

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM

Stations WTJX-TV and WTJX-FM

EEO PUBLIC FILE REPORT

For the period covering September 22, 2018 through September 21, 2019

The following table provides information on full-time vacancies filled during this reporting period:

Job Title	Recruitment Source Used	Number of Interviewees	Interviewees Recruitment Source	Date Filled & Successful Source
Production Technician St. Croix	VI Department of Labor Facebook and Twitter Internal Posting St. Croix Avis WTJX website	1	(1) WTJX website	10/01/2018 WTJX website
Traffic Coordinator II	VI Department of Labor Facebook and Twitter Internal Posting St. Croix Avis Virgin Islands Daily News WTJX website	4	(3) VI Dept. of Labor (1) WTJX website	10/01/2018 VI Dept. of Labor
Chief Financial Officer	VI Department of Labor Facebook and Twitter Internal Posting NETA PMBA Virgin Islands Daily News St. Croix Avis News WTJX website	5	(1) Word of Mouth (2) VI Dept. of Labor (1) St. Croix Avis (1) Virgin Islands Daily News	10/09/2018 Virgin Islands Daily News
Executive Assistant	VI Department of Labor Facebook and Twitter Internal Posting St. Croix Avis WTJX website	8	(7) VI Dept. of Labor (1) St. Croix Avis	11/16/2018 VI Dept. of Labor
Interstitial Producer	VI Department of Labor Internal Posting WTJX website	2	(1) WTJX website (1) Word of Mouth	11/16/2018 Word of Mouth
Special Assistant (to COO)	VI Department of Labor Facebook and Twitter Internal Posting Virgin Islands Daily News WTJX website	8	(1) Word of Mouth (3) VI Dept. of Labor (4) WTJX website	01/22/2019 Word of Mouth
Producer	Indeed <i>(Note: this position was widely advertised In May 2017, June 2017, December 2017, and January 2018 and we did not receive any applications that warranted interviews.)</i>	1	(1) Word of Mouth	02/19/2019 Word of Mouth
Director of Engineering	VI Department of Labor CPB Facebook and Twitter Internal Posting NETA PMBA SBE St. Thomas Daily News St. Croix Avis News WTJX website	4	(3) SBE (1) WTJX website	03/04/2019 WTJX website
Facilities Coordinator	VI Department of Labor Facebook and Twitter Internal Posting Indeed WTJX website	1	(1) Word of Mouth	03/04/2019 Word of Mouth

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Senior Producer	VI Department of Labor Facebook and Twitter Internal Posting Indeed WTJX website	5	(5) Indeed	06/03/2019 Indeed
Technology Systems Officer	VI Department of Labor Internal Posting Indeed WTJX website	5	(1) VI Dept. of Labor (1) Word of Mouth (3) Indeed	08/19/2019 Word of Mouth
Traffic Coordinator I	VI Department of Labor Facebook and Twitter Internal Posting Indeed WTJX website	8	(4) VI Dept. of Labor (2) WTJX website (2) Indeed	09/03/2019 VI Dept. of Labor
Development Office Special Assistant	VI Department of Labor Facebook and Twitter Internal Posting Indeed WTJX website St. Croix Avis Virgin Islands Daily News	4	(1) Word of Mouth (3) Indeed	09/16/2019 Word of Mouth

Below is a listing of the **recruitment sources** used, as appropriate for each open position, complete with contact persons and their corresponding mailing addresses:

Master Recruitment Source List

RS ID#	Recruitment Source Name and Contact Information	Number of interviewees referred
1	The Virgin Islands Daily News Terrance Jacobs 9155 Estate Thomas St. Thomas, VI 00802 (340) 774-8772 * 335	5
2	Department of Labor Charlene Hodge, Job Services Division P.O. Box 302608 St. Thomas, VI 00803 (340) 776-3700	16
3	Internal Posting & Word of Mouth Virgin Islands Public Broadcasting System – WTJX Marybell Martinez, Executive Assistant P.O. Box 808 Christiansted, VI 00821 (340) 718-3339	7
4	WTJX Website – www.wtjx.org Virgin Islands Public Broadcasting System – WTJX Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	10
5	WTJX- Facebook Virgin Islands Public Broadcasting System Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	0

