

**KBUE(FM)/KBUA(FM)/KEBN(FM)/
KVNR(AM)/KRQB(FM)/KRCA(TV)
EEO PUBLIC FILE REPORT
08/01/22 - 07/31/23¹**

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
1	Promotions Coordinator	3, 6, 8, 14, 17	8
2	National Sales Manager	6, 8, 10-11, 14, 17	11
3	Sales Assistant	3, 6, 7, 8, 14, 17	8
4	Sales Assistant	3, 6, 7, 8, 10, 14, 17	8
5	Assignment Desk	6, 7, 8, 10, 14, 17, 20	20
6	Disc Jockey	3, 6, 7, 8-9, 14-15, 17, 20	15
7	Disc Jockey	3, 6, 7, 8-9, 14, 17, 20	9
8	Producer	6, 7, 8-9, 12, 14, 17	9
9	Promotions Coordinator	3, 6, 7, 8-9, 14, 17	9

¹ This Report includes recruitment activity from July 25, 2022 through July 31, 2023.

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<p>Caljobs.ca.gov (state-run website) Employment Development Department (EDD) 800 Capitol Mall, MIC 83 Sacramento, CA 95814 (800) 758-0398 www.caljobs.ca.gov <i>Source is sponsored by the California Employment Development Department (EDD) and provides both online/website career and employment placement services for job seekers and employers</i></p>	N	0
2	<p>City of Burbank – WorkForce Connection 301 E. Olive Ave. Burbank, CA 91502 (818) 238-5627 <i>Source is a city-run job resource center for job seekers and employers and one of the designated “America’s Job Centers of California”</i></p>	N	0
3	<p>Southern California Broadcasters Association Attn: LaFern Watkins 5670 Wilshire Blvd #1370 Los Angeles, CA 90036 (323) 904-4105 www.scba.com</p>	N	0
4	<p>LinkedIn 2029 Stierlin Court Mountain View, CA 94043 www.linkedin.com</p>	N	0
5	<p>Goodwill Southern California – WorkSource & Career Resource Centers 342 San Fernando Road Los Angeles, CA 90031 Attn: James Marsh Office (323) 223-1211 ext 2311 jmarsh@goodwillsocal.org</p>	N	0
6	<p>City of Glendale—Verdugo Jobs Center 1255 S. Central Avenue Glendale, CA 91204 Attn: Tina Hartyon Office (818) 937-8080 thartyon@glendaleca.gov</p>	N	0
7	<p>Job & Resource Fairs (<i>see Sec. III</i>)</p>	N	0
8	<p>Company Website (www.estrellamedia.com)</p>	N	27
9	<p>Former Employee (Re-Hire)</p>	N	3

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
10	Self-Referrals/Walk-Ins	N	4
11	Employee Referrals	N	5
12	Non-Employee Referrals	N	0
13	Internal Posting	N	0
14	EntertainmentCareers.Net 2118 Wilshire Blvd #401 Santa Monica, CA 90403	N	0
15	Internal Transfer/Promotion Estrella Media, Inc. 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	1
16	Cinema.usc.Edu/jobboard.com USC School of Cinematic Arts 900 W. 34 th Street, Suite 235 Los Angeles, CA 90089-2211 213-740-4432	N	0
17	Indeed.com 6433 Champion Grandview Way Building 1 Austin, TX 78750 www.indeed.com	N	4
18	Los Angeles Chamber of Commerce 350 S. Bixel St. Los Angeles, CA 90017 Attn: Leng Earl	N	0
19	On-Air Job Announcements <i>(one or more stations)</i>	N	0
20	Zip Recruiter <i>(www.ziprecruiter.com)</i>	N	4
TOTAL INTERVIEWEES OVER REPORTING PERIOD			48

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in job/career fair	<p>Activity: Arts and Entertainment Job Fair hosted by California State University, Dominguez Hills (CSUDH)</p> <p>Date: November 2, 2022</p> <p>Participating personnel: Senior HR Manager and HR Coordinator</p> <p>Description: The SEU participated in the Job Fair hosted by California State University, Dominguez Hills (CSUDH). The event featured booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds within the arts and entertainment industry. The SEU met with guests of the event to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation was provided with information about Estrella Media, the local stations, and programs.</p>
2	Host community event/program which assists in the dissemination of information about broadcast employment opportunities	<p>Activity: Que Buena Los Angeles, Job and Resources Community Fair Hosted by Estrella Media</p> <p>Date: April 15, 2023</p> <p>Participating personnel: Senior HR Manager, HR Coordinator, National Radio Promotions and Festival Director, Street Team, and Account Executives</p> <p>Description: The SEU hosted and participated in a job and resources fair. The event featured booths from the SEU and other community organizations, and gave the opportunity to interact with diverse community members possessing a wide variety of skills, interests, and educational backgrounds. The SEU met with guests of the event to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. The event featured multiple speakers and workshops. Presentation was provided with information about Estrella Media, the local stations, and programs.</p>
3	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: January-February 2023</p> <p>Participating personnel: Sales Assistant and Vice President, Regional Director of Sales</p> <p>Description: During the months of January and February of 2022 our SEU's ice President, Regional Director of Sales worked one-on-one with our sales assistant to cross train her in the functions of broadcast sales, including in cold calling, booking orders, setting up client meetings, closing deals, as well as client development. The program was focused on maximizing the sales assistant's career development potential, equipping her for an Account Executive position.</p>
4	Management-level training regarding equal employment opportunity and preventing discrimination	<p>Activity: "Harassment Prevention Training for All Employees and Supervisors"</p> <p>Dates: March 15, 2023 – March 31, 2023</p> <p>Conducted: On-line via CalChamber</p> <p>Attendees: All SEU staff including supervisors and hiring managers.</p> <p>Description: All employees, supervisors, and hiring managers were required to participate in a 60 minute training program (120 minutes for Supervisors and Hiring Managers) focused on the following objectives: a) raise the level of awareness about Equal Employment Opportunity and the importance on the sensitivity to cultural diversity in the workplace, b) language around the topic of diversity and c) learn the</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
		tools necessary to avoid discrimination and work effectively with a diverse employee base.