

**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**

Stations WTJX-TV and WTJX-FM

**EEO PUBLIC FILE REPORT**

*For the period covering September 22, 2017 through September 21, 2018*

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
Special Assistant to COO	VI Department of Labor; WTJX Facebook; Indeed.com; Internal Posting; WTJX Twitter; WTJX Website; and St. Croix Avis	8	VI Department of Labor(4); Indeed.com (3); and St. Croix Avis (1)	January 2018 VI Department of Labor
Graphic Artist II	VI Department of Labor; VI Daily News; WTJX Facebook; Internal Posting; WTJX Twitter; WTJX Website; and St. Croix Avis	4	VI Daily News (1) and Word of Mouth (3)	March 2018 Word of Mouth
Director of Development and Fundraising	VI Department of Labor; Internal Posting; VI Daily News; WTJX Website; WTJX Facebook; WTJX Twitter; NETA; PBMA; and St. Croix Avis	3	VI Department of Labor (1); WTJX Website (1); and St. Croix Avis (1)	June 2018 VI Department of Labor
Broadcast Technician	VI Department of Labor; Internal Posting; VI Daily News; WTJX Website; WTJX Facebook; WTJX Twitter; and PBMA	1	Word of Mouth	July 2018 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	Terrance Jacobs The Virgin Islands Daily News 9155 Estate Thomas St. Thomas, VI 00802 (340) 774-8772 * 335	1

**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**

Stations WTJX-TV and WTJX-FM

**EEO PUBLIC FILE REPORT**

*For the period covering September 22, 2017 through September 21, 2018*

2	Charlene Hodge Department of Labor Job Services Division P.O. Box 302608 St. Thomas, VI 00803 (340) 776-3700	6
3	Diane Richardson, Human Resources Director Virgin Islands Public Broadcasting System Internal Posting/ Word of Mouth 158-158A Haypiece Hill St. Thomas, VI 00801 (340) 774-6255 ext. 248	7
4	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX Website – <a href="http://www.wtjx.org">www.wtjx.org</a> 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	1
5	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX- Facebook 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	0
6	Jennifer Wickline Coordinator of Member Services Public Media Business Association 9707 Key West Avenue Ste. 100 Rockville, MD 20850 (240) 844-3600	0
7	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX- Twitter 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	0
8	Leon Boganu St. Croix Avis P.O. Box 750 C'sted, VI 00820 (340) 718-2300	2
9	Kathleen Highsmith Account Executive Indeed, Inc. 6433 Champion Grandview Way Building 1 Austin, TX 78750 (512) 664-0778	3

**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**  
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*For the period covering September 22, 2017 through September 21, 2018*

10	Maryanne Schuessler, NETA Senior Internal Administrator  National Educational Telecommunications Association (NETA) P.O. Box 50008 Columbia, SC 29250 (803) 978-1579	0
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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 six (6) students within the following internship category.

1. Summer Employees – During the summer, a total of five (5) students worked in our Executive, New Media, and Production Departments. The students worked for a period 5-6 weeks depending on the job program they applied through.
2. Student Internship – During the reporting period, one student applied for placement in our student internship program, in order to gain more knowledge and experience in Television Production. The student is receiving training on cameras, the audio board, shading, teleprompter, switcher, lighting, editing, graphic packages and chyron.

**B. Career Fairs.**

The System participated in the 2018 Government Job Fair & Exposition on the island of St. Thomas. We provided information to the community about various careers in television and radio broadcasting. Exhibits were set up that allowed individuals to obtain first-hand knowledge about careers in public media.

**C. Career Development Training Program.**

The Virgin Islands Public Broadcasting System encourages employees to obtain training and professional development to maintain and enhance their performance, knowledge and skills. Training and professional development prepare our employees for advancement in the organization. Some areas of training completed during the reporting period include the following:

## VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM

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*For the period covering September 22, 2017 through September 21, 2018*

*2017 SHRM Annual Conference* – This training was provided to assist the HR department in keeping updated with various employment and labor laws, rules and regulations that impact our workforce.

*PBS Digital Immersion Project* - This project provides professional development and mentoring opportunities for our New Media staff. The project allows for direct interaction with PBS' Digital Immersion Partners and focuses on setting achievable, metrics-driven goals that are specific to our station's multiplatform and needs.

*Virgin Islands Certified Public Manager Program* – This nationally accredited, comprehensive management development program, provided the foundation for one of our staff members to be able to receive enhanced management, administrative, technical, analytical and communication skills. The program is designed around seven (7) core competency areas: personal and organizational integrity; managing work; leading people; developing self; systemic integration; public service focus; and change leadership. Upon completion of the program, the employee became a certified public manager.

*Incident Management and Coordinator Training* – This course provided training on the resources needed to address and manage emergency preparedness, prevention, and interagency mission planning and procurement during the impact of critical incidents.

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

- 1. 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.
- 2. Diversity Awareness & Sensitivity Training in the Workplace* - All full-time employees received training on Cultural Diversity and how to embrace, respect, value and appreciate the diversity in ourselves and others.

#### **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**

The job opening for the Director of Development and Fundraising was advertised with the National Educational Telecommunications Association (NETA) and the

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**EEO PUBLIC FILE REPORT**

*For the period covering September 22, 2017 through September 21, 2018*

Public Media Business Association (PMBA). Both organizations have broad-based membership that includes women and minorities.

**F. Station Tours/Other Services for the Community.**

WTJX provides tours to groups and organizations interested in a behind the scenes look of our station. Our tours provide an opportunity for students to learn about television production and the equipment used in live studio shows. They also provides the opportunity for students to learn about the history behind the only PBS and NPR stations in the Virgin Islands and the careers of the employees involved in making it all possible.

***Tour Date:***

- Reading Rainbow - WTJX St. Croix Office, April 2018