

EEO Public File Report May 23, 2015 – May 24, 2016

Arizona PBS is committed to equal opportunity employment and participates in outreach recruitment practices that involve a three-pronged strategy, entailing: 1. A wide dissemination of notice of full-time vacancies; 2. Notice of each full-time vacancy to referral organizations and individuals that have requested it; and 3. Participation in long-term recruitment initiatives such as: job fairs, internships, student worker programs, and community events designed to inform the public of employment opportunities in broadcasting. Below are details of each outreach, including all full-time jobs posted during this reporting period.

Job Postings & Advertisements

Below is a list of all jobs posted and filled during this reporting period. All positions are advertised on the Arizona State University Employment Website (<http://cfo.asu.edu/hr-applicant>) and with a long list of diversity referrals (**Appendix A**). Arizona PBS also sends job alerts via email to individuals interested in being notified of current job openings when posted, via azpbsjobs@asu.edu.

Fiscal Specialist (Job ID 14180BR)

Filled 07/06/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Careerbuilder.com

Interviewed a total of five applicants: one who discovered the job via ASU employee referral and four by searching the ASU website. The applicant hired found the job by searching the ASU website.

Development Coordinator (Job ID 13603BR)

Filled 07/06/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Careerbuilder.com
- The Greater Arizona Association of Fundraising Professionals website <http://afpgreateraz.afpnet.org/>
- The Current website <https://current.org/jobseeker/job/23740649>
- Lodestar website <https://lodestar.asu.edu>

Interviewed a total of five applicants: three discovered the job via searching the ASU website and two selected “other” as the referral resource used to learn about the job. The applicant hired learned of the job by searching the ASU website.

EEO Public File Report **May 23, 2015 – May 24, 2016**

Accounting Specialist (Job ID 14550BR)

Filled 07/20/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A

Interviewed a total of four applicants: three discovered the job via searching the ASU website and one through ASU employee referral. The applicant hired learned of the job by searching the ASU website.

Office Specialist Sr. (Job ID 13923BR)

Filled 07/20/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Careerbuilder.com

Interviewed a total of four applicants: one discovered the job via searching the ASU website, one through ASU employee referral, one through a colleague, and one selected “other” as the referral resource used to learn about the job. The applicant hired learned of the job via ASU employee referral.

Administrative Specialist (Job ID 14657BR)

Filled 08/10/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Arizona Association for the Education of Young Children (AzAEYC) Newsletter

Interviewed a total of three applicants, all of whom discovered the job via searching the ASU website. The applicant hired found the job by searching the ASU website

Instructional Specialist (Job ID 14621BR)

Filled 8/20/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Arizona Association for the Education of Young Children (AzAEYC) Newsletter
- Yuma County Early Childhood Collaborative Members Listserve

EEO Public File Report **May 23, 2015 – May 24, 2016**

- Jobing.com
- LinkedIn.com

Interviewed 23 applicants: five applicants discovered the job via searching the ASU website, one through ASU employee referral, eight through a colleague, one through Indeed.com (a metasearch engine), one through Jobing.com, one through a professional organization, and six selected “other” as the referral resource used to learn about the job. Five candidates were hired: one through searching the ASU website, one through “other,” and three through a colleague.

TV Producer/Director Part-time (Job ID 15928BR)

Filled 09/07/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A

Interviewed a total of three applicants: one discovered the job via searching the ASU website, one through ASU employee referral, and one selected “other” as the referral resource used to learn about the job. The applicant hired discovered the job by searching the ASU website.

Website Technician (Job ID 15053BR)

Filled 09/21/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn.com website
- Stackoverflow.com website

Interviewed a total of three applicants: one who discovered the job via a colleague, one through LinkedIn.com website, and one selected “other” as the referral resource used to learn about the job. The applicant hired found the job through the LinkedIn.com website.

Broadcast Engineer Sr. (Job ID 15173BR)

Filled 10/12/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Society of Broadcast Engineers website SBE.org

Interviewed a total of two applicants: one who discovered the job via: one through a colleague and one through a professional organization. The applicant hired learned about the job through a colleague.

