

KNOM AM & FM ANNUAL EEO PUBLIC FILE REPORT

Placed on September 21, 2020

The purpose of this EEO Public File report is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule.

This Report has been prepared on behalf of the station employment unit that is comprised of the following station (s): KNOM AM [9340] & KNOM FM [9339], Nome, Alaska and is required to be placed in the public inspection file, and on the Web site.

The information contained in this Report covers the time period beginning September 22, 2019 to and including September 21, 2020.

The FCC's EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by KNOM AM & FM during Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number.
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 exist, in the aggregate, to provide the required information. Please note that numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

Notification of Job Vacancies

Alaska Radio Mission, KNOM Radio Mission, Inc., licensee of KNOM is an equal opportunity employer. KNOM provides notification of full-time job vacancies to organizations assisting job seekers. Any organization, which would like to receive notification of job openings at our station should contact us and request to be included on our employment opportunity notification list. Organizations can make such request by mail to KNOM P.O. Box 988, Nome, Alaska, 99762; fax 907-443-5757, or e-mail belong@knom.org. When making such requests please provide us with the name of the organization, the address, the phone number, the fax number, and the name of the contact representatives to whom notifications should be sent.

Appendix 1
EEO Public File Report Form

Covering the Period from September 22, 2019 to and including
September 21, 2020

Station(s) Comprising Station Employment Unit: KNOM AM & FM

Section 1: Vacancy Information

EEO PUBLIC FILE REPORT

A station may accumulate the relevant information for the past year (using the previous EEO Internal Job Vacancy Summary Form) and place a completed EEO Public File Report in the public inspection file annually on the anniversary of the deadline.

A. Full-Time Vacancies Filled During Past Year 1

1. Job Title: See Below

Total Number of Persons Interviewed During Applicable Period: 2

EEO JOB VACANCY SUMMARY FORM

1. Job Title: General Manager (1)

Date Filled:

8-28-20

B. Recruitment/Referral Sources

<u>Source</u>	<u>Referred / Person Hired?</u>	<u>Referred Persons Interviewed #</u>
Alaska Broadcasters Association Website Posting	-	0
Nome Nugget	-	0
Nome Job Center	-	0
Nome Eskimo Community	-	0
Nome Recreation Center	-	0
Careerpage.com	1/0	1
KNOM, KNOM.org	1/1	1
Employee Referral	0/0	0

Appendix 2 EEO Public File Report Form

The information contained in this Report covers the time period beginning September 22, 2019 to and including September 21, 2020.

Station(s) Comprising Station Employment Unit: **KNOM AM** (includes KNOM-FM)

Section 2: Recruitment Source / Contact Information

Source	Recruitment Source Listing Contact Information	# Interviewees This Period-2
Alaska Broadcasters Association PO Box 102424	Cathy Hiebert Phone: 258-2424 Fax:258-2414 Anchorage, AK 99510 akba@gci.net	
Careerpage.com	Nat'l Assoc. of St Broadcast Associations (national)	
Nome Nugget P.O. Box 610	Diana Haeker Phone: 443-5235 Nome, AK 99762	
Nome Job Center 214 Front Street, Suite 130 P.O. Box 280	Vicki Erickson Phone: 907-443-2626 Nome, AK 99762	
Nome Eskimo Community P.O. Box 1090 Nome, AK 99762	Marsha Mason Phone: 907-443-2246	
Nome Recreation Center P.O. Box 281 Nome, AK 99762	Jeremy Slaney Phone: 907-443-5431	
KNOM & KNOM.org P.O Box 988 Nome, AK 99762	Margaret DeMairobus Phone: 9070443-5221	
Catholic Radio Update e-newsletter michaeldorner@q.com	Mike Dorner michaeldorner@q.com	
Employee Referrals		

Appendix 3

EEO Public File Report Form

The information contained in this Report covers the time period beginning September 22, 2019 to and including September 21, 2020.

*Station(s) comprising station employment unit:
KNOM AM [9340] & KNOM FM [9339], Nome, Alaska.
Section 3: Supplemental (non-vacancy specific) recruitment activities*

Menu Option

#7: Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.

Activities

As a member station, KNOM AM and KNOM FM participated in the Alaska Broadcaster's Association, Linda Simmons Memorial Scholarship program.

Menu Option

#8: Basic training program, then constant training opportunities to enable station personnel to acquire skills that could qualify them for higher-level positions.

Activities

Employees in all departments are consistently trained to acquire the skills necessary to qualify them for higher-level positions. This includes on-site professional training. It also includes off-site training available through attendance at the NAB convention, ABA convention, professional seminars and teleconference/webex trainings. This course of training resulted in no in-house promotions during this reporting period.

