

**KLCS (Los Angeles, CA)
EEO PUBLIC FILE REPORT
Reporting Period: 8/1/23 – 7/31/24**

Full-Time Vacancies Filled (1)

Position: Broadcast System Operator

Date filled: 11/22/2023

Recruitment Source: (RS) of hire: LAUSD Employee Referral

Recruitment Source Information (Including contact information if available)	RS Entitled To Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
Online Jobsite (Indeed.com)	No	17
Online Jobsite (entertainmentcareers.net)	No	1
Online Jobsite (edjoin.org)	No	1
Social Media (facebook.com)	No	1
Social Media (linkedin.com)	No	7
Social Media (instagram.com)	No	1
Social Media (twitter.com)	No	1
LAUSD Publication/website (lausd.net)	No	11
LAUSD Publication/website talent acquisition/selection (lausdjobs.org)	No	3
LAUSD Employee Referral	No	6
College/University (Outside-of-State) SUNY, College at Oneonta	No	1
College/University (Within California)	No	1
College/University (Within California) California State University, Long Beach	No	1
Southern California Broadcasters Assoc.	No	0
Corporation for Public Broadcasting (CPB) (cpb.org.)	No	0
Greater Public (GreaterPublic.org)	No	0
Social Media – Work for Warriors (workforwarriors.com)	No	0
Social Media – Employer Support of the Guard and Reserve (www.esgr.mil)	No	0
Other – Job Posting e-mail	No	1
Declined to State	No	7
Total Applicants During Reporting Period		60

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*The Los Angeles Unified School District (LAUSD) is the FCC License holder for KLCS-TV. The Board of Education for LAUSD requires all classified employees be hired through the Classified Employment Section of the LAUSD Personnel Commission.

All KLCS job vacancies are filled according to the rules and regulations of the Los Angeles Unified School District Personnel Commission. (<https://achieve.lausd.net>)

Working in conjunction with the Los Angeles Unified School District’s Personnel Selection Branch, KLCS job vacancy notices in the classified service are widely distributed. Due to the technical nature of broadcasting positions a specialized list of additional media specific employment sources is maintained for additional recruitment efforts.

Outreach Initiatives

During this 12-month reporting period, the following outreach initiatives were undertaken:

6/13/24	Hosting at least one job fair (Initiative <i>ii.</i>)	LAUSD Career Fair where the general public, colleges and LAUSD graduating seniors are invited to attend to learn about open job positions and careers within the School District including positions at KLCS. Harbor Occupational Center (San Pedro, CA) (LAUSD Human Resources Specialist)
6/14/24	Hosting at least one job fair (Initiative <i>ii.</i>)	LAUSD Career Fair where the general public, colleges and LAUSD graduating seniors are invited to attend to learn about open job positions and careers within the School District including positions at KLCS. West Valley Occupational Center (Woodland Hills, CA) (LAUSD Human Resources Specialist)

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6/18/24	Hosting at least one job fair (Initiative <i>ii.</i>)	LAUSD Career Fair where the general public, colleges and LAUSD graduating seniors are invited to attend to learn about open job positions and careers within the School District including positions at KLCS. East LA Occupational Center (Los Angeles, CA) (LAUSD Human Resources Specialist)
6/17/24	Hosting at least one job fair (Initiative <i>ii.</i>)	LAUSD Career Fair where the general public, colleges and LAUSD graduating seniors are invited to attend to learn about open job positions and careers within the School District including positions at KLCS. Venice Skills Center (Venice, CA) (LAUSD Human Resources Specialist)
2/24/24	Hosting at least one job fair (Initiative <i>ii.</i>)	LA Career Expo where the general public are invited to attend to learn about open job positions and careers within the School District including positions at KLCS. Los Angeles Center Studios (Los Angeles, CA) (LAUSD Division of Adult and Career Education Coordinator)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>iv.</i>)	Membership in Southern California Broadcasters Association (General Manager)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>iv.</i>)	Membership in California Broadcasters Association (General Manager)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>iv.</i>)	Membership in Academy of Television Arts and Sciences (ATAS) (Director of Instructional TV)

