

EEO Public File Report

This Report covers full-time vacancy recruitment data for the period
August 1, 2017 to July 31, 2018.

- 1) Employment Unit: Sacramento Television Stations Inc.
- 2) Unit Members (Stations and Communities of License): KOVR/KMAX, Sacramento, CA
- 3) EEO Contact Information for Unit Member:

Mailing Address: 2713 KOVR Drive West Sacramento, CA 95605	Telephone Number: 916.374.1453
	Contact Person: Ken Calderhead
	E-mail Address: kcalderhead@kmaxtv.com

I. **Full Time Vacancies During Reporting Period – Jobs Filled**
(See Master Recruitment Source List for recruitment source data)

Job Title:	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hire
Account Executive	1-34	6
Account Executive	1-34	6
Account Executive	1-34	23
Account Executive	1-34	6
Account Executive	1-34	6
Assignment Editor	1-34	8
Engineering Manager	1-34	8
News Director	1-34	6
Operations Manager	1-34	23
Producer	1-34	23
Sales Assistant	1-34	31
Sales Assistant	1-34	6
Sales Assistant	1-34	6
Sales Assistant	1-34	6
Sports Anchor	1-34	23
Sports Reporter	1-34	6
Sports Reporter MMJ	1-34	6
VP/General Manager	1-34	23
Creative Services Director	1-34	23

II. Master Recruitment Source List Utilized During Reporting Period

Code #	Recruitment Source	Address	Contact	Phone	Requested Notification (Y/N)	Number of Interviewees Referred
1	America's Job Exchange (Distributed to list #3 below)		Online CBS System		YES	
2	Asian Resources	5709 Stockton Blvd., Sacramento, CA 95824		916-454-1892	YES	
3	Cal State University, Sacramento	600 J Street Sacramento, CA 95819	Career Center	916-278-7207	NO	
4	California Broadcasters Association Job Bank	915 L. Street, Suite 1150 Sacramento, Ca 95814	Joe Berry - VP Director of Special Projects	916-444-2237	YES	
5	California State University, Chico	400 West First Street Chico, CA 95929	Placement Office	530-898-5253	NO	
6	CBS Applicant Tracking System	Brassring/Kenexa	Kenexa Posting			55
7	Chinese Community Services Center	915 T. Street Sacramento, CA 95814	Kevin Thai - Job Developer	916-442-2523	NO	
8	Employee Referral	CBS Television Stations				5
9	Heald College	7 Sierra Gate Plaza, Roseville, CA	Elizabeth Smith	916-789-8600	YES	
10	Hispanic Chamber of Commerce	1451 River Park Dr #220 Sacramento, Ca 95815		916-486-7700	NO	
11	Inalliance	6950 21st Ave. Sacramento, CA 95820		916-381-1300	NO	
12	Indeed	Online Job Bank	Website posting via CBS Applicant Tracking System (AJE)			
13	Industry					
14	Internal Candidate	CBS Corporation				10
15	KMAX-TV CW31 Sacramento Website Posting	Job bank	Online website posting			
16	KOVR-TV CBS13 Sacramento Website Posting	Job bank	Online website posting			
17	Linked In	Online posting	Online website posting			1
18	MediaLine	PO Box 51909 Pacific Grove, CA 93905	Mark Shilstone, Manager	800-237-8073	YES	
19	MTI Business Schools	5221 Madison Ave. Sacramento, CA 95841	Job Announcements	916-339-1500	NO	

20	National Assoc. of Hispanic Journalist	1193 National Press Blvd. Washington, DC 20025		202-662-7145	NO	
21	Outside Talent Agency	Outreach				
22	Placer ARC	522 Vernon St Roseville, Ca 95678	Office	916-781-3016	NO	
23	Referral					14
24	Sacramento AWRT	1710 Arden Way, Sac,CA	Kristie Gong	916-446-3333	YES	
25	Sacramento Black Chamber of Commerce	2655 Del Monte Street W. Sacramento, CA 95691	L Buchanan	916-374-9355	YES	
26	Sacramento County Affirmative Action Coord.	609 9th Street Sacramento, CA 95814	Department of Personal Management	916-874-7148	NO	
27	Sacramento Job Corp Center	3100 Meadowview Rd. Sacramento, CA 95832	Joe Pearson - Career Transition Services	916-394-0770	YES	
28	Sacramento Society for the Blind – dist. <i>(Distributed to list #1 below)</i>	1238 S Street Sacramento, CA 95811	FRONT DESK	916-452-8271	YES	
29	Sacramento Urban League	3725 Marysville Blvd. Sacramento, CA 95838	Kevin Daniel	916-561-0856	NO	
30	Sacramento Works Career Center	925 Del Paso Blvd., Suite 100 Sacramento, CA 95815	Marketing Specialist	916-263-3800	NO	
31	Self-Referral					2
32	SETA	5655 Hillisdale Blvd., Ste. 16 Sacramento, CA 95842	J. Woods	916-263-4100	NO	
33	SETA Hillisdale Career Center	5655 Hillisdale Blvd., Ste. 16 Sacramento, CA 95842	Betty Conley	916-263-4100	YES	
34	Workforce Investment Board <i>(Distributed to list #2 below)</i>	320 Campus Lane Fairfield, CA 94534		707-863-3543	YES	

Total Interviewees for the 12-Month Period: 87

List #1 / Career Developers Network Partners Code #28:

Distributed by Sacramento Society for the Blind - Group contains over 200 career development professionals from the following agencies:

The Sacramento Career Developers Network includes over 200 people in an eight county area (Sacramento, Yolo, Yuba, Placer, Solano, El Dorado, San Joaquin, Sutter) who help other people find jobs. Members work for the community colleges, universities, one- stop career centers, the Employment Development Department, Department of Human Assistance and other non-profit and for-profit job development agencies.