EEO Public File Report **May 23, 2015 – May 24, 2016**

Instructional Specialist (Job ID 16031BR)

Filled 10/15/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Arizona Association for the Education of Young Children (AzAEYC) Newsletter
- Yuma County Early Childhood Collaborative Members Listserve

Interviewed a total of two applicants: one who discovered the job through a colleague and one through a professional organization. The applicant hired found the job through a professional organization.

Account Executive (Job ID 14751BR)

Filled 11/23/2015

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Student Affairs website <http://jobs.studentaffairs.com>
- Arizona Broadcasters Association website <http://azbroadcasters.org/job>
- Jobing.com website
- Careerbuilder.com website
- TVJobs.com website
- Ad2Phoenix.com website

Interviewed a total of three applicants: two who discovered the job via searching the ASU website and one who learned about the job via the Arizona PBS jobs distribution email list. The applicant hired found the job through the Arizona PBS jobs distribution email list.

Broadcast Engineer (Job ID 17577BR)

Filled 01/25/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Society of Broadcast Engineers website SBE.org

Interviewed a total of seven applicants: one who discovered the job via searching the ASU website, two by ASU employee referral, two through a colleague, and two selected “other” as the referral resource used to learn about the job. The applicant hired learned about the job via ASU employee referral.

EEO Public File Report **May 23, 2015 – May 24, 2016**

Database Coordinator (Job ID 18461BR)

Filled 02/29/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Careerbuilder.com
- The Chronicle.com website

Interviewed a total of six applicants: three who discovered the job by searching the ASU website, two via ASU employee referral, and one through Indeed.com (a metasearch engine). The applicant hired found out about the job via ASU employee referral.

Administrative Assistant (Job ID 18917BR)

Filled 02/15/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Yuma County Early Childhood Collaborative Members Listserve
- First Things First – Statewide Regions and the AzAEYC database

Interviewed a total of three applicants: two who discovered the job by searching the ASU website, one from a colleague, and one from the Arizona PBS job distribution email list. The applicant hired found the job through a colleague.

Administrative Assistant (Job ID 18913BR)

Filled 02/29/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Yuma County Early Childhood Collaborative Members Listserve
- First Things First – Statewide Regions and the AzAEYC database

Interviewed 22 applicants: 14 who discovered the job via searching the ASU website, four through ASU employee referral, three via Indeed.com (a metasearch engine), and one through the Arizona PBS distribution email list. The applicant hired found out about the job through ASU employee referral.

EEO Public File Report **May 23, 2015 – May 24, 2016**

Interactive Designer (Job ID 19860BR)

Filled 03/28/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn.com website
- AIGA.org website - The Professional Association for Design
- Shared on ASU - Herberger Design School's Facebook page
<https://www.facebook.com/thedesignschool/>
- Posted on Twitter network via @aliasdavis

Interviewed five applicants: three who discovered the job from a colleague, one through Indeed.com (a metasearch engine), and one via LinkedIn.com. The applicant hired found the job through Indeed.com.

Account Executive – Lead Generator (Job ID 18441BR)

Filled 04/11/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- The Media Sales Institute, a partnership of National Association of Broadcasters
- Current.org website
- Idealist.org website

Interviewed 5 applicants: 3 who discovered the job via searching the ASU website, one through Current.org website, and one through Indeed.com (a metasearch engine). The applicant hired found the job by searching the ASU website.

Digital (Email) Marketing Coordinator (Job ID 18567BR)

Filled 04/19/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Jobing.com
- Current.org website
- The Chronicle of Philanthropy.com website
- Idealist.org website
- Nonprofit Technology Network NTEN.org website

EEO Public File Report **May 23, 2015 – May 24, 2016**

Interviewed 3 applicants: one who discovered the job via searching the ASU website, one via ASU employee referral, and one through Indeed.com (a metasearch engine). The applicant hired learned of the job through ASU employee referral.

Events Coordinator Sr. (Job ID 20742BR)

Filled 05/02/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- <http://www.azplanning.org/>
- <http://www.azmpi.org/resumes/jobpostinst.pdf>
- <https://lodestar.asu.edu/>
- HigherEdjobs.com
- <https://event-planning.thecreativeloft.com/event-planning/jobs/in/phoenix/>

Interviewed a total of three applicants: one who discovered the job through a colleague, one saw it on higheredjobs.com, and one learned of the job via Indeed.com (a metasearch engine). The applicant hired for this position learned about the job from a colleague.

