

**KBUE(FM) / KBUA(FM) / KEBN(FM) / KWIZ(FM) /
KVNR(AM) / KRQB (FM) – and KRCA(TV)
EEO PUBLIC FILE REPORT
08/01/15 - 07/31/16¹**

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	NATIONAL NEWS REPORTER	2, 11, 12, 14, 17	17
2	DIGITIZER	1, 2, 7, 8, 11, 12, 14, 17	7
3	DIGITIZER	1, 2, 7, 8, 11, 12, 14, 17	17
4	DIGITIZER	1, 2, 7, 8, 11, 12, 14, 17	7
5	ENTERTAINMENT REPORTER	1, 2, 7, 8, 11, 12, 14, 17	17
6	ASSIGNMENT DESK MANAGER	1, 2, 7, 8, 11, 12, 14, 16	16
7	ASSIGNMENT DESK MANAGER	1, 2, 7, 8, 11, 12, 14, 16	7
8	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
9	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
10	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
11	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	17
12	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
13	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
14	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
15	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
16	EDITOR	1, 2, 7, 8, 11, 12, 14, 17, 27	7
17	ACCOUNT EXECUTIVE	1, 2, 7, 8, 11, 12, 14, 16, 17, 27	17
18	COPYWRITER	1, 2, 7, 8, 11, 12, 14, 17, 27	17
19	COPYWRITER	1, 2, 7, 8, 11, 12, 14, 17, 27	17
20	COPYWRITER	1, 2, 7, 8, 11, 12, 14, 17, 27	7
21	PRODUCTION ASSISTANT	1, 2, 7, 8, 11, 12, 14, 17, 27	7
22	ACCOUNT EXECUTIVE	1, 2, 7, 8, 11, 12, 14, 16, 17, 27	17
23	ACCOUNT EXECUTIVE	1, 2, 7, 8, 11, 12, 14, 16, 17, 27	17
24	COPYWRITER	1, 2, 7, 8, 11, 12, 14, 27	7
25	CONTENT PRODUCER	1, 2, 4, 7, 8, 11, 12, 14, 17	17
26	GENERAL SALES MANAGER	1, 2, 4, 11, 12, 14, 17, 21, 27	17
27	PROMOTIONS COORDINATOR	1, 2, 11, 12, 14, 17, 27, 28, 29	14
28	ACCOUNT EXECUTIVE	1, 2, 4, 11, 12, 14, 27, 28	27
29	ASSOCIATE PRODUCER	1, 2, 11, 12, 14, 27, 28, 29	27
30	PRODUCTION ACCOUNTANT	1, 2, 8, 12, 14, 22, 27	22
31	ACCOUNT EXECUTIVE	1, 2, 8, 11, 12, 13, 14, 21, 27	27
32	EDITOR	1, 2, 8, 11, 12, 13, 14, 17, 21, 27	27
33	EDITOR	1, 2, 8, 11, 12, 13, 14, 17, 21, 27	17
34	EDITOR	1, 2, 8, 11, 12, 13, 14, 17, 21, 27	17
35	DIGITIZER	1, 2, 11, 12, 13, 14, 17, 21, 27	17
36	DIGITIZER	1, 2, 11, 12, 13, 14, 17, 21, 27	17
37	DIGITIZER	1, 2, 11, 12, 13, 14, 17, 21, 27	17
38	DIGITIZER	1, 2, 11, 12, 13, 14, 17, 21, 27	27

¹ This Report includes recruitment activity from July 24, 2015 through July 23, 2016

