

**EEO PUBLIC FILE REPORT**

**This Report covers full-time vacancy recruitment data for the period: February 1, 2011 – January 31, 2012.**

**1) Employment Unit: New York City Department of Information Technology and Telecommunications / NYC Media**

**2) Unit Members: WNYE(FM)  
WNYE-TV**

**3) EEO Contact Information for Employment Unit:**

Mailing Address: NYC Media One Centre Street, 27 <sup>th</sup> Floor New York, NY 10007	Telephone Number: (212) 669-4621
	Contact Person/Title: Meg Louis
	E-mail Address: mlouis@media.nyc.gov

**4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit: 0**

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
1. <u>there were no jobs filled by either station</u>	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____



6) **Total # of Interviewees Referred:** For the period from February 1, 2010, through January 31, 2011, this Employment Unit interviewed \_\_\_0\_\_\_ interviewees for full-time job vacancies. Please note that there were no jobs filled during the reporting period.

7) **Supplemental Recruitment Initiatives.** *[List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.]*

**(a) Initiative: DoITT Job Notices**

Description of the initiative, including the nature of the activity, the scope of participation by the station (include station personnel involved by title) and specific date/time/place information.

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.

**(b) Initiative: Job Board Postings**

Description of the initiative, including the nature of the activity, the scope of participation by the station (include station personnel involved by title) and specific date/time/place information.

- i. Baruch College
- ii. BMCC
- iii. Brooklyn College
- iv. Brooklyn Law School
- v. City College
- vi. Columbia University
- vii. CUNY Grad Center
- viii. Fashion Institute of Technology
- ix. Hunter College
- x. Katherine Gibbs School
- xi. Lehman College
- xii. New School University
- xiii. New York Law School
- xiv. NYU
- xv. Pratt Institute
- xvi. School of Visual Arts

**(c) Initiative: 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

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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 has remained a partner to the program in 2011.

**(d) Initiative: Career Panels**

Description of the initiative, including the nature of the activity, the scope of participation by the station (include station personnel involved by title) and specific date/time/place information.

*The Office of Film, Theatre and Broadcasting, a part of the Mayor's Office of Media and Entertainment, frequently organizes panel discussions throughout the five boroughs in an effort to educate and inform New Yorkers about the wealth of career opportunities in the entertainment industry. In 2011, OFTB produced the following three panel discussions which were collectively attended by over a thousand New Yorkers:*

**Through the Lens: Careers in Cinematography**

*February 17, 2011*

**Setting the Digital Standard: Open Government in NYC**

*May 27, 2011*

**Lights, Camera, Action! NY Keeping It Reel**

*November 2, 2011*

**Inside the World of Stunts and Stunt Performers**

*November 5, 2011*

**(e) Initiative: Internship Programs**

Description of the initiative, including the nature of the activity, the scope of participation by the station (include station personnel involved by title) and specific date/time/place information.

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.

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**(f) Initiative: On-going DoITT Initiatives**

**Training:** DoITT's Office of EEO conducted numerous agency-wide EEO training and refresher courses throughout this time period.

**Recruitment:** 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.

**Analysis:** 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.

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