

KCSN ANNUAL EMPLOYMENT REPORT FY 2012–2013

KCSN Public Inspection File

EEO ANNUAL EMPLOYMENT PUBLIC FILE REPORT

AUGUST 1, 2012 TO JULY 31, 2013

- 1) Full-time vacancies filled during fiscal year: 2
- 2) Recruitment Resources for each vacancy: See Appendix A and B
- 3) Recruitment Resources for MPP(CSUN Management Personnel Plan)/GM: See Appendix A
- 4) Recruitment referral:

CSUN Employment Website that is open to the public; EOB–Employment Opportunities Bulletin; CSU Careers Website, an on–line employment website that covers the entire 23 CSU campuses. On line advertising through Southern CA Broadcasters, All Access, FMOB, Radio Informer Board, TripleARadio.com, CPB jobline. KCSN on air spots. Print advertising: Current (and Current.org) and LA Weekly.

- 5) Total number of persons interviewed for all full-time vacancies filled during period: 13
- 6) Total number of persons interviewed for all full-time vacancies filled during period per source:

CSUN Website: 7
California State University Careers Website: 5
Current (Newspaper): 2
All Access.com: 1

- 7) Outreach activities during period:

Introduction

KCSN has six full-time employees (regular 30+ hours or more per week).

Job Fair Participation

KCSN is unable to participate in job fairs due to our existence as a department within the California State University system. All hiring is controlled by the University's Human Resources Department.

Internships, Volunteers, Student Involvement

KCSN continues to have strong academic ties to the College of Journalism and the Cinema and Television Arts Department at California State University, Northridge. Each academic semester

over 70 CSUN Journalism students participate in live broadcasts of the award-winning KCSN News. Early morning news updates plus a • hour live program called “The Evening Update” make for a vibrant, hands-on learning experience for these young broadcast journalists. KCSN’s News Director Keith Goldstein has garnered over 500 awards for excellence in his 26-year tenure. Students write and edit the news, produce and anchor the broadcasts, and create all of the feature stories themselves. These students are being exposed to and participating in professional radio journalism activities through KCSN. KCSN offers formal production internship positions each year to qualified students from the University. These students work closely with the KCSN Director of Broadcast Operation, Meishel Menachekanian during his daily production duties. Interns learn how to produce audio, station imaging and voice over technique, along with digital editing and final mix-down techniques. Interns also work directly with the General Manger, Sky Daniels, to screen music and build the library for the Station’s Triple A format. This is a unique and exciting opportunity for CSUN students. KCSN is one of the only public radio stations in Los Angeles to give student interns this level of production and programming experience. KCSN’s daily music programming is partially automated. The weekend broadcast staff consists primarily of community volunteers. All weekend music programs are produced and hosted by volunteers from the Los Angeles County area. This again offers our community a chance to participate in the operation of the station. Along with volunteers we also engage CSUN students to volunteer, intern, and be a part of the KCSN community. Formal and informal training opportunities abound at KCSN, and we welcome anyone who is interested to visit and consider taking part in the KCSN radio experience.

Tours

KCSN regularly provides tours of its facility for both high school and local community groups such as The Cub Scouts, The Boy Scouts, The Girl Scouts, both Indian Princess and Indian Guide troupes, Cub Scouts, Brownies, middle, high school, and college students. Tours explain station operations and promote careers in public radio and broadcasting. Station tours are available to any member of the public during regular business hours.

- CSUN/KCSN has and continues to list upper-level job openings (when such openings occur) with various public radio organizations that reach women and minorities.

- Advertising for Upper Level Job Openings (when such openings occur) can be found in the following publications, websites, and trade bulletins:

Current / Public Broadcasting (bi-weekly Newspaper), Broadcasting and Cable (magazine), Billboard (weekly trade journal), Electronic Media, website: PubRadio, website: Corporation For Public Broadcasting (Jobline)

KCSN FM is a non-profit organization broadcasting from the campus of California State University Northridge. Information about our hiring and discrimination policy can be found at:

<http://www-admn.csun.edu/eqtydiv/>

APPENDIX A

EEO PUBLIC FILE REPORT This Report covers full-time vacancy recruitment data for the period August 1, 2012 – July 31, 2013.

- 1) Employment Unit: California State University, Northridge
- 2) Unit Members (Stations and Communities of License): KCSN, Northridge, CA

3) EEO Contact Information for Employment Unit: Mailing Address: KCSN-FM 18111 Nordhoff St. Northridge, CA 91330-8312	Telephone Number: 818-677-3090
Contact Person/Title: Sky Daniels/General Manager	E-mail Address: Sky.daniels@cssun.edu

1. General Manager California State University MPP

5) Job Title: <u>General Manager</u> Referral Source(s) of Hire: <u>California State University MPP</u> Name of Organization	Contact Person	Address	Telephone Number
		# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)

Notified of Job Vacancy								
California State University, Northridge website: http://www-admin.csun.edu/ohrs/	Mika Williamson	California State University, Northridge HR Division, 18111 Nordhoff Northridge, CA 91330-8229	818-677-2101	5			No	
California State University Careers website	webmaster@ca1state.edu	401 Golden Shore, 6th Floor Long Beach, CA 90802-4210	562-951-4800	2			No	
Applicants interviewed				2			No	
Applicants hired				1			No	

APPENDIX B

EEO PUBLIC FILE REPORT This Report covers full-time vacancy recruitment data for the period August 1, 2012 – July 31, 2013.

1) Employment Unit: California State University, Northridge

2) Unit Members (Stations and Communities of License): KCSN, Northridge, CA

3) EEO Contact Information for Employment Unit: Mailing

Address: KCSN-FM 18111 Nordhoff St. Northridge, CA 91330-8312	Telephone Number: 818-677-3090
Contact Person/Title: Sky Daniels/General Manager	E-mail Address: Sky.daniels@csun.edu

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:
 Job Title Recruitment Source Referring Hiree

1. Director Of Underwriting _____ California State University TUC

5) Job Title: Director Of Underwriting Referral Source(s) of Hiree: California State University TUC Job ID 2821	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
California State University, Northridge website: http://www-admin.csun.edu/ohrs/	Mika Williamson	California State University, Northridge 18111 Nordhoff Northridge, CA	818-677-2101	7	No

		91330-8229				
<u>California State University Careers website</u>	webmaster@calstate.edu	<u>HR Division</u> 401 Golden Shore, 6th Floor Long Beach, CA 90802-4210	562-951-4800	3	No	
The Current newspaper and The Current.org website		http://jobs.current.org/home/home.cfm?site_id=14538		2	No	
All Access.com		http://www.allaccess.com/forum/viewforum.php?f=10		1	No	