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
39	MOTION GRAPHIC DESIGNER	1, 2, 8, 11, 12, 14, 21, 27, 29	27
40	SALES ASSISTANT	1, 2, 11, 12, 13, 14, 17, 23, 27, 28, 29	17
41	ASSIGNMENT DESK	1, 2, 11, 12, 13, 14, 16, 23, 27, 29	16
42	ASSOCIATE PRODUCER	1, 2, 11, 12, 13, 14, 21, 22, 23, 27, 29, 31	22
43	EDITOR	1, 2, 11, 12, 13, 14, 17, 21, 23, 27, 29, 31	21
44	EDITOR	1, 2, 11, 12, 13, 14, 17, 21, 23, 27, 29, 31	22
45	EDITOR	1, 2, 11, 12, 13, 14, 17, 21, 22, 23, 27, 29, 31	17
46	BOARD OPERATOR	1, 4, 11, 12, 13, 21, 22, 27, 29	22
47	ACCOUNT EXECUTIVE	1, 7, 11, 12, 13, 16, 21, 23, 25, 27, 29, 30, 31	16
48	ACCOUNT EXECUTIVE	1, 7, 11, 12, 13, 16, 21, 23, 25, 27, 29, 30, 31	7
49	COPYWRITER	1, 2, 11, 12, 13, 17, 21, 23, 27, 29, 31	17
50	COPYWRITER	1, 2, 11, 12, 13, 17, 21, 23, 27, 29, 31	17
51	COPYWRITER	1, 4, 13, 11, 12, 21, 27, 29	27
52	POST-PRODUCTION ASSISTANT	1, 11, 12, 13, 17, 21, 27, 29	17
53	ENTERTAINMENT REPORTER	2, 11, 12, 14, 21, 17, 27, 29	17
54	ACCOUNT EXECUTIVE	2, 4, 8, 11, 12, 14, 17, 21, 27, 29, 31	17
55	ACCOUNT EXECUTIVE	2, 4, 8, 11, 12, 14, 17, 21, 27, 29, 31	17
56	EDITOR	2, 8, 11, 12, 13, 14, 17, 21, 27, 29, 31	13
57	EDITOR	2, 8, 11, 12, 13, 14, 17, 21, 27, 29, 31	17
58	NEWS PROMOTIONS	1, 2, 7, 8, 11, 12, 14, 17	17

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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	52
2	<p>Proyecto del Barrio – WorkSource & Career Center 9024 Laurel Canyon Boulevard Sun Valley, California 91342 Telephone: (818) 504-0334 <i>Source is physical job center sponsored by the State of California and one of designated "America's Job Centers of California" (previously the "One-Stop Career Centers"). Provides intensive job placement assistance, re-training and business assistance to the San Fernando Valley area of Los Angeles County. Job posting and other services for individuals without computers or Internet access at home, via physical postings, as well via public access terminals. (http://www.elproyecto.us/emp_FactSheet.aspx).</i></p>	N	53
3	<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, providing, among other services, computer access to individuals searching for available job openings via the internet, and also specific local job-posting database, and physical bulletin board. Source also provides a resource library, telephones, fax and copiers for job-search related activities. One of the designated "America's Job Centers of California" (previously the "One-Stop Career Centers").</i></p>	N	0
4	<p>Southern California Broadcasters Association Attn: LaFern Watkins 5670 Wilshire Blvd #1370 Los Angeles, CA 90036 (323) 904-4105 www.scba.com</p>	N	7
5	<p>LatinoLA.com (website) Attn: Abelardo De La Peña 15332 Antioch Street, Suite 438 Pacific Palisades, CA 90272 (310) 807-5786 www.latinola.com</p>	N	0
6	<p>LinkedIn (website) 2029 Stierlin Court Mountain View, CA 94043 www.linkedin.com</p>	N	0

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7	Craigslist.org (website) P. O. Box 225159 San Francisco, CA 94122-5159 1-818-664-0633 www.losangeles.craigslist.org	N	27
8	JobSpider.com (website) 300 Stanton Cir Carmichael, CA 95608 Office (916) 488-7065	N	35
9	Creative Job Central Live Enterprises Corp 222 East 34th Street Suite 1205 New York, NY 10016 Office (732) 996-3224 info@creativejobcentral.com	N	0
10	TDGA-Traffic Directors Guild of America 26000 Avenida Aeropuerto Building 114 San Juan Capistrano, CA 92675 Office (949) 429-7063 tdga@cox.net	N	0
11	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	N	57
12	Hub Cities – One Stop Career Center 2677 Zoe Avenue Huntington Park, CA 90255 Attn: Adriana Rios Office (323) 586-2216 Adriana.rios.@edd.ca.gov <i>Source provides a comprehensive system of training, placement and career planning for job seekers throughout Southern California.</i>	N	58
13	Job & Resource Fairs (see Sec. III)	N	23
14	Company Website (www.lbimedia.com) Lieberman Broadcasting, Inc. 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	51

