



## **KLCS EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Pursuant to the Communications Act of 1934, as amended (47 U.S.C. § 396(k)(12)), KLCS maintains compliance with equal employment opportunity (EEO) requirements of the Act and of the Federal Communications Commission (FCC) through many established procedures controlled within the Los Angeles Unified School District's (LAUSD) Talent Acquisition and Selection Branch. These procedures are codified in the LAUSD Personnel Commission Rules and Laws, the Handbook on Merit System and Other Provisions of the Education Government, Labor, and Military and Veterans Codes of the State of California, and collective bargaining agreements concluded between the LAUSD and its various trade unions. All recruiting and selection functions for positions at KLCS are performed by the LAUSD (Classified Assignments Branch, Talent Acquisition and Selection Branch, etc.), except for the final hiring decision, which is made by KLCS' General Manager.

The steps taken to fill any vacancy within KLCS are as follows:

1. All positions at KLCS are filled from eligibility lists compiled by the Talent Acquisition and Selection Branch. These lists are compiled using an examination process conforming to the merit system and other laws, including EEO laws, of the State of California. When a vacancy in an existing position occurs, the General Manager submits a request to fill the position to the Classified Assignments Branch, which checks to determine whether an eligibility list exists. If one does not, the Talent Acquisition and Selection Branch will administer an examination to compile an eligibility list.
2. If the station desires to create a position that does not yet exist (i.e. a new classification), the General Manager must submit a request to study the position to the Personnel Commission, which will determine the attributes of the new position. Once the position is created, the Talent Acquisition and Selection Branch will administer an examination to compile an eligibility list.
3. When a vacancy occurs in position for which no eligibility list exist, an examination must be administered to compile an eligibility list before the selection process can proceed. A job posting is made by the Talent Acquisition and Selection Branch inviting candidates to apply for the position. The open position is posted for a minimum of two weeks. Postings are made on various job sites, the LAUSD website, sites specific to the position opening, local newspapers, and other broadcasting publications. The position is also posted on internal bulletin boards at LAUSD and communicated to existing KLCS staff via email from the General Manager.
4. Applicants are screened by the Talent Acquisition and Selection Branch for qualifications and experience, and qualified candidates are invited to an examination where they are rated on those qualifications and experience. If the candidate passes the examination,

he is placed on an eligibility list ordered according to his relative rating against other candidates.

5. If an eligibility list exists for a vacant position, the Classified Assignments Branch sends the General Manager dossiers on the top three candidates on the list containing each candidate's contact information, applications, resumes, and other information. Together with the head of the department in which the vacancy occurred, the General Manager reviews the qualifications of and interviews each candidate. If a hiring decision is made, the General Manager informs the Classified Assignments Branch, which then proceeds to process the candidate as a new employee, including conducting criminal and other background checks.
6. If a hiring decision is not made, the Classified Assignments Branch sends the General Manager dossiers on the next three candidates on the list. This process is repeated until a candidate is hired or the eligibility list is exhausted, in which case a new examination must be administered to compile a new eligibility list.
7. Once a candidate is hired and processed, an employee file is created for him at the station. In addition to collecting his job application, resume, and other information contained in his applicant dossier, the file also has forms for tracking references on where the applicant found information on the open position, and all necessary tracking that is required by FCC EEO regulations. This file is kept in a locked cabinet by the General Manager.
8. This file is now composed of all information required and necessary to complete the annual FCC EEO report for this position. The Broadcast Compliance Specialist prepares and files the FCC EEO report on an annual basis.
9. The EEO report is available for viewing by the public in the KLCS public files located in the administrative area of the station, or on our website [www.klcs.org](http://www.klcs.org).

In accordance with sections 396(k)(11)(A)(ii), 396(k)(11)(B), and 396(k)(11)(C) of the Communications Act of 1934, KLCS annually files a Station Activities Survey (SAS) with the Corporation for Public Broadcasting (CPB), identifying by race and sex the number of employees in each of the full-time and part-time job categories described in the Communications Act of 1934, stating the number of job openings occurring during the course of the year, and certifying that the filling of any openings were in compliance with Federal Communications Commission equal employment opportunity regulations. Additional statistical information is available in the employment portion of the Station Activities Benchmarking Study (SABS), also submitted annually to CPB concurrent with the SAS. These reports are available for public inspection in accordance with the KLCS Open Financial Records Policy.

Certification of KLCS' continued compliance with the equal employment opportunity requirement is completed each year as part of the Certification of Eligibility included in the Integrated Station Information System (ISIS). This certification is executed by the General Manager of KLCS and the President of the Board of Education of the LAUSD.

