

Update as positions are posted and filled, for ease in completing this report next November! NOTE THAT YOU CAN CUT OFF REPORT AS OF NOV 20 SO THAT YOU CAN MEET THE DEC 1 POSTING REQUIREMENT TO THE PUBLIC FILE!

**West Central Minnesota Educational Television Company licensee
DBA Pioneer Public Television's KWCM and KSMN (operating
as single employment unit)
FCC EEO Annual Public File Report
Reporting Period: December 1, 2022 – November 30, 2023**

1. Full Time Vacancies

A list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title

Position	Employment Status
Membership Director (S. Rakow – start date 12/1/2022)	Full Time
Broadcast Systems Technician (M. Taylor – start date 3/20/2023)	Full Time
Broadcast Operations/Traffic (R. Meyer – start date 5/15/2023)	Full Time
Media / IT Specialist (M. Snider – start date 5/30/2023)	Full Time
Facilities Maintenance (K. Menning – start date 6/5/2023)	Full Time
Videographer/Editor (C. Cordova – start date 9/5/2023)	Full Time
Broadcast Operations/Traffic (C. Hardwick – start date 10/5/2023)	Full Time
Development & Communications Director (A. Limbo – start date 11/1/23)	Full Time
Administrative Assistant (A. Nauden – start date 11/1/23)	Full Time Temporary

2. Recruitment Sources Utilized for Each Search

For each such vacancy, the recruitment sources utilized to fill the vacancy, identified by name, address, contact person and telephone number. No recruitment sources have requested notification of vacancies. All postings coordinated and published by Debra Monahan, Pioneer Human Resources, 1 Pioneer Drive, Granite Falls, MN 56241 – (320) 289-2918 until 2/28/23, then by Penny Retzer, Human Resources Consultant for Pioneer PBS, 29180 Riverview Road, Fergus Falls, MN 56537 – (701-306-7639).

Membership Director

Postings:

Current: <https://jobs.current/org> (PBS newsletter)

Pioneer.org website

Pioneer Facebook Page

Pioneer LinkedIn Profile

Pioneer Twitter

Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota Broadcasters.com

Broadcast Systems Technician

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Broadcast Operations / Traffic Position

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Media IT Specialist

Postings:

Pioneer.org website
Pioneer Facebook Page

Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Facilities Maintenance

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com

Videographer/Editor

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com
Ridgewater College
South Central
Southeast Tech Sioux Falls
St Cloud Community & Technical College
Augsburg University
Bethel University-St Paul

Central Lakes College-Brainerd
Concordia University-St Paul
Dakota State University-Madison
Dunwoody College of Technology
Hamline University
Hennepin Technical College
Minneapolis College of Art & Design
Minnesota State University-Moorhead
North Dakota State College of Science & Technical College
North Hennepin Community College
Rasmussen University
South Dakota State University Brookings
Southwest Minnesota State University – Marshall
St Cloud State University
University of Minnesota
University of North Dakota – Grand Forks
University of Northwestern – St Paul
University of St Thomas
Alexandria Technical & Community College
North Dakota State University Fargo
MN Broadcasters.com
Corporation for Public Broadcasting @CPB.org
Ziprecruiter.com
Career Builder for Employers.com (free only)
Emailed job description and posting to MN Veteran's Service Officers

Broadcast Operations / Traffic Position

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com
Ridgewater College
South Central
Southeast Tech Sioux Falls
St Cloud Community & Technical College

Augsburg University
Bethel University-St Paul
Central Lakes College-Brainerd
Concordia University-St Paul
Dakota State University-Madison
Dunwoody College of Technology
Hamline University
Hennepin Technical College
Minneapolis College of Art & Design
Minnesota State University-Moorhead
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Rasmussen University
South Dakota State University Brookings
Southwest Minnesota State University – Marshall
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University of Northwestern – St Paul
University of St Thomas
Alexandria Technical & Community College
North Dakota State University Fargo
MN Broadcasters.com
Corporation for Public Broadcasting @CPB.org
Ziprecruiter.com
Career Builder for Employers.com (free only)
Emailed job description and posting to MN Veteran's Service Officers

Development & Communications Director

Initially posted as Communications and Development Director but received limited response.