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15	Former Employee (Re-Hire) LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	0
16	Self-Referrals/Walk-ins LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	8
17	Employee Referrals LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	42
18	Non-employee referrals LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	0
19	Internal Posting LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	0
20	NAHJCareerCenter.com (website) National Association of Hispanic Journalists Career Resource Center (888) 975-1386	N	0
21	EntertainmentCareers.Net (website) 2118 Wilshire Blvd #401 Santa Monica, CA 90403	N	26
22	Internal Transfer/Promotion LBI Media, Inc. (Lieberman Broadcasting) 1845 Empire Avenue Burbank, CA 91504 (818) 729-5300	N	4
23	Cinema.usc.Edu/jobboard.com (website) USC School of Cinematic Arts 900 W. 34 th Street, Suite 235 Los Angeles, CA 90089-2211 213-740-4432	N	10

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
24	Careers.CSULB.EDU (website) California State University Long Beach Career Development Center Brotman Hall, Room 250 1250 Bellflower Blvd Long Beach, CA 90840 562-985-4151	N	0
25	University Career Center California State University Fullerton Career Center Langsdorf Hall, Room 208 Fullerton, California 657-278-3121	N	2
26	Simplyhired.com (website) 370 San Aleso Avenue, #200 Synnyvale, CA 94085 (408) 400-4700 support@simplyhired.com	N	0
27	Indeed.com (website) 6433 Champion Grandview Way Building 1 Austin, TX 78750 www.indeed.com	N	49
28	Career Center, California State University Northridge 18111 Nordhoff St. Northridge, CA 91330 Attn: Sarah Le Long	N	4
29	The Art Institute of California-Hollywood 5250 Lankershim Blvd. North Hollywood, CA 91601 Attn: Ricky Randle	N	21
30	Career Development Center, Santa Ana College 1530 W. 17th Street Santa Ana, CA 92706	N	2
31	Career Development Center, California State University, Los Angeles 5151 State University Drive Los Angeles, CA 90032	N	12
TOTAL INTERVIEWEES OVER REPORTING PERIOD			543