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6	Public Media Business Association Jennifer Wickline, Coordinator of Member Services 9707 Key West Avenue Ste. 100 Rockville, MD 20850 (240) 844-3600	0
7	WTJX- Twitter Virgin Islands Public Broadcasting System Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	0
8	St. Croix Avis Leon Boganu P.O. Box 750 Christiansted, VI 00820 (340) 718-2300	2
9	Indeed, Inc. Kathleen Highsmith, Account Executive 6433 Champion Grandview Way, Building 1 Austin, TX 78750 (512) 664-0778	13
10	National Educational Telecommunications Association (NETA) Maryanne Schuessler, NETA Senior Internal Administrator P.O. Box 50008 Columbia, SC 29250 (803) 978-1579	0
11	Society of Broadcast Engineers Inc. Scott Jones 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 (317) 846-9000	3
12	Corporation for Public Broadcasting Kortnei Morris 401 Ninth Street, NW Washington, DC 20004 202-879-9600	0

The following long-term recruitment initiatives were implemented by the Virgin Islands Public Broadcasting System during this reporting period:

A. Internship Program.

The System provided learning opportunities for a total of four (4) students within the following internship category.

1. Summer Employees – During the summer of 2019, a total of two (2) students participated in the Summer Youth Employment Program (SYEP). This gave the students the opportunity to learn skills and in the Production Department out of our St. Croix facility. The students worked for a period of six (6) hours a day, Monday through Thursday, executing one hundred twenty (120) hours to complete the program.

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2. Student Internship – During the reporting period from 2018 to 2019, the System participated in the Jobs for America’s Graduate (JAG) program. Two (2) students applied for placement in the JAG program, in order to gain more knowledge and experience in their desired field in the Broadcasting world. The first intern was mentored and trained by the Programming Manager. The second intern was mentored and trained by the Production Supervisor. Since the completion of this program, one intern returned to the System, extending his internship to the end of 2019.

B. Career Fairs.

The System took part in two (2) career fairs located on both islands, St. Thomas and St. Croix. The job fairs were held in November 2018, “Putting People to Work” and April 2019, “UVI Annual Career Fair”. By co-sponsoring and participating in these events, it allowed the System to educate and disseminate information regarding broadcasting employment opportunities to a diverse group of potential candidates.

C. Career Development Training Program.

The Virgin Islands Public Broadcasting System strongly encourages employees to obtain training and professional development courses. In doing so, these trainings will help employees enhance their organizational knowledge and skills, optimizing the performance and success rate of the System. Some areas of trainings completed during the reporting period include the following:

Six Sigma – This training provided a wide range of tools, methods and strategies affecting many different aspects of an organization. This in-depth training covered customer satisfaction, customer loyalty, bottom line improvement, employee satisfaction, cutting waste, and better partnerships.

Public Media Business Association (PMBA) Annual Conference - This conference was attended by the Chief Financial Officer, giving her a broader range of knowledge needed to perform her duties in financial reporting. In attending this conference, she was able to learn necessary details about Annual Financial Reports, audits, TV & Radio Community Service Grant Review, compliances, and guidelines.

Effective Management for Greater Team Building Collaboration and Employee Performance Training – This is a certificated achieved training that was provided to all managers and leaders of the System. The course focused on understanding the CBA, importance of teamwork, empowerment of employees, performance evaluation, importance of teamwork and introduced ways on how to manage team conflict.

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Training on Advance Use of Mobile Production Unit – The Production staff on St. Thomas received weeklong, in person advanced training on how to use the station's mobile production unit more efficiently as well as optimizing the technology in the unit. The staff have now increased their knowledge of the different equipment in the unit, increasing their ability to deliver better and complex productions.

NPR Digital Day 2019 – WTJX's Director of New Media attended this meeting in New Orleans to experience the new digital developments at NPR and learned firsthand how the station can capitalize and be included in these new initiatives.

D. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Sexual Harassment Training – All employees received Sexual Harassment Training. The training was designed to build awareness about professional behaviors and defining boundaries in the workplace.

E. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Two (2) filled vacancies were for the Chief Financial Officer and Director of Engineering. Both the Chief Financial Officer and Director of Engineering were advertised in the National Educational Telecommunications Association (NETA) and the Public Media Business Association (PMBA). NETA and PMBA have broad-based membership that includes women and minorities.