

KCSN ANNUAL EMPLOYMENT REPORT FY 2003-2004

KCSN Public Inspection File

FY 2003–2004 EEO ANNUAL EMPLOYMENT PUBLIC FILE REPORT

AUGUST 1, 2003 TO JULY 31, 2004

1) Full-time vacancies filled during fiscal year:

Four

2) Recruitment Resources for each vacancy:

CSUN Employment Website that is open to the public; EOB–Employment Opportunities Bulletin; CSU Careers Website, an on–line employment website that covers the entire 23 CSU campuses.

3) Recruitment Resources for MPP (CSU Management Personnel Plan)/GM:

CURRENT Newspaper; Broadcasting and Cable; Radio and Records; Electronic Media; PUBRADIO; CPB Jobline

4) Recruitment referral:

Above referenced websites and bulletins

5) Total number of persons interviewed for all full-time vacancies filled during period:

Twelve

6) Total number of persons interviewed for all full-time vacancies filled during period per source:

Twelve

7) Outreach activities during period:

Introduction

KCSN has five full-time employees (regular 40 hours or more per week). During FY 03–04 KCSN had four full-time State job vacancies occur. CSUN Human Resources maintains an active employment outreach and the four positions were filled in a timely manner. Three positions were full-time State staff positions, Bargaining Unit 9. The fourth position was that of General Manager, a Management Personnel Position (MPP). This position required an extensive search involving not only the regular CSUN Human Resources hiring practices but the use of national media for the purpose of advertising the job vacancy. At the present KCSN has a viable full-time staff of five persons and there are no full-time job openings at the station now or in the foreseeable future.

Job Fair Participation

KCSN is unable to participate in job fairs due to our existence as a department within the California State University system. All hiring is controlled by the University's Human Resources Department.

Internships, Volunteers, Student Involvement

KCSN continues to have strong academic ties to the College of Journalism at California State University, Northridge. Each academic semester over 70 CSUN Journalism students participate in live broadcasts of the award-winning KCSN News. Early morning news updates plus a ½ hour live program called "The Evening Update" make for a vibrant hands-on learning experience for these young broadcast journalists. KCSN's News Director Keith Goldstein has garnered over 500 awards for excellence in his 17 year tenure. Students write and edit the news, produce and anchor the broadcasts, and create all of the feature stories themselves. These students are being exposed to and participating in professional radio journalism activities through KCSN. KCSN also employs 2 Federal Work Study Interns per academic semester who learn many aspects of radio station operation, from board operation to production, membership and development duties, and business office functions. KCSN also continues to offer formal production internship positions per year to qualified and energetic students from the University. These students work closely with the KCSN Operations and Production Manager Meishel Menachekanian during his daily production duties. Interns learn how to produce audio, station imaging and voice over technique, along with digital

editing and final mix-down techniques. This is a unique and exciting opportunity for CSUN students which we have been involved in for many years.

KCSN's broadcast staff consists primarily of community volunteers. Most of the music programs are produced and hosted by volunteers from the Los Angeles County area. This again offers our community a chance to participate in the operation of the station. Along with volunteers we also engage CSUN students and local high school students to volunteer, intern, and be a part of the KCSN community. Formal and informal training opportunities abound at KCSN, and we welcome anyone who is interested to visit and consider taking part in the KCSN radio experience.

Tours

KCSN regularly provides tours of its facility for both high school and local community groups such as The Cub Scouts, The Boy Scouts, The Girl Scouts, both Indian Princess and Indian Guide troupes, Cub Scouts, Brownies, middle, high school, and college students. Tours explain station operations and promote careers in public radio and broadcasting. Station tours are available to any member of the public during regular business hours. The Public File may be viewed at any time during regular business hours.

- CSUN/KCSN plans to list upper-level job openings (when such openings occur) with various public radio organizations that reach women and minorities.

- Advertising for Upper Level Job Openings (when such openings occur) can be found in the following publications, websites, and trade bulletins:

Current / Public Broadcasting bi-weekly Newspaper

Broadcasting and Cable (magazine)

Radio and Records (weekly trade journal)

Electronic Media / website

PubRadio / website

Corporation For Public Broadcasting (Jobline)

KCSN FM is a non-profit organization broadcasting from the campus of California State University Northridge. Information about our [Privacy Policy](#) and [CSUN Disclaimers](#) regarding website usage are available by clicking through the preceding links.