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in Career Expo & Resource Fair	<p>Activity: "Congressman Tony Cardenas" Career Expo & Resource Fair; Pacoima Charter School, 11016 Norris Avenue Pacoima, CA 91331</p> <p>Date: September 26, 2015</p> <p>Participants included: SEU's VP of Human Resources</p> <p>Description: The SEU participated in the "Congressman Tony Cardenas" Career Expo & Resource Fair. There were 300+ job seekers in attendance. Questions by attendees generally about careers in broadcasting were answered by SEU members. Applications and other useful hand-outs were provided to attendees interested in the SEU's specific positions. In some cases, on-site pre-screening interviews were provided by the SEU's Human Resources Department members for different open positions, including skilled technical positions requiring specialized training. Appointments for secondary interviews with specific SEU employees and managers were scheduled for candidates with the strongest potential.</p>
2	Participate in Career Expo & Resource Fair	<p>Activity: "Honor A Hero, Hire A Vet" Career Expo & Resource Fair; Warner Center Marriot, 21850 Oxnard Street Woodland Hills, CA 91367</p> <p>Date: October 22, 2015</p> <p>Participants included: SEU's VP of Human Resources, and SEU's Human Resources Coordinator</p> <p>Description: The SEU participated in the "Honor A Hero, Hire A Vet" Career Expo & Resource Fair. There were 500+ job seekers in attendance. Questions by attendees generally about careers in broadcasting were answered by SEU members. Applications and other useful hand-outs were provided to attendees interested in the SEU's specific positions. In some cases, on-site pre-screening interviews were provided by the SEU's Human Resources Department members for different open positions, including skilled technical positions requiring specialized training. Appointments for secondary interviews with specific SEU employees and managers were scheduled for candidates with the strongest potential.</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
3	Participate in Job Fair / Career Fair	<p>Activity: 21st Annual Community Job Fair at Dodgers' Stadium/Elysian Park, Los Angeles, CA</p> <p>Date: March 19, 2016</p> <p>Participants included: SEU's Human Resources Manager, and SEU's Human Resources Coordinator</p> <p>Description: The SEU participated in the 21st Annual Community Job Fair at Dodgers' Stadium/Elysian Park, Los Angeles, CA. There were 750+ job seekers in attendance. Questions about careers in broadcasting were answered, and issues about broadcast industry careers were discussed. Job descriptions and other useful hand-outs were provided to interested attendees. On-site pre-screening interviews were conducted by Human Resources staff. Appointments for secondary interviews were also discussed with potential candidates for employment.</p>
4	Participate in Career Expo & Resource Fair	<p>Activity: USC Annenberg Career Connection Internship & Job Fair; USC Ronald Tutor Campus Center, 3607 Trousdale Pkwy, Los Angeles, CA 90089</p> <p>Date: March 22, 2016</p> <p>Participants included: SEU's Human Resources Manager, and SEU's Human Resources Coordinator</p> <p>Description: The SEU participated in the USC Annenberg School of Communication Career Connection Internship & Job Fair. There were 500+ job seekers in attendance. Questions about careers in broadcasting were answered, and issues about broadcast industry careers were discussed. Job descriptions and other useful hand-outs were provided to interested attendees. On-site pre-screening interviews were conducted by Human Resources. Appointments for secondary interviews were also discussed with potential employment candidates.</p>
5	Participate in Job Fair / Career Fair	<p>Activity: El Monte-Rosemead Adult School Job Fair; 10807 Ramona Boulevard, El Monte, CA 91731</p> <p>Date: April 20, 2016</p> <p>Participants included: SEU's Human Resources Manager, and SEU's Human Resources Coordinator</p> <p>Description: The SEU participated in the El Monte-Rosemead Adult School Job Fair. There were 100+ job seekers in attendance. Questions about careers in broadcasting were answered, and issues about broadcast industry careers were discussed. Job descriptions and other useful hand-outs were provided to interested attendees. On-site pre-screening interviews were conducted by Human Resources. Appointments for secondary interviews were also discussed with potential employment candidates.</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
6	Sponsor and Participate in Community Outreach for Jobs in the Broadcast Industry & Job Fair	<p>Activity: 2016 Festival Cinco de Mayo; Pomona Fairplex, 1101 W. McKinley Ave., Pomona, CA 91768</p> <p>Date: May 1, 2016</p> <p>Participants included: SEU Human Resources Manager and SEU's Human Resources Coordinators; Multiple Other SEU Staff Members (from radio and television production units of the SEU), including sales staff and managers, production & technical personnel and tv/radio promotions teams.</p> <p>Description: The SEU held a very large music festival for the 2016 Cinco de Mayo Mexican-American annual holiday. The event was very well advertised and promoted, including numerous on-air promotions and similar internet saturation. The event attracted 100,000+ people, primarily for festival activities and live music performances. However, the SEU set up an informational booth (which was staffed by SEU Human Resources and other SEU personnel) which was primarily designed to provide outreach to the local Hispanic community, and specifically to provide general information and background on different types of careers available in the radio and TV broadcast industry. Approximately 100-125 attendees stopped by the booth, and almost half of those (approx. 50-60 people) were job seekers looking for work (who brought specific job inquiries and resumes with them). The SEU HR staff also provided printed hand-outs, and answered questions, related to general broadcast industry careers – but given the strong interest in specific job placement, the SEU HR Staff also brought out and displayed numerous current job openings for open positions at the SEU, and subsequently pre-screened a number of potential candidates via on-site interviews.</p>
7	Participate in Career Expo & Resource Fair	<p>Activity: CSUN Recent Graduate and Alumni Fair; California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330</p> <p>Date: May 25, 2016</p> <p>Participants included: SEU's Human Resources Manager, and SEU's Human Resources Coordinator</p> <p>Description: The SEU participated in the CSUN Recent Grad and Alumni Fair. There were 500+ job seekers in attendance. Questions about careers in broadcasting were answered, and issues about broadcast industry careers were discussed. Job descriptions and other useful hand-outs were provided to interested attendees. On-site pre-screening interviews were conducted by Human Resources. Appointments for secondary interviews were also discussed with potential employment candidates.</p>

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8	Participate in Career Expo & Resource Fair	<p>Activity: “Independence Day Hiring Spree 2016”; sponsored by Los Angeles County Office of Education (LACOE) at the Zev Yaroslavsky Family Support Center, 7555 Van Nuys Blvd., Van Nuys, CA 91405</p> <p>Date: June 23, 2016</p> <p>Participants included: SEU’s Human Resources Manager</p> <p>Description: The SEU participated “Independence Day Hiring Spree 2016”. There were 200+ job seekers in attendance. Questions about careers in broadcasting were answered, and issues about broadcast industry careers were discussed. Job descriptions and other useful hand-outs were provided to interested attendees. On-site pre-screening interviews were conducted by Human Resources. Appointments for secondary interviews were also discussed with potential employment candidates.</p>