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile-paid push
Pioneer Twitter
Posted on Pioneer's internal staff bulletin board
Indeed.com
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com
Ridgewater College

South Central
Southeast Tech Sioux Falls
St Cloud Community & Technical College
Augsburg University
Bethel University-St Paul
Central Lakes College-Brainerd
Concordia University-St Paul
Dakota State University-Madison
Dunwoody College of Technology
Hamline University
Hennepin Technical College
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Minnesota State University-Moorhead
North Dakota State College of Science & Technical College
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Southwest Minnesota State University – Marshall
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University of Minnesota
University of North Dakota – Grand Forks
University of Northwestern – St Paul
University of St Thomas
Alexandria Technical & Community College
North Dakota State University Fargo
MN Broadcasters.com
Corporation for Public Broadcasting @CPB.org
Ziprecruiter.com
Career Builder for Employers.com (free only)
Emailed job description and posting to MN Veteran's Service Officers

Administrative Assistant

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed.com
Posted on Pioneer's internal staff bulletin board
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org

Minnesota West Community College @ collegecentral.com
 Ridgewater College
 South Central
 Southeast Tech Sioux Falls
 St Cloud Community & Technical College
 Augsburg University
 Bethel University-St Paul
 Central Lakes College-Brainerd
 Concordia University-St Paul
 Dakota State University-Madison
 Dunwoody College of Technology
 Hamline University
 Hennepin Technical College
 Minneapolis College of Art & Design
 Minnesota State University-Moorhead
 North Dakota State College of Science & Technical College
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 Rasmussen University
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 Southwest Minnesota State University – Marshall
 St Cloud State University
 University of Minnesota
 University of North Dakota – Grand Forks
 University of Northwestern – St Paul
 University of St Thomas
 Alexandria Technical & Community College
 North Dakota State University Fargo
 MN Broadcasters.com
 Corporation for Public Broadcasting @CPB.org
 Ziprecruiter.com
 Career Builder for Employers.com (free only)
 Emailed job description and posting to MN Veteran’s Service Officers

3. Recruitment Sources That Referred Hiree for Each Full Time Position Search

The recruitment source that referred the hiree for each full-time vacancy during the preceding year.

Position	Recruitment Source for Hire
Membership Director	Internal Promotion
Broadcast Systems Technician	Pioneer PBS Website

Broadcast Operations/Traffic	Linked In
Media / IT Specialist	Pioneer PBS Website
Facilities Maintenance	Indeed
Videographer/Editor	Pioneer PBS Website
Broadcast Operations/Traffic	Pioneer PBS Website
Development & Communications Director	Linked In
Administrative Assistant	Linked In

4. Total Number of Persons Interviewed by Each Recruitment Source

Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.

Position	Recruitment Source	Number of Interviewees
Membership Director	Internal Promotion	1
	Pioneer Website	<u>2</u>
Total		3
Broadcast Systems Technician	Pioneer Website	<u>1</u>
Total		1
Broadcast Operations/Traffic	Pioneer Website	1
	YME Student Visits	3
	Referral	1
	LinkedIn	<u>1</u>
Total		6
IT/Media Specialist	Pioneer Website	<u>2</u>
Total		2
Facilities Maintenance	Indeed	<u>3</u>
Total		3
Videographer/Editor	Pioneer Website	2
	Indeed	<u>1</u>
Total		3
Broadcast Operations/Traffic	Pioneer Website	<u>1</u>
Total		1
Development & Communications Director	Linked In	<u>4</u>
Total		4

Administrative Assistant	Pioneer Website	4
	Indeed	2
	Linked In	1
Total		7

5. Prong 3 Initiatives

Since Pioneer PBS is classified as a small market station, we are required to implement at least two initiatives every two-year reporting period (December 1, 2021 – November 30, 2023) as is outlined by the FCC. For the EEO reporting period of December 1, 2022– November 30, 2023, we have met three of the Prong 3 initiatives as follows:

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

During the reporting period, Pioneer PBS continued a program to hire temporary part-time students from the technical programs at Yellow Medicine East High School, and mentor them in the areas of master control; engineering; and video production. (2) additional students participated in these opportunities during a portion of the reporting period. 1 has remained as part time master control operator.

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

Description: Pioneer PBS is committed to ongoing staff development and training. During the past reporting period, Pioneer PBS had various staff members participating in the following:

NAB PBS
 General Managers Meeting
 Midwest Giving Workshop
 Solutions are my Superpower ½ day training with Ann Dolence
 Attitudes are Contagious ½ day training with Ann Dolence

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

Description: Prior to recruitment process, managers are trained on diversity and fair hiring practices. Employment and interview questions are reviewed to comply with EEO and Pioneer PBS guidelines.

All staff also participated in employee harassment awareness training through an online training program from the Corporation for Public Broadcasting.