Accounting Specialist (Job ID 21654BR)

Filled 05/18/2016

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Careerbuilder.com

Interviewed a total of five applicants: two discovered the job via searching the ASU website, one by ASU employee referral, and two via Indeed.com (a metasearch engine). The applicant hired for this position saw the job while searching the ASU website.

Financial Analyst (Job ID 22376BR)

Filled 05/18/2016

A second candidate was hired from competitive recruitment process of Accounting Specialist, Job 21654BR. This applicant learned about the position from searching the ASU website. He demonstrated a unique combination of difficult to find skills, which fit well into a similar position the business unit had vacant.

EEO Public File Report May 23, 2015 – May 24, 2016

Arizona PBS interviewed a total of 117 people for all full-time vacancies during this reporting period. The following are the recruitment sources used during the period, covered earlier in this report, and the cumulative number of interviewees referred by each:

Recruitment Sources	Total number of Interviewees referred
Searching ASU Website	48
ASU Employee Referral	15
ASU Lodestar	
ASU/Eight AZPBS Job Opportunity Email	3
CareerBuilder.com	
Chronicle of Higher Education	
Colleague	19
current.org	1
HigherEdJobs.com	1
Jobing.com	1
LinkedIn	2
Monster.com	
Stackoverflow.com website	
TVJobs.com website	
Ad2Phoenix.com website	
Arizona Broadcasters Association website	
The Media Sales Institute, a partnership of NABA	
The Chronicle of Philanthropy.com website	
Idealist.org website	
Nonprofit Technology Network NTEN.org website	
Arizona event planning website http://www.azplanning.org/	
Arizona MPI organization website azmpi.org	
The event-planning.thecreativeoft.com	
Twitter network via @aliasdavis	
ASU - Herberger Design School's Facebook page	
The Arizona Assoc for the Edu of Young Children (AzAEYC) Newsletter	
Yuma County Early Childhood Collaborative Members	
Student Affairs website http://jobs.studentaffairs.com	
AIGA.org website - The Professional Association for Design	
SBE.org (The society of broadcast engineers website)	
Professional Organization	3
Indeed.com	11
Other	13
Total	117

EEO Public File Report May 23, 2015 – May 24, 2016

Job Banks and Programs to Promote Outreach

Each full-time job opening during the reporting period was announced and posted with organizations and job banks of broad-based membership, including women and minorities, such as Chicanos Por La Causa, Arizona Business and Professional Women, Greater Phoenix Urban League, Family Service Agency Employment & Educational Support Service and NAACP of Arizona. **See Appendix A.** In addition, Arizona PBS also sends job alerts via email to individuals interested in being notified of current job openings when posted, via azpbsjobs@asu.edu.

Staff Involved:

Gretchen Williams, Manager, HR

Irmalinda Christian, Office Specialist Sr., HR Recruitment and Staffing

Career Day/Job Fairs

May 13, 2015 – Arizona Broadcasters Association (ABA) sponsored a Broadcasters Career Fair at the East Valley Institute of Technology (EVIT), located at 1601 W. Main St., Mesa, AZ 85201. This event included 67 stations, representing 21 companies, which advertised and participated in the career fair. Arizona PBS staff had the opportunity to meet with students, alumni and the general public to present full-time employment opportunities, discuss internships and career options, collect resumes and hand out flyers.

Staff Involved:

Gretchen Williams, Manager, HR

Nora Montana, Office Specialist Sr.

Station Tours

Ongoing – Approximately 50 station tours for K-12 students and the general public are provided for interested groups and individuals wanting to learn more about Arizona PBS and jobs in public television in their community.