- AARP
- ABC Resume Service
- Acustaff
- Advocacy, Resources and Choices
- Agency 4 on Aging
- All Sacramento Works Career Centers
- American River College
- Beale AFB Career Center
- BTTI
- California Department of Corrections
- California Indian Manpower Consortium
- California Youth Authority
- Center for Employment Training
- City of West Sacramento
- Cosumnes River College
- Department of Rehabilitation
- Elk Grove Unified School District Adult Education
- Elk Grove Unified School District High Schools
- Employment Development Department
- Fathers and Families
- Folsom Lake College
- Grant Joint Union School District
- Greater Sacramento Urban League
- Heald College
- Lutheran Charities
- Mercy Housing
- Nevada County Cal Works
- Norcal Center on Deafness
- Placer County Cal Works
- Pride Industries
- Randstad
- Sacramento Children's Home
- Sacramento City College
- Sacramento City Unified School District High Schools
- Sacramento County Department of Human Assistance
- Sacramento County Office of Education
- Sacramento Housing and Redevelopment Agency
- Sacramento Regional Occupational Program
- Sacramento Regional Transit
- San Joaquin County Worknet
- San Juan Unified School District
- Solano County Workforce Investment Board
- Tech Skills
- Turning Point
- United States Department of Veteran's Affairs
- University of California, Davis
- University of San Francisco
- University of the Pacific
- Vietnam Veterans
- Washoe Indian TANF
- Westaff

- Women's Empowerment
- Yolo County Department of Employment Services
- Yuba County Cal Works

List #2 / Career Developers Network Partners Code #34:

Distributed by Workforce Investment Board

- Area Agency on Aging – Napa/Solano
- Catholic Social Services
- Chapman University
- Christian Help Center
- Contra Costa County – Employment & Human Services Div.
- Dept of Rehabilitation – Solano
- Diablo Valley College
- Dixon Family Services
- EastBay Works (Alameda & Contra Costa Counties)
- EDDs – Solano, Yolo, Napa, Sonoma, Marin, Contra Costa, Alameda, Sacramento, Placer, etc.
- Experience Works – Solano
- Fairfield & Benicia Community Action Councils (CAC)
- Fairfield – Suisun Adult School
- Goodwill – multiple Counties
- LDS Placement Services – Solano & Contra Costa
- Mission Solano
- Napa County – Various Departments
- Napa Valley College
- Oakland PIC
- One Stop Career Centers in Solano, Yolo, Sonoma, Napa, Marin, Contra Costa, Alameda, Sacramento, and other Bay Area and Northern California Counties
- Ready Center
- Regional Occupation Program (Solano)
- Sacramento Works
- Salvation Army – Solano
- SETA – Sacramento Employment & Training Agency
- Society for the Blind – Sacramento
- Solano Community College
- Solano County Office of Education, incl. High Sch. Employment Programs
- Solano Diversified Services
- Success Center – Vallejo
- Travis AFB Career Center and Transition Assistance Program
- University of Phoenix
- Vacaville Unified School District, Vallejo Unified School District
- Veterans Representatives - EDD
- ... and others.

List #3 / Career Developers Network Partners Code #1:

Distributed by America's Job Exchange

- Online job postings to community based organizations, State Employment offices, veterans, disabled and diversity candidates.

III. Supplemental Recruitment Measures

a) Job Fairs

Description of Recruitment Measure:	Date:	Personnel Involved (Name & Position):
<p>1. Greater Sacramento Urban League 2018 Diversity Job Fair For the past 25 years, GSUL has hosted the Diversity Job Fair, bringing employers and job seekers together. Their mission is to provide underserved youth and adults with educational, career training and employment opportunities in order to achieve economic self-reliance. KMAX-31 and KOVR-13 attended this job fair and highlighted available positions with flyers containing job descriptions, qualifications, where to apply online while also speaking with people who came by our booth to educate them on careers in broadcasting.</p>	3/8/18	<ul style="list-style-type: none">• Sergio Romero, Local Sales Manager• Christopher Williams, Production Supervisor

b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved (Name & Position):
<p>1. Station Internship Program KMAX-31 and KOVR-13 continue to collaborate with various colleges, universities and technical schools to offer a widespread internship program that allows students to gain first-hand experience in the broadcasting field-includes news, graphic arts, production and promotions.</p>	Summer	<ul style="list-style-type: none">• Tom Bell, News Director• Max Calise, Assignment Manager• Cameron Glenn, Web Master• Ken Calderhead, Business Manager

c) Participation in Events

Description of Recruitment Measure:	Date:	Personnel Involved (Name & Position):
<p>1. Roseville Chamber of Commerce Luncheon Our anchor spoke at the Roseville Chamber of Commerce luncheon on their topic of "Television Myths: Is All Press Good Press?" and focused on how to work with media.</p>	9/15/17	<ul style="list-style-type: none">• Tina Macuha, Anchor

