

**Wyoming PBS
Equal Employment Opportunity
Public File Report
For the period 6/1/2008 to 5/31/2009**

Wyoming Public Television is a service of Central Wyoming College a public institution of higher education governed locally by the Fremont County Community College District through a board of elected trustees and as part of a state-wide system of community colleges administered by the Wyoming Community College Commission. Central Wyoming College is the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-TV and associated microwave and translator systems.

In the year beginning June 1, 2008 and ending May 31, 2009 Central Wyoming College filled the following employment vacancies for Wyoming PBS and KCWC-FM:

**Video Editor
Director of Content
Producer
Microwave Technician
Web Content/Graphics Specialist
Instructor Radio Broadcasting/KCWC-FM Station Manager
Associate Producer**

All employees were hired by Central Wyoming College under college policies and guidelines administered by the college's Human Resources Officer.

The **Video Editor** position was advertized in the following:

Affirmative Action Register	Riverton Ranger
Broadcast Engineering	NETA
Current Newspaper	CPB
TV Jobs.com	PBS Connect
Wyoming PBS website	CWC website
Word of mouth	JH News & Guide
Careers.com	

One person was interviewed for the position. The interviewee responded to a job announcement on the Wyoming PBS website which was linked from the PBS website. The interviewee was hired. The position was filled on 7/14/08.

The **Director of Content** position was advertized in the following:

Affirmative Action Register	Riverton Ranger
Broadcast Engineering	NETA
Current Newspaper	CPB
TV Jobs.com	PBS Connect
Wyoming PBS website	CWC website
Word of mouth	JH News & Guide
Careers.com	

One person was interviewed for the position. The interviewee learned of the job during a phone call from a colleague. The interviewee was hired. The position was filled on 7/10/08

The **Producer** position was advertised in the following:

Affirmative Action Register	Riverton Ranger
Broadcast Engineering	NETA
Current Newspaper	CPB
TV Jobs.com	PBS Connect
Wyoming PBS website	CWC website
Word of mouth	JH News & Guide
Careers.com	

One person was interviewed for the position. The interviewee responded to a job announcement on the Wyoming PBS website. The interviewee was hired. The position was filled on 8/18/08

The **Microwave Technician** position was advertised in the following:

Affirmative Action Register	Riverton Ranger
Broadcast Engineering	NETA
Current Newspaper	CPB
TV Jobs.com	PBS Connect
Wyoming PBS website	CWC website
Word of mouth	JH News & Guide
Wyoming Work Force website	Careers.com

Two persons were interviewed for the position. Both interviewees responded to a job announcement on the Wyoming Work Force web site. One of the interviewees was hired. The position was filled on 9/02/08

The **Web Content/Graphics Specialist** position was advertised in the following:

Affirmative Action Register	Riverton Ranger
Broadcast Engineering	NETA
Current Newspaper	CPB
TV Jobs.com	PBS Connect
Wyoming PBS website	CWC website
Word of mouth	JH News & Guide
Wyoming Work Force website	Careers.com

One person was interviewed for the position. The interviewee responded to a job announcement on the Wyoming Work Force website. The interviewee was hired. The position was filled on 12/19/08.

The **Instructor Radio Broadcasting/ KCWC-FM Station Manager** position was advertised in the following:

CWC website	Riverton Ranger
Lander Journal	Wind River News

Wyoming Work Force website

One person was interviewed for the position. The interviewee responded to a word of mouth contact. The interviewee was hired. The position was filled on 7/03/08

The **Associate Producer** position was filled without advertizing.

Explanation for hiring the Associate Producer without advertising and recruiting to fill the position.

Virginia Moore began at the station in the summer of 2007 as an intern. During the 2007-08 year she worked in a part time un-benefitted position averaging less than 30 hours per week. In September of 2008 she agreed to a nine month contract as a temporary full-time Associate Producer. This position was created internally and does not exist on the college's permanently allocated positions for the station. The position was funded with grant money which would run out at the end of FY 08. As we did not have a permanent position or funding source, we considered the job as temporary-full time and consequently not "permanent". The college classified the position as temporary full-time so we interpreted section 73.2080 e (1) as indicating that this was not a permanent position thus we were not required to recruit for this position. Subsequently, we have come to the understanding that the Commission views the position as permanent if an employee is in the position for longer than 6 months (FCC 02-003, MM Docket No. 98-204, para. 103) Ms. Moore's current contract expires May 31, 2009. We are currently seeking funding to continue this position for FY 2009. If we are successful we will advertise the position and work through the college's hiring procedures before refilling the position.

All persons were referred to Wyoming PBS by the Office of Human Resources at Central Wyoming College according to college policy 7.1.2 which includes the following statements:

"3. All job announcements and help wanted ads will display the following statement: "Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in, its education programs, services or activities."

4. All other qualifications being equal, an effort will be made to select members of ethnic minorities, women, Vietnam-era disabled veterans, persons of disability and/or persons between ages 40-70 to fill vacant positions."

Contact information for the recruitment sources identified in the 2008 and 2009 public file reports.

Affirmative Action Register

www.aar-eeo.com

Authenticjobs.com

www.authenticjobs.com

Bozeman Daily Chronicle Kathleen@dailychronicle.com

Broadcast Engineering Magazine Susan.Schaefer@penton.com

Careers.com careerbuilder.com/jobposter/product/postjob

Chronicle of Higher Education **Sam Mnitier Graystone Goup, 800-544-0055**

Computerjobs.com **Scott Johnson 800-850-0045**

CPB.com www.cpb.com

Current Magazine menla@current.org

CWC on campus and website announcements are posted by: wdavis@cw.edu
Wendy Davis, Human Resources Officer
Central Wyoming College
2660 Peck Avenue
Riverton, WY 82501

Denver Post/Rocky Mountain News **Barbara Cross 800-332-3327**

Higher Ed web listserv: pbranham@cw.edu
Mesa State jgoodrich@cw.edu
Colorado State University
University of Utah
Montana State University
University of Nebraska

Jackson Hole News & Guide classifieds@jhnewsandguide.com

Mandy.com www.Mandy.com

Monster.com www.monster.com

NETA.com www.neta.com

PBS Connect www.pbsconnect.org

PTPA www.publicmediadigest.org

Riverton Ranger, Lander Journal, Wind River News rangerads@wyoming.com

Salt Lake City Deseret News **Debra Grettum 801-237-2067**

TV Jobs.com

admin@tvjobs.com

WPTV website (Wyoming PBS)

tyrel_lohr@wyoming.com

Wyoming Work Force –www.wyomingworkforce.org

sedan@state.wy.us