

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM

Stations WTJX-TV and WTJX-FM

EEO PUBLIC FILE REPORT

For the period covering September 22, 2019 through September 21, 2020

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
Disaster Recovery Specialist	VI Department of Labor Facebook and Twitter Internal Posting St. Croix Avis Virgin Islands Daily News WTJX website Office of Disaster Recovery Indeed	7	(6) Indeed (1) Office of Disaster Recovery	01/27/2020 Office of Disaster Recovery
Producer	VI Department of Labor Indeed Internal Posting WTJX website Virgin Islands Daily News St. Croix Avis	3	(2) Indeed (1) Internal Posting	03/17/2020 Internal Posting
Human Resources Manager	VI Department of Labor Facebook and Twitter Internal Posting NETA PMBA Virgin Islands Daily News St. Croix Avis WTJX website Indeed	5	(1) Word of Mouth (2) Indeed (1) St. Croix Avis (1) Virgin Islands Daily News	03/30/2020 Word of Mouth
Executive Assistant	VI Department of Labor Facebook and Twitter Indeed Internal Posting WTJX website St. Croix Avis	17	(16) Indeed (1) WTJX website	07/20/2020 Indeed

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	1

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2	Department of Labor Ruejah Smith, Job Developer P.O. Box 302608 St. Thomas, VI 00803 (340) 776-3700	0
3	Internal Posting & Word of Mouth Virgin Islands Public Broadcasting System – WTJX Catrina Beyer, Special Assistant to COO P.O. Box 7879 St. Thomas, VI 00802 (340) 774-6255	2
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	1
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
6	WTJX- Twitter Virgin Islands Public Broadcasting System Dino Fontaine, Director of New Media 36 & 37 Estate Richmond Christiansted, VI 00820 (340) 718-3339	0
7	St. Croix Avis Leon Boganu P.O. Box 750 Christiansted, VI 00820 (340) 718-2300	1
8	Indeed, Inc. Kathleen Highsmith, Account Executive 6433 Champion Grandview Way, Building 1 Austin, TX 78750 (512) 664-0778	26
9	Office of Disaster Recovery Adrienne Williams-Octalien, Director 1000 King Street Suite No.6 Christiansted, VI 00820 (340) 778-8135	1

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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 one (1) student within the following internship category:

1. Student Internship – During the reporting period from 2019 to 2020, the System participated in the 2020 Labor Investing for Tomorrow (LIFT) Internship Program. One (1) student in the LIFT program was placed at the System. This program was developed to assist students to gain more knowledge and experience in their desired field. The intern was mentored and trained by our Production Supervisor in developing skills in graphic design. The student worked for a period of eight (8) hours a day, Monday through Friday, executing three hundred and twenty (320) hours to complete the program.

B. Career Fairs.

The System took part in two career fairs. The job fairs were held on November 7, 2019 (St. Croix) and November 14, 2019 (St. Thomas), "2019 Government Career Fair and Exposition." 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 Executive Officer and the Chief Financial Officer, giving them a broader range of knowledge needed to be equipped to solve challenges facing public media. In attending this conference, they were able to benefit from sound business practices, strategies and guidelines.

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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.

SkillShare – The Production team has been using the courses offered in this program to enhance their skills in shooting, editing, etc. The staff has increased their knowledge of the different equipment and skills, increasing their ability to deliver better and complex productions.

PBS Editorial Standards & Practices – Members of the Production team participated in this course to articulate the core principles that ensure the quality and integrity of all content distributed by PBS. They familiarized themselves with the principles of the Editorial Standards and apply them in their day-to-day work.

Transitioning to Supervisor – Team members attended this training that assisted in identifying personal roadblocks to leadership for staff that were transitioning to a new leadership position. The staff was able to recognize and manage the different work/personality styles of employees, build trust, and improve communication skills.

The Public Radio Super-Regional Meeting – WTJX's Chief Executive Officer attended this meeting which is her first such media since the System's radio station became a member of NPR. During this national gathering, this conference focused on new practices and challenges that stations may experience.

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

Labor Relations, Discipline & Discharge Seminar – Senior-level employees attended training that gave guidance to managers and supervisors on proper documentation of employee discipline and performance when a problem arises.

E. Examine rates of pay and fringe benefits for employees having the same duties, and eliminate any inequities based upon race, national origin, color, religion, or sex discrimination.

Employee wages were examined to ensure that salaries and duties were aligned based on current union wage increase rates.