

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period July 23, 2017 through July 22, 2018.

- 1) **Employment Unit:** All Pro Broadcasting, Inc.
- 2) **Unit Members (Stations and Communities of License):** KATY-FM, Idyllwild, CA  
KHTI(FM), Lake Arrowhead, CA
- 3) **EEO Contact Information for Employment Unit:**

Mailing Address:  ALL PRO BROADCASTING, INC. 242 E. AIRPORT DR. SUITE 106 SAN BERNARDINO, CA 92408	Telephone Number: (909) 890-5904
	Contact Person/Title: Jo McNorton, Business Manager
	E-mail Address: jo@x1039.com

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

Job Title	Recruitment Source Referring Hiree
1. KHTI ACCOUNT EXECUTIVE	Referral
2. KHTI RECEPTIONIST/ADM ASSISTANT	Referral
3. KHTI ON-AIR PERSONALITY	All Access
4. KHTI ON-AIR PERSONALITY	Exigent Circumstances

- 5) **Referral Sources and Interviewee Information for Each Full-Time Job Vacancy:**

**1. Job Title: KHTI Account Executive (4)**

**Referral Source(s) of Hiree: Referral**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
So Cal Broadcasters Assoc	N/A	1849 Santelle Blvd Los Angeles, CA 90025	(310) 444-1431	3	No
All Access	Shawn Alexander	salexander@allaccess.com		0	No
Referral	Kim Martinez	<a href="mailto:kmartinez@hot1039.com">kmartinez@hot1039.com</a>	909-890-5904	1	No

**Stations KATY-FM and KHTI(FM) are Equal Opportunity Employers.**

**2. Job Title: KHTI Receptionist/Adm Assistant (19)**

**Referral Source(s) of Hiree: Referral**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Website	Jo McNorton	<a href="mailto:jo@hot1039.com">jo@hot1039.com</a>	909-890-5904	9	No
Cal Jobs		<a href="http://www.caljobs.ca.gov">www.caljobs.ca.gov</a>		0	No
Facebook	Jo McNorton	<a href="mailto:jo@hot1039.com">jo@hot1039.com</a>	909-890-5904	8	No
Referral	K Martinez	<a href="mailto:kmartinez@hot1039.com">kmartinez@hot1039.com</a>	909-890-5904	2	No

**3. Job Title: KHTI On-Air Personality (6)**

**Referral Source(s) of Hiree: All Access**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
So Cal Broadcasters Assoc	N/A	1849 Santele Blvd Los Angeles, CA 90025	(310) 444-1431	0	No
All Access	Mark Strickland		N/A	6	No
Craigs List	N/A	N/A	N/A	0	No

**4. Job Title: KHTI On-Air Personality**

**Referral Source(s) of Hiree: Exigent Circumstances**

The employment unit did not conduct recruitment for the on-air personality position. This personality was well-known in the market. The talent's former employer did not renew his contract and station management hired him.

**6) Total # of Interviewees Referred:** For the period from July 23, 2017 to July 22, 2018, this employment unit interviewed 29 interviewees for full-time job vacancies.

**7) Supplemental Recruitment Initiatives:**

**(a) Internship Program**

All Pro conducted its Promotion and Production Internship Program designed to assist qualified students at local Junior Colleges, local State Universities and Broadcast Trade Schools in acquiring skills needed for employment in the broadcast industry, while allowing the student to gain school credit. Typically an intern works at the Stations for 3-4 months, depending on the length of the school semester. The Stations recruit interns by notifying area colleges/universities about Internship openings and from student-initiated contacts. The goal of the Internship Program is to expose students to the “real-life” world of the field they are pursuing. The Promotions and Production Departments utilize established guidelines to create a program specific to each department. The Stations strive to teach interns how the world of Radio Promotions and Marketing as well as how Production works, and provide them with valuable experience to facilitate the pursuit of a career in radio broadcasting. An Intern’s duties range from assisting the Production Director in loading commercials and shows, to assisting in station events and remotes with the Promotions department.

**(b) Chamber of Commerce/Career Mixers**

Monthly, All Pro’s General Manager attends San Bernardino Chamber meetings and Red Cross meetings. In addition, an All Pro Account Executive attends weekly Mixers each week held by the Greater Area San Bernardino Chamber, Riverside County Chamber, Temecula Chamber, Murrieta Chamber and Hemet /San Jacinto Chamber.

At the local community meetings and Mixers, All Pro’s personnel speak with attendees about career opportunities in the broadcast industry. In addition, they discuss the skills necessary for success in the broadcast industry, as well as ways to acquire such skills. All Pro’s personnel also distribute information to attendees about any vacancies at the stations.

**(c) Establishment of Sales Training Program**

All Pro has established a training program for all of its account executives. As part of the training program, All Pro sends the account executives to training seminars conducted by RAB and Nielsen. At the RAB seminars, the account executives learn about the broadcast industry, the market and ways to help clients. The Nielsen training provides the account executives with methods of how to read and print Nielsen reports. Through the RAB and Nielsen seminars, the account executives acquire some of the skills necessary to serve as a Sales Manager. In addition, account executives are required to do on-line training with RAB and Nielsen periodically throughout the year. During the reporting period, all account executives from both the KHTI and KATY locations have participated in the training program. All Pro Broadcasting has sent account executive to SCBA training to become Certified Radio Consultant.

**(d) Participation in Events Sponsored by Local Colleges**

During the reporting period, All Pro’s Promotions staff participated in events sponsored by local colleges. At the events, the Promotions Team discussed career opportunities in the broadcast industry, as well as the skills necessary for success in the broadcast industry. Specifically, the Promotions Team attended the following events:

9/26/17 LEUSD College & Career Expo  
9/27/17 San Bernardino Career Fair

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11/8/17 Mt SAC Radiofest  
2/13/18 Spring Into Action Job Fair – Murrieta Innovation Center  
4/13/18 Mt San Jacinto Annual Career/Job Fair

**(e) Training of Management Personnel**

On an annual basis, All Pro sends management personnel, including Business Managers, to a training seminar offered by the California Chamber of Commerce regarding practices for ensuring equal employment opportunity and preventing discrimination and harassment. The management personnel then meet to discuss the information presented at the seminar and establish procedures for the stations. In addition, All Pro's Corporate Business Manager and all Department Managers attend various HR and Sexual Harassment Training. Dec 2017 all management and employees attended a formal harassment training

**(f) Station Tours**

All Pro gives tours to Scout groups and groups from local high schools throughout the year. All Pro's Promotional Department meets with the children and gives a presentation on how a radio station operates. On this tour the guests are taken through the station, one department at a time and are told how each department operates, the importance of that the department and how all the departments make up the radio station. They are then lead into the on-air studio and are allowed to watch the DJ broadcast over the air and how radio production is accomplished.

During the reporting period, All Pro gave the following tours:

1/10/18 Station Listeners  
2/26/18 SFR Preschool  
4/25/18 Girl Scout Troop 220  
6/15/18 Station Listeners