

WNYE FM

EEO Report  
February 1,  
2009  
THROUGH  
January 31,  
2010

#### 1. FULL TIME VACANCIES – 8

- Chief Operating Officer
- Production Engineer
- Producer
- Graphic Artist
- Graphic Artist
- Direction of Production
- Master Control Operator
- Master Control Operator

#### 2. RECRUITMENT SOURCES USED

- City of New York website ([www.nyc.gov](http://www.nyc.gov))
- NYC Media Group website ([www.nyc.gov/tv](http://www.nyc.gov/tv))
- craigslist ([craigslist.org](http://craigslist.org))
- Mandy ([mandy.com](http://mandy.com))
- City of New York Job Posting Process
- iHireBroadcasting ([www.ihirebroadcasting.com](http://www.ihirebroadcasting.com))
- Yahoo! Hot Jobs ([www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com))

#### 3. SOURCE OF REFERRAL FOR EACH HIRE

See 2 above.

#### 4. NUMBER OF INTERVIEWEES FOR EACH POSITION

For each position, NYC Media Group interviewed an average of between 5 and 10 candidates.

#### 5. EEO Initiatives

- Job Fair Participation
  - October 9, 2009  
Expanded CUNY Career Fair  
Conference and Career Fair

- Job Board Postings
  - Baruch College
  - BMCC
  - Brooklyn College
  - Brooklyn Law School
  - City College
  - Columbia University
  - CUNY Grad Center
  - Fashion Institute of Technology
  - Hunter College
  - Katherine Gibbs School
  - Lehman College
  - New School University
  - New York Law School
  - NYU
  - Pratt Institute
  - School of Visual Arts
- Internship Programs
  - NYC Media Group – NYCTV (WNYE): NYCTV provides college students and recent graduates internship opportunities in a variety of functional areas year-round. Positions include production/post-production, graphic design, business development & marketing, legal and communications. Institutions represented in the program through selected intern candidates were New York University, Columbia University, Yale University, Cornell University, Queens College, University of Delaware, Northeastern State University, Brooklyn College, Bard College, George Washington University, Florida Atlantic University, New York Law School, University at Buffalo, University of Advancing Technology, University of Houston–Downtown, Baruch College, Emerson College, Binghamton University, Cardozo School of Law – Yeshiva University, Lehman College, North Carolina Agricultural & Technical State University, Spelman College, Rotterdam University of Applied Sciences (The Netherlands), Vita-Salute San Raffaele University (Italy) and Università Bocconi (Italy). Additionally, NYCTV partnered with Prep for Prep – a regional development program for youth from underrepresented backgrounds in professional fields – to provide an internship for a high school student.

## Legal Lives

- “Ask the DA” has produced programming that airs on WNYE-FM since 1991.
- The show works with selected New York City public schools in the Brooklyn area.
- The show gives elementary school children the opportunity to learn about radio production by exposure to a live radio broadcast.
- During the 2008-2009 school year, the majority of students have been minority and at least 50% have been female.

## Metropolitan Transportation Authority

- WNYE supports the Metropolitan Transportation Authority by Broadcasting and otherwise supporting their program which is produced primarily by interns
- WNYE provides affirmation that the MTA has a program that airs on WNYE in order to ensure the MTA’s access to Job Fairs and other outreach activities

## Medgar Evers College

- Approximately 90% minority enrollment
- Medgar Evers provides internship and study opportunities for the Medgar Evers College students learning radio production of programs produced by the College that air on WNYE-FM

## Made in NY PA Trainee Program

- NYC TV is an official Program Partner for the “Made in NY” Production Assistant Trainee Program, which is conducted by the Mayor’s Office of Film, Theatre and Broadcasting in conjunction with Brooklyn Workforce Innovations, a nonprofit organization specializing in employee training and placement. The trainee program, launched in March 2006, provides free, full-time training to people interested in production, many of whom would have difficulty gaining access to production work in the City. NYC TV provided hands-on experience for all four inaugural classes of PA Trainees in 2006 - from behind the scenes to in front of the camera - and looks forward to remaining a partner to the program in 2009.

6. DoITT’s Office of EEO conducted numerous agency-wide EEO

training and refresher courses throughout the time period covered by this narrative statement.

7. In an ongoing manner, DoITT sends job notices to underrepresented minority and female populations in the technical and broadcasting industry and has expanded its Citywide job posting distribution to include African American Women in Technology (AAWIT), The Association of Women in Computing and diversity/Careers in Engineering & Information Technology Publication.

8. On an on-going basis, DoITT analyzes its recruitment program to ensure that it has been achieving broad outreach to potential applicants performs. Some of the ways that DoITT accomplishes this is by recruiting individuals who are traditionally underrepresented in the media and technical field, by participating in technical job fairs and by providing hiring personnel with structured interview training, which provides hiring managers with training in non-bias selection techniques, including guidance on pre-employment inquiries, effective listening, pointers for interviewing the disabled and cross cultural competence.

9. On an on-going basis, DoITT analyzes its strategies and measures to ensure continued success in equal employment opportunity, including in areas such as recruitment, selection, promotion, rates of pay, fringe benefits, educational opportunities, complaint trends, and responses to requests for reasonable accommodations.

10. DoITT's EEO policy, which includes policies regarding unlawful harassment, anti-retaliation and complaint procedures, is distributed to all employees annually. In addition, the EEO policy is available on the agency's internal web portal under the EEO web page and is included in DoITT's personnel handbook. Additionally, the policies are distributed to all new employees as a part of their new-hire orientation.

11. All of DoITT's internal, external, and electronic advertisements and job vacancies specify that the agency is an equal employment opportunity employer.