

From: **Acosta, Ericka** <ericka.acosta@iowa.gov>

Date: Tue, Apr 13, 2021 at 3:46 PM

Subject: Re: Recruitment

To: Wendel, Michelle <michelle.wendel@iowapbs.org>

Hi Michelle -

Yes that is correct.

Ericka

On Tue, Apr 13, 2021 at 2:24 PM Wendel, Michelle <michelle.wendel@iowapbs.org> wrote:
Ericka,

I have a question for you about NeoGov and how it works with other entities sweeping the postings. It is my understanding that NeoGov gets swept by the IowaJobs.org site as well as various career websites. Can you confirm that is still true? Thank you.

Michelle Wendel, CPA
Director of Administration & Finance
michelle.wendel@iowapbs.org | Office 515.725.9828 | Mobile 515.380.1636



New name. Same essential mission.