Staff Involved:

Kelly McCullough – General Manager

Jeff Halberg – Assistant Manager, Production Services

Nora Montana – Station Receptionist

Caryl Jonas – Volunteer Program Manager

Kimberly Flack – Assistant General Manager – Educational Outreach

Lucile Oglesby – Development Coordinator

EEO Public File Report **May 23, 2015 – May 24, 2016**

Mardi Gradolf – Associate Director of Development

Colleen Pierce – Public Relations

Internship & Student Employment Program

Ongoing – Station provides both internship opportunities (Horizon/Horizonte) and part-time paid positions for ASU students with an interest in broadcast communications. Production positions include production crew for Eight/Arizona PBS Pledge Drives, studio productions (Horizon/Horizonte), and other local productions with responsibilities ranging from editor, videographer and director. Other student positions include on-air promotions, operations, reception and graphic design. Presently, Arizona PBS employs 48 part-time paid student worker positions and utilized 14 unpaid interns during the academic year.

Staff Involved:

Miguel Saucedo – Coordinating Producer

Henry Brodersen – Executive Producer, Video Promotions

Mark Harms – Manager, Creative Services

Jennifer Burke – Executive Producer, Promotions

Colleen Pierce – Public Relations

Daniel Garcia – Viewer Services Coordinator

Nora Montana – Office Specialist Senior

Joanna Benton – Coordinator of Member Services

Nathan Taylor – TV Producer/Director

Odom Williams – Operations Manager

Alex Kosiorek – Manager, Central Sound Production Studios

Michael Maggio – Database Manager

Suzanne Guery – Assistant Production Manager

Gretchen Williams – Manager, HR

Appendix A

LOCAL DIVERSITY SEARCH REFERRAL LIST

Airman & Family Readiness Center

Teresa Carrillo, GS-11
7282 N. 137th Ave., Bldg. 1113
Luke AFB, AZ 85309
(623) 856-6550
56fss.fsfr@us.af.mil

Arizona Dept of Economic Security

East Valley/Mesa Employment Services
120 W. 1st Ave.
Mesa, AZ 85210
(602) 771-6911
ASU postings automatically pulled to DES
rsaemp@azdes.gov

Arizona Dept. of Economic Security Arizona Rehabilitation Services Admin

Timothy Stump
1789 W. Jefferson 2NW
Site Code: 930A
Phoenix, Arizona 85007
(602) 542-6535; Fax (602) 542-3778
TStump@azdes.gov

Chicanos Por La Casa

Westside Training Center
2916 N. 35th Ave., Ste. 5
Phoenix, AZ 85017
(602) 269-6485; FAX (602) 352-5985
Andres.Contreras@cplc.org
Soniacontreras@cplc.org

Department of Veteran Affairs

Regional Office
HR (25)
3333 N. Central Ave.
Phoenix, AZ 85012
(602) 627-2771; FAX (602) 627-2775
teri.daly@va.gov

Family Service Agency

Employment & Educational Support Service
943 S. Gilbert Rd. #204
Mesa, AZ 85204
(480) 507-8619; FAX (480) 507-8618
Derek@fsaphoenix.org

Greater Phoenix Urban League

Chester L. Haymore Jr.
1402 S. 7th Ave.
Phoenix, AZ 85007
(602) 254-5611 X 111; FAX (602) 253 7359
chaymore@gphxul.org
afisher@gphxul.org

Inter-Tribal Council of Arizona, Inc.

John R. Lewis, Executive Director
2214 N. Central Ave., Ste. 100
Phoenix AZ 85004
(602) 258-4822; FAX (602) 258-4825
verna.monenerkit@itcaonline.com

Maricopa Skill Center

Larry Resendez, Career Ctr Asst
1245 E. Buckeye Road
Phoenix, AZ 85034-4101
(602) 238-4316; FAX (602) 238-4354
career.services@qwmmail.maricopa.edu

Maricopa Workforce Connections

Kathy Johnson
1840 N. 95th Ave. #160
Phoenix, AZ 85037
(602) 502-2763
JohnsonK019@mail.maricopa.gov

Phoenix Indian Center, Inc

Native Workforce Services
Debra Tso
2601 N. 3rd St., Ste. 211
Phoenix AZ 85004
(602) 264-7086; FAX (602) 263-7822
debrat@phxindcenter.org

