

EEO PUBLIC FILE REPORT // LA SEU

August 1, 2017 -- July 31, 2018

I. VACANCY LIST

See Section II, the “*Master Recruitment Source List*” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Chief Development Officer	1 – 4 & 8 – 37	8
President, USC Radio Group	1 – 4 & 9 – 37	4
Budget/Business Technician	1 – 3 & 5 & 9 – 37	34

KUSC(FM), KPSC(FM), KESC(FM), KDB(FM), KDSC(FM)

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Source Entitled to Vacancy
Notification? Y/N
No. of Interviewees Referred
by RS Over Reporting Period

ES # Section II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

<u>Organization</u>	<u>Contact Person</u>	<u>Address</u>	<u>City</u>	<u>St.</u>	<u>Zip</u>		
1 Station Website	Kappelman Bill	http://www.kusc.org/	Los Angeles	CA	90071	N	0
2 USC Recruitment Website		http://www.usc.edu/go/jobs	Los Angeles	CA	90089	N	1
3 Internal Posting	Kappelman Bill		Los Angeles	CA	90071	N	0
4 Word of Mouth // Personal Contacts						N	5
5 Google						N	1
6 LinkedIn.com		http://www.linkedin.com/				N	0
7 Indeed.com (Paid Website)		http://www.indeed.com				N	0
8 Koya Leadership Partners		177 E Colorado Blvd, 2nd Floor	Pasadena	CA	91105	N	8
9 Actors Work Program	Attn: Human Resources	5757 Wilshire Blvd. #400	Los Angeles	CA	90036	N	0
10 Art Institute of LA	Davtyan Susanna	2900 31st Street	Santa Monica	CA	90405-3035	N	0
11 Braille Institute		741 N. Vermont Ave.	Los Angeles	CA	90029	N	0
12 Cal. State U. at Chico	Odom Megan	Placement Office	Chico	CA	95929-0700	Y	0
13 Career Planning Center	Goldoni Lelia	1623 S. La Cienega	Los Angeles	CA	90035	N	0
14 Career Transition Center		3447 Atlantic Ave.	Long Beach	CA	90807	N	0
15 CSULB/Film & Electronic Arts Dept.	Burman Karen	1250 Bellflower	Long Beach	CA	90840-0113	N	0
16 CSUN/Career Center	Fullum Odette	18111 Nordoff St.	Northridge	CA	91330-8241	N	0
17 Employment Development Department	Lizama Milena	12715 S. Pioneer Blvd.	Norwalk	CA	90650	Y	0
18 Experience Unlimited/EDD	Frigs Jeannine	933 S. Glendora Ave.	W. Covina	CA	91790	N	0
19 Glendale College/Student Employment Service	Davoodi Sharias	1500 N. Verdugo	Glendale	CA	91208	N	0
20 Jewish Vocational Services (Valley)	Lutter Shelly	22622 Vanowen St.	West Hills	CA	91307	N	0
21 KMRB-AM	Chu Kevin	747 E. Green St., 4th Floor	Pasadena	CA	91101	N	0
22 KPFK-FM	Bar-Cohen Limor	3729 Cahuenga Blvd West	N Hollywood	CA	91604	N	0
23 KTLA-TV	Red-Horse Margarita	5800 Sunset Blvd	Hollywood	CA	90028	N	0
24 KTYM-AM	Borrego Gerardo	6803 West Blvd.	Inglewood	CA	90302-1832	N	0
25 KXLU-FM	Valdenso Devin	7900 Loyola Blvd.	Los Angeles	CA	90045	N	0
26 Los Angeles Urban League	Manuel-Esguei Marie	3450 Mt. Vernon Drive	Los Angeles	CA	90008	N	0
27 Maxine Waters Empl. Preparation Center	Alexander Fran	10925 S. Central Avenue	Los Angeles	CA	90059	Y	0
28 Plaza de La Raza		3540 N. Mission Rd	Los Angeles	CA	90031	Y	0
29 SCBA		5670 Wilshire Blvd., Suite 1370	Los Angeles	CA	90036	Y	0
30 Social Concerns of So. Calif.		12930 N. Lime Ave.	Compton	CA	90221	N	0

31	The Lords Lighthouse Ministry	Samm	Butch	1760 N Gower Ave	Hollywood	CA 90028	N	0
32	UCLA/African American Studies	Benson	Veronica	Box 951545	Los Angeles	CA 90095-1545	N	0
33	Venice Skills Center / LAUSD	Baskin	Lisa	611 5th Avenue	Venice	CA 90291	N	0
34	Verdugo Job Center	Jordan	Gail	1255 S. Central Ave.	Glendale	CA 91204	N	1
35	WBUR-FM	Shaw	Jessica	890 Commonwealth Ave.	Boston	MA 02215	N	0
36	West Valley Occupational Center			6200 Winnetka Ave.	Woodland Hills	CA 91367	N	0
37	Yuba College	Mannshardt	Sue	2088 N. Beale Rd.	Marysville	CA 95901	N	0

TOTAL INTERVIEWEES OVER REPORTING PERIOD: 16

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III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	<u>Internship Program</u>	<p>From June 11, 2018 to present, the SEU hosted one student intern from the Los Angeles District high school in our IT Department. The intern was supervised by our Director of IT and his duties included:</p> <ul style="list-style-type: none"> ▪ Provisioning and installing new computer workstations and systems ▪ The decommission and proper disposal of old hardware -- such as old hard drives -- in a secure and proper manner ▪ Ensuring that <i>Help Requests</i> and <i>Trouble Tickets</i> are followed up on, and resolved as efficiently as possible
2	Internship Program	<p>During the August 2017 thru December 2017 Fall Semester, the SEU hosted one student intern from University of Southern California in the KUSC Programming Department. The intern was supervised by our Executive Producer and his duties included:</p>

		<p>1) Learning and applying Digital Audio editing techniques to KUSC features</p> <p>2) Interviewing feature guests for possible on-air use</p> <p>3) Writing copy for fill material for KUSC live remotes for radio</p>
3	<p>Participate in events/programs sponsored by or on behalf of <u>Educational Institutions</u> related to careers in broadcasting</p>	<p>On January 17, 2018, the SEU’s Executive Producer gave a station tour to a student from USC Thornton School of Music.</p> <p>The student was provided a “behind the scenes” view of our studios and had the opportunity to ask questions about careers in broadcasting.</p>
4	<p>Participate in events/programs sponsored by or on behalf of <u>Educational Institutions</u> related to careers in broadcasting</p>	<p>On May 25, 2018, the SEU’s Executive Producer gave a station tour to a student from Taft Charter High School and LA Pierce Community College.</p> <p>The student was provided a “behind the scenes” view of our studios and had the opportunity to ask questions about careers in broadcasting.</p>
5	<p>Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination</p>	<p>In August and September 2017, all SEU managers took an e-course focused on the prevention of sexual harassment in the workplace. Among other topics, the course defined sexual harassment and discussed the importance of a harassment-free workplace.</p>

<p>6 <u>Mentoring program</u> for station personnel</p> <p>Establish a mentoring program for station personnel</p>	<p>From August 1, 2017, until January 1, 2018, the then-President of USC Radio mentored an employee in our development department. The two met regularly and discussed a variety of topics, including the employee’s career goals.</p> <p>Through that relationship, our then-President identified an intensive course on <i>Development Management</i>, that our employee then took, providing him with the skills and knowledge necessary to assume a larger leadership role at the SEU in the future.</p> <p>The course was offered through CASE, a national organization that provides training and professional development services.</p>
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