Menu Option

#10: Participation in at least two events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

Activities

KNOM routinely conducts career oriented KNOM radio station tours for students 5th/6th grade and up, with additional attention towards the vocational center on the Nome/Beltz High School grounds. KNOM has standing offers to all area schools, elementary, high school, UAF NW Campus and community organizations to tour our station and watch behind the scenes operations, including staff question and answer sessions, and observing a air-shift in the studio. During this reporting period KNOM conducted many tours.

Menu Option

#16: Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Activities

All vacant positions are disseminated within the community using our list of recruitment resources center, EEO/Employment on-air and online announcements, and "Careers in Broadcasting" brochure produced by Alaska Broadcasters Association on display for pick up.

Menu Options

- 1) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.
- 2) Hosting of at least one job fair.
- 3) Co-sponsoring at least one job fair with organizations in the business and professional community whose membership includes substantial participation of women and minorities.
- 4) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, work shops and similar activities.
- 5) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.
- 6) Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).
- 7) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.
- 8) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher-level positions.
- 9) Establishment of a mentoring program for station personnel.
- 10) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.
- 11) Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.
- 12) Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.
- 13) Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting.
- 14) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
- 15) Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.
- 16) Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

KNOM RADIO MISSION
Job Description
General Manager

Pay range: DOE

Reports to: Board of Directors

Supervises: All employees

Approved by:

Status:

Exempt

Date:

12/06/2019

Summary:

The General Manager is the executive head of the KNOM Radio Mission, and shall administer or delegate all functions relative to that end. The General Manager shall receive supervision from and be directly responsible to the Board of Directors. As executive head of the organization, the General Manager shall provide supervision as required through appropriate lines of authority, to ensure a high degree of efficiency and morale in subordinate personnel, utilizing modern methods of planning, organizing, staffing, directing, reporting, budgeting, recruiting, training, and leadership.

The General Manager has the authority to appoint, promote, demote, suspend and/or dismiss members in accordance with personnel policies; applicable regulations; state statute; and federal law. The position has the authority to assign personnel to various duties in accordance with the needs of the organization.

Essential Duties & Responsibilities:

The General Manager supervises and manages operations through subordinate personnel. This job class works under the supervision of the Board of Directors, directing the personnel and work of the organization. This is a supervisory class with substantial responsibility for the exercise of independent judgment in operational decision making; personnel management; and completion of administrative duties. This position is vested with the duty and responsibility of delegation of tasks at appropriate levels.

Examples of Duties:

Preparation of comprehensive action, response, and operational plans for the organization. Plans include both expected and unforeseen events. May receive, evaluate, investigate, and recommend a course of action pertaining to external and internal complaints against subordinate personnel. May conduct and complete administrative investigations.

Review and/or prepare performance evaluations, hiring requests, transfer requests, resignations, worker's compensation, and other personnel management activities.

Research and recommend purchase of new or improved equipment, such as recording or computer equipment.

Oversee information exchange with other organizations and agencies.

In coordination with the Manager of Business Operations, direct budgetary allocations and controlling expenditures for personnel, equipment, overtime, and travel; oversee the

review and approval of invoices for services/materials; draft correspondence, policies, and procedures.

Oversee training and evaluation of personnel.

Represent the organization at meetings and serves as liaison with other agencies.

Maintain a Policies and Procedures Manual; recommend and draft changes to add, revise, or repeal sections.

Review organizational policies. Develop and implement programs for improved accuracy and efficiency.

May be assigned various functions relating to technology and special projects.

May perform a wide array of functions such as the development of sources of information; liaison with other agencies.

Is on call 24 hours per day/365 days per year in order to run the radio stations and oversee responses to technical failures or emergencies of any kind.

Keep KNOM AM & FM in technical and operational compliance with FCC regulations.

Oversee KNOM Radio Mission's EEO compliance with FCC regulations and make certain all full-time positions are documented properly.

May perform on air work, including air shifts, producing news, special events, etc., as required.

Maintain good community relations by being involved in local and regional community events. Reaches out to the community of Nome to offer support through active participation in organizations that improve the community and make Nome and Western Alaska a better place to live.

Maintain a good working relationship with the Catholic Bishop of Northern Alaska, the Pastor of Saint Joseph's Church, and donors who support the Catholic mission of the stations to inform, inspire, and educate.

Supervision Exercised:

This position supervises all personnel of the organization, both paid and volunteer.

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the qualifications, experience, knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

A Bachelor's Degree in Communications or a related field.

Five years of radio experience with at least two years of supervisory experience.

Ability to distinguish sounds.

The employee is required to have and maintain a valid State of Alaska driver's license.

Desired Qualifications:

A Master's Degree in Communications or a related field.