<p>2. Sacramento State Leadership Program Our anchor was on the panel at the Sacramento State Leadership Program, doing a Q&A on their topic of "Communication". The purpose of the media panel was to bring in media representatives to speak about their role in media, and how the best ways to work with the media.</p>	<p>10/4/17</p>	<ul style="list-style-type: none"> • Tina Macuha, Anchor
<p>3. Rocklin Academy Gateway School Visit Our Meteorologist visited the Rocklin Academy Gateway School to speak with kindergarten students about her job as a meteorologist, educating them on what it entails, while also teaching them weather vocabulary used in forecasts.</p>	<p>1/22/18</p>	<ul style="list-style-type: none"> • Lisa Meadows, Meteorologist
<p>4. Science and Technology Academy Visit Our Meteorologist went to the Science and Technology Academy while students were learning about weather to educate them about her job in media, what she went to college for and how she uses technology for weather broadcasts.</p>	<p>1/30/18</p>	<ul style="list-style-type: none"> • Lisa Meadows, Meteorologist
<p>5. Monterey Trail High School Career Day Our Director of Photography and Editing spoke at Monterey Trail High School Career Day to enrich students on careers in media and answered questions students had on how to prepare for a career in media with what skills are needed, college courses, training they can take, and more.</p>	<p>2/8/18</p>	<ul style="list-style-type: none"> • Cecil Houston Director of Photography and Editing
<p>6. Monterey Trail High School Career Fair Our anchor spoke with students at Monterey Trail High School Career Fair that were interested in the field of TV and news broadcasting, sharing her educational and career journey while encouraging students to pursue their dreams in broadcasting.</p>	<p>2/28/18</p>	<ul style="list-style-type: none"> • Courtney Dempsey, Anchor

<p>7. Elk Grove Unified School District On-Set Visit with Students Production students were able to watch a live recording on-set of Good Day Sacramento, and had a chance to speak with anchors who gave them insight on how they can get started in media/TV and shared how they began their careers. Students also received an in depth tour of our facilities to see how our station worked behind the scenes and learned of other career opportunities that are available in TV.</p>	<p>3/9/18</p>	<ul style="list-style-type: none"> • Mike Ball, Marketing Manager • Emily Steenbuck, Administrative Assistant • Samantha Sacco, Sales Assistant • Kevin Long, Sales Promotion Coord. • Ken Rudolph, Anchor • Courtney Dempsey, Anchor • Julissa Ortiz, Anchor • Carol Osgood, Master Control Supervisor
<p>8. Kaiser Permanente African American Professional Association 5th Annual Women’s Conference Our anchor shared her personal journeys and lessons learned during her career in TV and educated attendees on a career in broadcasting.</p>	<p>3/24/18</p>	<ul style="list-style-type: none"> • Courtney Dempsey, Anchor
<p>9. Academy for Advanced Learning at Mather Heights Elementary School On-Set Visit with Students 4th Grade students were able to watch a live recording on-set of Good Day Sacramento, and had a chance to speak with anchors who answered questions about their careers in media/TV. Afterward, students met with other staff who gave them a tour and explained different careers in each department, along with how our facilities work.</p>	<p>5/11/18</p>	<ul style="list-style-type: none"> • Mike Ball, Marketing Manager • Emily Steenbuck, Administrative Assistant • Samantha Sacco, Sales Assistant • Shay Keiser, Sales Assistant • Courtney Dempsey, Anchor • Julissa Ortiz, Anchor • Marianne McClary, Anchor • David McCain, Photographer • Carol Osgood, Master Control Supervisor
<p>10. Public Station Tours Station tours are given to various organizations and area school students for the primary purpose of providing an educational experience to the viewing public as to the inner workings of the station.</p>	<p>Year round</p>	<ul style="list-style-type: none"> • Robyn Keeney, Creative Services Director • Emily Steenbuck, Administrative Assistant • Mike Ball, Marketing Manager

d) Training Management Personnel

Description of Recruitment Measure:	Date:	Personnel Involved (Name & Position):
1. Training manual concerning Sexual Harassment & EEO	All staff (at hire)	Training manual, including signed certification that all materials were read and understood.
2. Business Conduct Certification	All employees including Managers and Human Resources Employees	An on-line training program reviewing Company policies, the law and what the Company expects of employees.
3. Cover EEO diversification each quarter – present our EEO figures for the past quarters and discuss ways to improve our diversification	All managers	Meeting presentation once each quarter
4. Unconscious Bias	All employees including Managers and Human Resources Employees	An on-line training program reviewing Unconscious Bias to give staff an understanding of what it is, how to recognize it, what the company expects from employees and appropriate response.