

***Santa Monica Community College District Annual EEO Public File
Report for Radio Stations KCRW, KCRU, KCRY and KCRI,
August 1, 2010***

General Policy

The purpose of this EEO Public File Report (“Annual EEO Report”) is to comply with Section 73.2080(c)(6) of the FCC’s Equal Employment Rules. This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the following stations which collectively form a single Station Employment Unit for purposes of the EEO Rules.

Call Sign	Community
KCRW	Santa Monica, CA
KCRU	Oxnard, CA
KCRY	Mojave, CA
KCRI	Indio, CA

This report covers the period from August, 1, 2009 through July 31, 2010.

All broadcast operations and programming originate from facilities on the main campus of the Santa Monica Community College District (SMCCD), 1900 Pico Blvd., Santa Monica, California, 90405. These stations simulcast programming and collectively will be referred to as KCRW in this report.

KCRW is a department of SMCCD. SMCCD is an equal opportunity/affirmative action/Title IX/employer of the disabled per Diversity/Affirmative Action Board Policy 3120.

Responsibility

KCRW positions are organized under the heading of “classified” (non-teaching) jobs which fall under a civil service system known as the “Merit System”. This is utilized by approximately 100 school systems and college districts in California. Under the Merit System, the recruitment, testing and establishment of hiring lists fall under the responsibility of the SMCCD Personnel Commission. The Personnel Commission functions as a related but independent body which also is responsible for classified positions, recommending salaries, hearing appeals of disciplinary and dismissal matters, and protests involving examinations, selection or appointment

procedures. It receives its authority from the California State Education Code Sections 88060 through 88139. A merit system insures the following:

1. Hiring and promoting employees on the basis of ability, with open competition in initial appointment.
2. Providing fair compensation on the basis of like pay for like work.
3. Retaining employees on the basis of performance, correcting inadequate performances, and separating those whose inadequate performance cannot be corrected.
4. Training employees as needed for high-quality performance.
5. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status, and with proper regard for their privacy and constitutional rights as citizens.
6. Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination for office.

Hiring and dismissal of classified employees are facilitated by the Human Resources (HR) Department of SMCCD. HR is responsible for handling EEO claims and compliance. Marcy M. Wade is Vice President, Human Resources.

Position Recruitment and Vacancies Filled

KCRW had one position vacant during the reporting period.

When a position is vacant, the HR department submits a request to the Personnel Commission to recruit applicants, take applications, proctor examinations (if required) and establish a ranked list of candidates for SMCCD to consider.

The Personnel Commission announces job vacancies in the following ways:

- 1) Sending or emailing the SMC classified job listing to the district wide e-mail list including departments and managers.
- 2) Sending to approximately 400 organizations including cities, schools, colleges and universities, minority organizations and churches detailed in Appendix A.
- 3) Using the registry in coordination with the California Community College Chancellor's Office.
- 4) Posting on the college website (www.smc.edu/employment.html)

Position Filled Date Filled Recruitment Source # Interviewed

General Manager 3/1/2010 SMC email list 7

Recruitment Sources Referenced by applicants – 29

Monster – 2

KCRW webpage -1

SMC.EDU – 5

Governmentjobs.com – 2

Friend who is not a District employee – 6

District employee – 4

Posted Bulletin – 2

Caljobs.ca.gov – 1

Laobserved.com – 1

Simplyhired.com – 2

Declined to state - 3

Long Term Recruitment Initiatives

SMCCD is committed to performing on-going non-vacancy specific recruitment efforts, which bring attention to the range of job and career opportunities at the district, including KCRW. Recruitment for a number of district positions occurred in the reporting period, although none were vacancies at KCRW. SMCCD engaged in the following activities:

- 1) SMCCD Career Services Center serves as a resource to disseminate information about employment opportunities and internships, including broadcast employment opportunities and internships, including broadcasting employment to students and the community. The office is operated by a staff of seven who aide students in job placement, year round. The office hosts a number of job faire events. During the reporting period, job fairs were held on following dates: October 22, 2009 & May 27, 2010. Fifteen to thirty potential employers attended from government and private industry representing local, regional and national enterprises.
- 2) SMCCD participates in outreach efforts through the California Community Colleges Registry, a large scale database containing the names, qualifications and desired position(s) of potential California Community College (CCC) faculty, support staff and management job applicants, including broadcast. The database is utilized by the 72 CCC human resources offices, representing 109 California Community Colleges. The registry offers a large internet program of job listings and recruitment effort.
- 3) SMCCD provides management level training on methods of ensuring equal employment opportunity and preventing discrimination. Equal Employment materials are reviewed with each faculty, administrative and classified hiring committees prior to the final interview.

- 4) KCRW engages in periodic and specialized employee training in relation to computerized delivery systems such as DALET and KLOTZ used exclusively by engineers. These training sessions are held when sufficient employees are available to take place in two to five day periods both on and off site. Dalet training is held periodically and in one-on-one situations throughout the year. KCRW also makes offers of training to entry level employees in software packages such as email marketing software and audio editing software. These sessions are held in small groups at various times throughout the year as space allows. In house training from qualified staff also occurs for on-air fundraising, audio mixing and producing radio programs. Online training is also offered for e-mail marketing. On-line training is undertaken annually by station engineers in RF safety.

Employees also attend training seminars and conferences held by the National Association of Broadcasters, Society of Broadcasting Engineers, Public Radio Engineering Association, and Public Radio Program Directors. The skills obtained in these training sessions and conferences allow for advancement in the organization.

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Santa Fe Springs, Ca 90670
562-868-8241

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11019 S. Valley Home Ave.
Whittier, Ca 90603
562-943-0211

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Monrovia Unified School Dist.
325 E. Huntington Drive
Monrovia, Ca 91016
626-471-2000

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Norwalk-La Mirada Schools
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Norwalk, Ca 90650
562-864-5679

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Paramount Uni. School Dist.
15110 California Ave.
Paramount, Ca 90273
562-602-6006

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Redondo Beach City Schools
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Redondo Beach, Ca 90278
310-379-5449

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San Gabriel School Dist.
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San Gabriel, Ca 91776
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Saugus Union School Dist.
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Torrance Unified Schools
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Mabs Baono
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S. El Monte, Ca 91733
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Claremont, Ca 91711
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Los Angeles, Ca 90022
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