

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: September 22, 2018 – September 21, 2019

1) Employment Unit: Spanish Broadcasting System, Inc./Miami

2) Unit Members (Stations and Communities of License):

WSBS-TV, Key West, FL (FCC Facility ID #72053)
WSBS-CA, Miami, FL (FCC Facility ID #29547)
KTBU-TV, Houston, TX (FCC Facility ID #28324)¹

3) EEO Contact Information for Employment Unit:

Mailing Address: 7007 NW 77 th Avenue Miami, FL 33166	Telephone Number: (786)470-1769
	Contact Person/Title: Dyana Burgess – Payroll Clerk
	E-mail Address: DBurgess@SBSCorporate.com

4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

Job Title	Recruitment Source Referring Hiree
(a) <u>Account Executive</u>	<u>Word of Mouth</u>
(b) <u>General Manager</u>	<u>Word of Mouth</u>
(c) <u>HR Business Coordinator</u>	<u>Word of Mouth</u>
(d) <u>Local Sales Manager</u>	<u>Word of Mouth</u>
(e) <u>Sales Assistant</u>	<u>Careerbuilder.com</u>
(f) <u>Production Assistant</u>	<u>Word of Mouth</u>
(g) <u>Senior Master Control Operator</u>	<u>Word of Mouth</u>

¹ Effective April 1, 2018, Spanish Broadcasting System, Inc. has commenced reporting KTBU-TV as part of its Miami, Florida Employment Unit. The Employment Units shared production and management level employees.

a) Job Title: Account Executive

Referral Source(s) of Hire: Word of Mouth

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	3	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	2	No
Florida International University Handshake Application	Carmen Rosado rosadoc@fiu.edu	www.career.fiu.edu Modesto A Maidique Campus 11200 SW 8th St, Miami, FL 33199	(305)348-2423	0	No
St. Thomas University Handshake Application	Cristina Lopez cclopez@stu.edu	www.stu.edu 16401 NW 37th Ave, Opa-locka, FL 33054	(305)628-6577	0	No
Nova Southeastern University Handshake Application	Niemah Butler niemah@nova.edu	http://www.nova.edu/career/index.html 3301 College Ave, Davie, FL 33314	(954)262-7201	0	No
University of Miami Handshake Application	Sharon Moy Swm66@miami.edu	www.hireacane.com 5225 Ponce De Leon Blvd, Coral Gables, FL 33146	(305)284-5451	0	No
Southern New Hampshire University Handshake Application	Jennifer Marasco j.marasco@snhu.edu	www.snhu.edu 2500 North River Rd, Manchester, NH 03106	(888)672-1458	0	No

b) Job Title: General Manager

Referral Source(s) of Hire: Word of Mouth

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Ave, Miami, FL 33166	(305)441-6901	2	No
SBS Website	Dyana Burgess Jobs@sbscorporate.com	http://www.spanishbroadcasting.com/jobs.shtml 7007 NW 77th Ave, Miami, FL 33166	(305)441-6901	0	No
Ascendo Resources	Nicolas Ramirez nramirez@ascendo.com	2 Alhambra Plaza, PH 2-A, Coral Gables, FL 33134	(305)423-1221 x. 139	1	No

Station(s) WSBS are Equal Opportunity Employer(s).

c) Job Title: HR Business Coordinator Referral Source(s) of Hire: Word of Mouth

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	4	No
Ascendo Resources	Nicolas Ramirez nramirez@ascendo.com	2 Alhambra Plaza, PH 2-A, Coral Gables, FL 33134	(305)423-1221 x. 139	1	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	0	No

a) Job Title: Local Sales Manager Referral Source(s) of Hire: Word of Mouth

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	2	No
Ascendo Resources	Nicolas Ramirez nramirez@ascendo.com	2 Alhambra Plaza, PH 2-A, Coral Gables, FL 33134	(305)423-1221 x. 139	1	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	1	No

a) Job Title: Sales Assistant Referral Source(s) of Hire: Careerbuilder.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	1	No
Careerbuilder.com	Denisse Soto Denisse.soto@careerbuilder.com	www.careerbuilder.com 200 N LaSalle Blvd, #1100 Chicago, IL 60601	(312)270-8610	4	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	1	No
Florida International University Handshake Application	Carmen Rosado rosadoc@fiu.edu	www.career.fiu.edu Modesto A Maidique Campus 11200 SW 8th St, Miami, FL 33199	(305)348-2423	0	No
St. Thomas University Handshake Application	Cristina Lopez cclopez@stu.edu	www.stu.edu 16401 NW 37th Ave, Opa-locka, FL 33054	(305)628-6577	0	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Nova Southeastern University Handshake Application	Niemah Butler niemah@nova.edu	http://www.nova.edu/career/index.html 3301 College Ave, Davie, FL 33314	(954)262-7201	0	No
University of Miami Handshake Application	Sharon Moy Swm66@miami.edu	www.hireacane.com 5225 Ponce De Leon Blvd, Coral Gables, FL 33146	(305)284-5451	0	No
Southern New Hampshire University Handshake Application	Jennifer Marasco j.marasco@snhu.edu	www.snhu.edu 2500 North Rver Rd, Manchester, NH 03106	(888)672-1458	0	No

a) Job Title: **Production Assistant** Referral Source(s) of Hire: **Word of Mouth**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	3	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	0	No

a) Job Title: **Senior Master Control Operator** Referral Source(s) of Hire: **Word of Mouth**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Word of Mouth		7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	5	No
SBS Website	Dyana Burgess jobs@sbscorporate.com	http://www.spanishbroadcastingsystem.com/jobs.shtml 7007 NW 77 th Avenue, Miami, FL 33166	(305)441-6901	0	No

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- 6) **Total # of Interviewees Referred:** For the period from **September 22, 2017 – September 21, 2018** this Employment Unit interviewed 31 interviewees for full-time job vacancies.
- 7) **Supplemental Recruitment Initiatives.** List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.

(a) **Initiative:** Employee Trainings

During the reporting period, the employment unit held a training sessions designed to enable station personnel to upgrade and/or acquire skills that could qualify them for higher level positions. All the training sessions included Managers, Local Sales Manager, Digital Managers, and Account Executives. The sessions took place on October 9, November 12, November 26, and July 25. The October 9 session was for promotions software to upload sales related promotions. The November 12 session was to review the October Nielsen book. The November 26 session was to train using Miller Kaplan. And, the July 25 session was a webinar teaching the basics of social media ROI.

(b) **Initiative:** Internship Program

During the reporting period, the employment unit hosted two (2) interns in the Sales and Programming Departments one from Miami Media School and the other from Florida International University. The students received education credit for participation in the program.

(c) **Initiative:** Training Management Level Personnel to Prevent Discrimination

All new hires at the employment unit are required to participate in a Mandatory Online Course on “Workplace Harassment Training” and receive a certificate upon completion.