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8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>iv.</i>)	Membership in Public Television Programming Association (PTPA) (TV Programming Associate)
6/17/2024	Establishment of Internship program (Initiative <i>v.</i>)	Hosted two summer interns from Helen Bernstein Cinematic Arts and Creative Tech Magnet. Focus of internship, production from pre-production planning through post-production editing. (Director of Instructional TV)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>xvi.</i>)	Membership in American Public Television (APT) (TV Programming Associate)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>xvi.</i>)	Membership in California Public Television (General Manager)
8/1/23 - 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>xvi.</i>)	Membership in National Educational Television Association (NETA) (General Manager)
8/1/23 – 7/31/24	Participation in general recruitment outreach (continuing) (Initiative <i>xvi.</i>)	Membership in Public Media Business Association (PMBA) (Sr. Financial Analyst)
8/1/23 – 7/31/24	Participation in general recruitment outreach (Initiative <i>xvi.</i>)	Instructional Media Partner – La Plaza de Cultura Y Artes (Los Angeles, CA) (Director of Instructional TV)

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8/1/23– 7/31/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Licensee’s tuition reimbursement and training programs www.oetraining.net (General Manager)
4/29/24 – 6/28/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Preventing Harassment and Discrimination: Gateway (CPB) (All KLCS Staff) (Director of Instructional Television)
9/12/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	LAUSD Emergency Operations Center (EOC) First Responder Training Basic (Broadcast Compliance Specialist)
9/12/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	LAUSD Emergency Operations Center (EOC) Veoci Emergency Incident Response Software Training (Broadcast Compliance Specialist)
10/5/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	POV’s Fall 2023 Station Digest Live (TV Programming Associate)
6/12/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Station Town Hall (TV Programming Associate)
6/21/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	PDP Update Webinar via Zoom (TV Programming Associate)

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8/1/23-7/31/24 (monthly)	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	PBS KIDS & PBS LEARNING Media Training (PBS) (TV Programming Associate)
8/10/23 – 9/15/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Suicide Prevention and Awareness Training (LAUSD) (All KLCS Staff) (General Manager)
8/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Building Safety Presentation http://lausd.bssnet.com (Annual All- staff) (General Manager)
8/25/23 – 10/11/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	American Disability Act (ADA) Title II Compliance Training (Annual All- staff) (General Manager)
8/8/23 – 8/29/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Annual IT Cyber Security Training (All-Staff) (General Manager)
8/8/23-9/29/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Annual Bloodborne Pathogens Training New required training reg. preventing the spread and emergency response. (All-Staff) (General Manager)
8/10/23 – 9/15/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Annual Child Abuse Awareness Training (All-Staff) (General Manager)

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10/24-26/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	PBS Annual Meeting :Virtual Breakout Sessions (Broadcast Compliance Specialist)
9/27/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	PMBA Webinar: Unlocking the Philanthropic Potential of Your Donor File & Deepening Donor Relationships: Why you need to invest in your major giving program today (Broadcast Compliance Specialist)
9/6/23	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Network for Good training: How to Find the Right Donors for Your Organization (Broadcast Compliance Specialist)
3/12-14/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	LAUSD Office of Emergency Management mandatory annual EOC exercise. This exercise will continue building our EOC skills and capabilities, ensuring the best support for our schools during emergencies. (Broadcast Compliance Specialist) (Digital Library Asst.) (Director of Instructional TV)
6/15/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	Phase 3 of our Antiracist Journey in LA Unified – Confronting Implicit Bias and Microaggressions (Broadcast Compliance Specialist)
7/17/24	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher positions (Initiative <i>viii.</i>)	PTPA/WUCF Meet the Helpers Initiative training. Introduces children to important community helpers in times of calm, so they and their families can be better prepared for the unthinkable. (TV Programming Associate)

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8/23 -7/24 (Monthly)	Establish of a mentoring program for station personnel (Initiative ix.)	Programming Strategy – Monthly calls among peers, mentoring and discussing the challenges & opportunities in the NPS schedule. (PTPA) (Programming) (TV Programming Associate)
8/23 – 7/24 (Monthly)	Establish of a mentoring program for station personnel (Initiative ix.)	Connects peers to network, sharing work best practices and sharing work and ideas that can be replicated in multiple markets. “Shoptalk” (NETA Peer Learning Community) (Programming) (TV Programming Associate)
8/23 – 7/24 (Monthly)	Establish of a mentoring program for station personnel (Initiative ix.)	Interconnection sIX System User Webinars & Peer Group (Programming & Traffic) (TV Programming Associate)
8/23 – 7/24 (Continuing)	Establish of a mentoring program for station personnel (Initiative ix.)	Participation on the LA Peer Group Committee of the Academy of Television Arts and Sciences (ATAS) (Director of Instructional TV)
12/9/2023	Participation in events or programs sponsored by educational institutions relating to career Opportunities in broadcasting (Initiative x.)	In partnership with the LAUSD Student Empowerment Unit, General Manager served as a panelist for the Young Men’s Leadership Conference. (East Los Angeles College, Monterey Park, CA) (Student Empowerment Unit Director)
2/15/2024	Participation in events or programs sponsored by educational institutions relating to career Opportunities in broadcasting (Initiative x.)	In partnership with Northridge Academy High School, hosted a station tour and presentation to students from their newly established Journalism program. (General Manager)