Phoenix Job Corps Center

Kathryn Collins
518 S. 3rd St.
Phoenix, AZ 85004
(602) 322-2823; FAX (602) 340-1965
Collins.Che@jobcorps.org

Appendix A

LOCAL DIVERSITY SEARCH REFERRAL LIST

Phoenix Workforce Connection

Rosemarie Gonzales
9801 N. 7th St.
Phoenix, AZ 85020-1701
(602) 861-0208 ext. 1023
Rosemarie.Gonzales@phoenix.gov

US Vets-Phoenix

Tera Colhoun Valenzuela
Workforce Jobs Developer
tcalhoun@usvetsinc.org

Goodwill of Arizona

Chandler Timms
(602) 419-6171; FAX (602) 535-4368
Chandler.Timms@goodwillaz.org
jobleads@goodwillaz.org

NAACP of Arizona

Dr. Tillman, President
1818 S. 16th St.
Phoenix, AZ 85034
(602) 252 4064
TillmanNAACP@aol.com

Arizona Business and Professional Women

Anita Auguste, State Membership Chair
Multiple Arizona Locations
AEAAuguste@aol.com

Arizona State University

Denise V. Gallagher
P.O. Box 873220
500 N. 3rd St. Ste. 200
Phoenix, AZ 85004
(602) 496-1475
Denise.V.Gallagher@asu.edu

Arc of Arizona

thearcaz@gmail.com

Arizona Black United Fund

carolynlowery@aol.com

Asian Chamber of Commerce

asiansun@aol.com

Association of Women and Education

bobbywest@awee.org

Career Pathways Initiative

Eulonda.Martinez@gric.nsn.us

Dress for Success

phoenix@dressforsuccess.org

Family Promise

cchewning@familypromiseaz.org

Focus Employment

Jamie@focusemployment.com

Friendly House

angelapc@friendlyhouse.org

Gateway (Maricopa County Skilled Center)

careercenter@qgmail.maricopa.edu

Salt River Pima-Maricopa Indian Community

Communityjobs@srpmic-nsn.gov

STARSAZ.org

Claudia Chavez
cchavez@starsaz.org

US Department of Veterans Affairs

Jacqueline.zepp@va.gov

U.S. Veterans Initiative

Joanne Frazier
Employment Specialist
(602) 427-0406
jfrazier@usvetsinc.org

OEF-OIF Outreach Specialist

Phoenix Vets Center
Thomas.dooley@va.gov

Vista Del Camino

Ruben Camacho
rcamacho@scottsdaleaz.gov

Appendix A

LOCAL DIVERSITY SEARCH REFERRAL LIST

WEDCO

Employment and Training Center
Joyce@wedco.net

U.S. Army and Army Reserves

www.employerpartnership.org
scott.essex44@gmail.com

Jessica Pierce

contact@careerconnectors.com

Fresh Start

Chelsee Gille
1130 E. McDowell Rd.
Phoenix, AZ 85006
(602) 261-7161
cgille@fsef.org

The Greater Phoenix Black Chamber of Commerce

Kerwin V. Brown
201 E. Washington St.
Phoenix, AZ 85004
(602) 307-5200; FAX (602) 558-3484
kerwin@phoenixblackchamber.com

WEDCO

Bill Manson
Director of Employer Outreach
2929 E. Camelback Rd. Suite 210
Phoenix, AZ 85016
(602) 274-2605
billmanson@wedco.net

Luke AFB

James Knuckles
Community Readiness Technician
Airman and Family Readiness Flight
7282 137th Ave., Bldg. 1113
Luke AFB, AZ 85309
(623) 856-6514
James.Knuckles@us.af.mil

Arizona State University

Kenja Hanson
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NFBPA

Janice Pitts
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lboone@glendalaz.com

Phoenix Indian Center

igeorge@phxindcenter.org

Arizona State University Police Department

Hilda Godinez
Hilda.Godinez@asu.edu

WSMC Veteran

Joan E. Sisco
8433 N. Black Canyon Hwy., Ste. 100
Phoenix, AZ 85021
(602) 841-7663
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Department of Economic Security Veterans Program

Dale Groen
120 W. 1st Ave.
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DGroen@azdes.gov