

**Georgia Public Telecommunications
Commission**

**EEO Public Inspection File Report
(Station WGTV)**

December 1, 2013-November 30, 2014

**Equal Employment Opportunity
Public Inspection File Report**

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(Station WGTV)**

This report is prepared by Georgia Public Telecommunications Commission ("GPTC"), licensee of noncommercial television station WGTV, Athens, Georgia and covers its employment unit for WGTV and its Atlanta, Georgia headquarters.

The GPTC is also the licensee of an additional eight noncommercial educational television and fourteen noncommercial educational radio stations. GPTC operates its radio and television stations as state public broadcast networks, with all television programs originating in Atlanta and simulcast by all of the stations in the network. Most of the radio stations are operated in a similar manner, although some originate some programming locally. Given this structure, the bulk of GPTC's employees are located at its Atlanta headquarters. The employees at the individual stations (there are fewer than 5 full-time employees at each of the other stations) are primarily technical personnel assigned to assure the proper operation of the stations.

While GPTV has employees throughout the state, it operates as a single agency for recruitment purposes and employs the same recruitment sources and employment initiatives for all of its job openings. GPTC is also an agency of the state of Georgia and its recruitment and employment practices are subject to the requirements of the State Personnel Administration, Georgia's equivalent of the federal civil service system.

**Public Inspection File Report
List of Initiatives**

5. Provide a list and brief description of initiatives undertaken to satisfy the requirement to complete four “menu options” within a two-year period.

(v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

Georgia Public Broadcasting’s efforts to expand the internship program have created two partnerships with two local colleges in the Atlanta and surrounding area to broaden the development of students seeking to explore and gain careers in the public broadcasting industry. The two institutions are Chattahoochee Technical College and Georgia State University. While these two colleges represent a growing partnership, GPB continues to look for opportunities to expand the internship partnership by building relationships with other local schools, colleges, universities and organizations. The primary goal is to continue efforts to attract and target diverse graduate and undergraduate students that have an interest in broadcast employment. The organization continues to attend workshops and seminars and work with colleagues in the industry to develop best practices for the Internship Program and continue to look for ways to create this diverse internship experience for all aspiring students with interests in broadcasting. GPB rotates students quarterly and year round as needed to all operational areas to include Television, Field Productions, Information Technology, New Media, Education, Radio, Marketing and Communications, Original Programming/Creative Services, News, Sports, Development, Fundraising, Finance and Administration. Interns will continue to receive hands on training and experience that allow them to acquire the necessary skills needed for administrative and broadcast level employment. GPB will also continue to extend ongoing opportunities for Volunteers through the efforts of the organization’s Volunteer Manager for events and fund-raising campaigns.

(vii) Participation in scholarship/educational stipend programs designed to assist students interested in pursuing a career in broadcasting.

Georgia Public Broadcasting’s partnerships with Job Corp and other local schools such as Chattahoochee Technical College and Georgia State University have allowed

GPB to continue to be a resource that gives students an opportunity to qualify for college credit or stipends available through their school and/or organization. The experience gained through the internship program at GPB offers course requirement assistance to students that are pursuing a career in broadcasting or other fields of study. GPB's established partnerships with local schools have provided students with specialized training and experience in their areas of study. Some of those areas include IT, Graphics, Facilities, Production and Broadcasting. Some programs and schools that have continued to work with GPB include Connecticut School of Broadcasting, The Art Institute of Atlanta, and Job Corp. Currently, GPB has one student with Job Corp which offers training to urban young adults in the area of facilities and office management. Job Corp also provides technical and professional skills training. Students that participate in the programs are able to receive a variety of benefit to include hands on experience, college credits, and other professional network opportunities to begin their individual job growth and experience needed to attain careers in their area of interest. GPB will continue to partner with schools and programs to increase diversity and awareness.

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for a higher-level position.

The Human Resources Office continues to work with the executive management staff at GPB to identify, develop and coordinate specialized training that is needed for staff. GPBs strive to provide its employees with the additional specialized and technical skills needed to perform job responsibilities and to obtain higher-level responsibilities or positions. Some areas of training include:

- **Broadcast Engineering & Society of Broadcast Engineer Training** for staff designed to broaden skills necessary to ensure compliance with media standards in the production, engineering and technical areas. It also provides certification in the area of Broadcast Technology
- **EEOC Training** for human resources staff on workplace diversity, employment laws and handling discriminations charges and complaints that may arise.
- **Diversity Training** for all staff designed to that focus on how to acknowledge, accept, and respect individuals from varying backgrounds. The training covered consideration of others, different types of diversity, barriers to diversity, cultural filters, respect in the work place, and strategies to promote diversity.
- **Performance Management Training** designed for all management staff to aid in the development, coaching and evaluation process for staff.
- **On-going Automated Time and Attendance Training** for HR Staff to explore efficient ways of recording employee's time and documenting leave and absence history for managers and subordinates.

- **Purchasing Card Training** for all card holders on the policies and procedures to continue being in compliance with the state process.
- **Facilities Management Training** for facilities management staff to stay current on facility safety guidelines and others areas to expand the knowledge of facility management at GPB.
- **Radio Newsroom Retreat, Training & Workshop** for all GPB news, television and radio employees to cover journalistic standard and guidelines in the industry for writing, reporting and basic ethics.
- **Council for State Personnel Administration (CSPA)** for Human Resources and Legal Advisors for State agencies to continue to provide resources and training on employment law, benefits, FMLA, and Workers Compensation and other matters related to employment relations.

(x) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

Each year Georgia Public Broadcasting participates in at least four job fair/career day events sponsored by educational institutions designed to promote and encourage career opportunities in broadcasting. Some of these events for the 2012 calendar year include:

- **Columbus Georgia Hoo Knows Family/Kids Camp, March 8, 2014**
- **Student Broadcast Industry Tour & Presentation -West Manor Elementary School, May 14, 2014**
- **Boys and Girls Club of Atlanta, Career Wise Event, July 2, 2014**
- **Omni Tech Institute Job Fair/Open House, August 9th 2014**
- **Haralson County High School, Video Production Class Event, August 21, 2014.**
- **Fannin County High School, Video Production Class Event, September 22, 2014.**
- **Drew Charter School 8th Grade Class Digital Textbook Presentation, October 30, 2014.**
- **Reinhardt University, Film & Video Production Class Event, November 19, 2014**

These events motivate and inform students, educators and the surrounding community about the organization and career opportunities available at GPB in the areas of media, journalism, and communications.