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3/1/2024	Participation in events or programs sponsored by educational institutions relating to career Opportunities in broadcasting (Initiative x.)	In partnership with Rise Kohyang Charter School, presentation at their annual Career Day on employment opportunities in broadcasting. (Los Angeles, CA) (Broadcast Systems Operator)
3/16/2024	Participation in events or programs sponsored by educational institutions relating to career Opportunities in broadcasting (Initiative x.)	In partnership with the LAUSD Student Empowerment Unit, the General Manager was a participant in the Young Women's Leadership Conference. (Helen Bernstein Cinematic Arts and Creative Tech Magnet) (Hollywood, CA) (Student Empowerment Unit Director)
4/2024	Participation in events or programs sponsored by educational institutions relating to career Opportunities in broadcasting (Initiative x.)	In partnership with Rise Kohyang Charter School, hosted two station tours and presentation to students from their media arts program. (General Manager)
8/17/23	Management Training (Initiative <i>xiv</i>)	PBS KIDS Brand Training Webinar – Training for stations implementing the PBS KIDS brand refresh; including compliance guidelines and requirements for the PBS provided brand refresh grant. (Director of Instructional TV)
8/24/23	Management Training (Initiative <i>xiv</i>)	How to Complete the Harassment and Bias Prevention Training – CPB – provided training for Site Training Administrators on the requirements of the annual mandated training and how to manage station training via the EverFi platform. (Director of Instructional TV)

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8/31/24	Management Training (Initiative <i>xiv</i>)	Next Level Leadership – Change Management: NETA sponsored training focusing on learning techniques to navigate the people side of change, discover the differences between adaptive and transformational change and develop a roadmap to create a culture of change. (Director of Instructional TV)
5/15/24	Management Training (Initiative <i>xiv</i>)	Phase 5 of our Antiracist Journey in LA Unified – Who Belongs? The Role of Implicit Bias in the Classroom (Sr. Financial Analyst)
2/5/24	Management Training (Initiative <i>xiv</i>)	Mandatory Time & Effort Training for Categorically-Funded Personnel (Sr. Financial Analyst)
7/9-13/23	Management Training (Initiative <i>xiv</i>)	NETA Annual Conference (General Manager)
10/15-18/23	Management Training (Initiative <i>xiv</i>)	NETA Executive Committee Mtg. (General Manager)
4/21-23/24	Management Training (Initiative <i>xiv</i>)	NETA Executive Committee Mtg. (Chicago, IL) (General Manager)
10/18/23 – 11/8/23	Management Training (Initiative <i>xiv</i>)	James Moore 2022 Non-Profit Fall CPE Series (5 courses) (Financial Training) (Sr. Financial Analyst)
5/12-15/24	Management Training (Initiative <i>xiv</i>)	PBS Annual Mtg. (PBS) (General Manager)
6/5/24 – 6/26/24	Management Training (Initiative <i>xiv</i>)	James Moore 2024 Government CPE Series (4 Sessions) (Financial Training) (Sr. Financial Analyst)

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5/28–31/24	Management Training (Initiative <i>xiv</i>)	Public Media Business Association Conference EEO and CPB Compliance (St. Louis) (Sr. Financial Analyst)
12/23	Management Training (Initiative <i>xiv</i>)	Workplace Harassment/ Non-Discrimination Prevention Training for Supervisors (LAUSD) (All management are required to recertify every other year) (All Supervisors) (General Manager)
2/5/24	Management Training (Initiative <i>xiv</i>)	Preventing Harassment and Discrimination For Supervisors (CPB/EveryFi) Annual mandated training for Supervisors that provides guidance on creating a positive work environment that recognizes, resists, prevents and responds to Harassment in the workplace. (All Management Staff) (Sr. Financial Analyst)
6/18/24	Management Training (Initiative <i>xiv</i>)	Amplifying Outreach Through Ambassador Program: NETA provided training on strategies and practices related to increasing station outreach efforts through Ambassador type and Train-the-Trainer model. (Director of Instructional TV)
7/5/24	Management Training (Initiative <i>xiv</i>)	LAUSD Workplace Violence Prevention Plan Training (Director of Instructional TV)