Experience:

Demonstrated progressive experience showing initiative, leadership, ability, writing, and the ability to delegate tasks/ensure completion. Must possess and have the ability to demonstrate superior organizational skills; leadership/interpersonal skills; personnel management skills; possess excellent command of the English language, grammar, composition and punctuation. Must be proficient in Microsoft Office applications and use of database systems.

Knowledge, Skills and Abilities:

Superior knowledge in the application of technology including radio communications and server based programs.

Knowledge of organizational functions; the principles and techniques of organizational management.

Knowledge of the principles, practices, and current trends in radio; techniques of community development and group facilitation; and principles of supervision and training.

Considerable knowledge of the principles, practices, and methods of modern radio; and the laws and regulations that affect them.

Working knowledge of business administration including budgeting, fiscal control, personnel management, and the principles and techniques of supervision.

Ability to think conceptually, observe and interpret trends, comprehend and analyze data, identify relationships, and draw logical conclusions.

Ability to communicate effectively, both orally and in writing; to present comprehensive information to diverse audiences to foster the cooperation of individuals and agencies.

Ability to make decisions and formulate policy based on organizational rules, regulations, and laws; prepare comprehensive reports; and develop and maintain harmonious and cooperative working relationships with subordinates and others.

Ability to coordinate effectively with varied interest groups; identify training needs and conduct training and informational sessions; settle issues, handle unusual circumstances, and make responsive decisions.

Ability to identify problems properly and quickly, analyze alternatives, make conclusions, and implement plans.

Ability to remain stable, calm, and make mature judgments under conditions of stress; be thorough and impartial; analyze situations accurately and adopt an effective course of action; and prepare and maintain accurate and complete records.

Ability to handle stressful situations; prioritize multiple tasks; and use research techniques, statistical analysis, and data collection in order to make recommendations to the Board of Directors.

Ability to perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written direction; and work cooperatively with others.

Ability to maintain confidentiality when necessary.

Language/Written Skills:

Superior ability to speak concisely and communicate effectively; comprehend complex instructions, and construct general correspondence and memoranda; take notes at meetings and prepare reports based on the notes; to effectively present information to individuals and small groups of the public and other employees.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; to compute rate, ratio, percent, construct/interpret graphs and charts; to employ basic statistical concepts to analyze data to produce reports.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed and involved written or oral instructions. Ability to analyze situations, present alternative solutions based on available data and make recommendations for action based on analysis.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Tools and Equipment Used:

Personal computer including various software, general radio software and electronic equipment used to produce the on-air product of KNOM AM & FM.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate. Employee must exercise excellent customer service and social skills.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions present in a northern Alaska community. The employee occasionally works near moving mechanical parts; exposed to wet and/or humid conditions, extreme cold and vibrations.

KNOM Application for Employment

return to: KNOM General Manager, KNOM, PO Box 988, Nome, AK 99762

1. Name: _____
First Middle Last

2. Address _____

City _____ State _____ Zip _____

3. Home Phone _() _____ Cell Phone _() _____

4. Email address _____

5. Are you over 21 years of age? Yes/No____ 6. Are you authorized to work in the U.S. on an unrestricted basis? Yes/No____.

7. Beginning with most recent, list all postsecondary schools attended

Name of School	City/State	Major/Minor	Dates Begin/End	Degree/Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. Please attach a resume of your professional work experience (include supervisor names and phone numbers).

9. On a separate sheet, please list three to five references who know you well, who are in a position to judge your motivation and employment record, such as teachers, pastors, supervisors, and employers. Do not include relatives. Please provide complete addresses and telephone numbers, plus hours when these references may be most likely to be available by telephone and email.

10. How did you hear about this open staff position _____ .

11. If you are hired by KNOM, on what date would you be able to begin work _____ .

12. In 50 words or less, what does KNOM mean to you?

By means of this application, I hereby give KNOM permission to contact the employers and references I have provided. I understand that all information developed during these contacts will remain confidential. I affirm that I am legally eligible for employment in the USA. If accepted, I agree to comply with established policies and procedures as a condition of continued employment. I understand that if accepted, I will be working in a public manner for a mission of the Catholic Church. As such, any use of illegal drugs, or any behavior injurious to the reputation of the Catholic Church may warrant my immediate termination. I understand that violation of the sexual abuse/sexual harassment policies may also warrant my termination. I understand that prior to my acceptance, I will be given the opportunity to review these policies and must affirm in writing that I have done so. If I am accepted, I hereby agree to a criminal background check, and to submit to random drug testing.

Signature _____ Date _____

KNOM is an equal employment opportunity employer. 02-20 www.knom.org

Attach the KNOM Job Description for the open position to this employee application.