



**ANNUAL EEO REPORT for WNYE-TV  
February 1, 2005 Through January 31, 2006**

**1. FULL TIME VACANCIES – 28**

- 1) Business Development Associate
- 2) Final Cut Pro (FCP) Editor
- 3) Associate Graphic Artist
- 4) Camera Operator
- 5) Media Room Manager
- 6) Master Control Supervisor
- 7) Post-Prod IT/MAC Analyst
- 8) Master Control Operator
- 9) Electronic Field Production (EFP) Manager
- 10) Advanced Media Specialist
- 11) Director Corporate Affairs and Strategic Planning
- 12) Audio Engineer
- 13) Associate Graphic Artist
- 14) NYC-TV LAN/WAN Support
- 15) Emergency Broadcast Manager
- 16) On-Air Promotions Manager
- 17) NYC-TV Media Asset and Traffic Manager
- 18) Programming Client Manager
- 19) Associate Graphic Artist
- 20) Business Analyst
- 21) Segment Coordinator
- 22) Master Control Operator
- 23) Lead Technician
- 24) Segment Coordinator
- 25) Content Coordinator
- 26) Senior Producer
- 27) Media Room Facility Manager
- 28) Traffic Manager

**2. RECRUITMENT SOURCES USED**

- a. City of New York website ([www.nyc.gov](http://www.nyc.gov))
- b. NYC Media Group website ([www.nyc.gov/tv](http://www.nyc.gov/tv))
- c. craigslist ([craigslist.org](http://craigslist.org))
- d. City of New York Job Posting Process

**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 8 and 12 candidates

#### **5. EEO INITIATIVES**

##### **a. Job Fair Participation**

- Tisch School of the Arts Job Fair held on March 23, 2005 attended by Nripendra Singh
- Journalism and Media Career Fair at the CUNY Graduate Center held on Friday November 18, 2005 attended by Nripendra Singh and Timi Lewis
- Second Annual Internship at Pratt Institute Fair held on November 15, 2005 attended by Nripendra Singh and Timi Lewis
- The First National Expo of Ethnic Media at the Columbia Graduate School of Journalism on June 9, 2005 attended by Matthew Tollin.
- CUNY Big Apple Job Fair held on April 22, 2004 at the Javits Center (Manhattan).
- NYC Career Fair held July 2004 at the Penn Plaza Hotel (Manhattan).
- Diversity Expo held July 28, at MSG (Manhattan).
- NYU Wagner Career Fair held March 9, 2005 at Puck Building (Manhattan).
- CUNY Big Apple Job Fair held April 7, 2005 at the Javits Center (Manhattan).
- CUNY City Tech Job Fair held April 13, 2005 at CUNY College of Technology (Brooklyn).
- Shomex Career Fair held April 19, 2005 at MSG (Manhattan).
- St. Francis/C.S.I. held April 20, 2005 at College of Staten Island (Staten Island).
- Shomex Diversity Career Fair held September 26, 2005 at MSG (Manhattan).

##### **b. Internship Programs**

- WNYE provided internships in a variety of areas including legal, marketing, and production to students from a variety of colleges. This is a year-round initiative with a particular emphasis in the summer. Colleges represented included Rutgers University, the City University of New York (CUNY), New York University (NYU), the Tisch School of the Arts, and the University of Central Florida.

##### **c. Teen Talk Internship Program**

- New York City Department of Education Alternative High Schools fully integrated curriculum to produce programs for air on WNYE-TV (2 hours per year) and WNYE-FM (1 hour per week)
- During the 2005-2006 school year the vast majority of students were minority and the majority of students were female.
- This program has been in place at WNYE since the 1992-1993 school year.
- WNYE has hired Teen Talk graduates for both paid positions and as interns in other areas in prior years.



d. 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

e. Medgar Evers College

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

6. DoITT's Office of EEO conducted numerous agency-wide EEO trainings on a regular basis for all employees during the time period covered by this narrative statement.

7. In an ongoing manner, DoITT has been sending job notices to underrepresented minority and female populations in the technical and broadcasting industry by expanding its Citywide job posting distribution to include African American Women in Technology (AAWIT) and The Association of Women in Computing.

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 does 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. Structured interview training consists of teaching non-discriminatory selection techniques, including information regarding pre-employment inquiries, effective listening, barriers to effective listening, closing the interview, evaluating the interview, pointers for interviewing the disabled, and much more.

9. On an on-going basis, DoITT also 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, are distributed to all employees once a year. In addition, the EEO policy is available to all employees on the agency's human resources web portal under the EEO web page. Additionally, the policies are distributed to all new employees as a part of their EEO new-hire orientation. DoITT's EEO policy is also included in DoITT's personnel handbook.

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