

Alaska Broadcasting Company, Inc. Anchorage, AK



March 11, 2006

EEO Staff
Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: Requested Response Information Regarding 2006 EEO Audit

Please find attached information you requested from Alaska Broadcasting Company, Inc. regarding its EEO efforts for the two-year period beginning October 1, 2003 to September 30, 2005.

The attached material includes:

- Deadline extension authorization via email
 - Deficiencies noted in this review
 - KTVA's web site address
 - Number of full-time employees
 - Anchorage, Alaska population
 - Number of initiatives to be performed
 - Summary of pending or resolved complaints regarding discrimination
 - Description of management responsibility
 - Description of unit's effort to analyze program and effectiveness
 - Description of unit's efforts to examine discrimination in the areas of pay, promotion and other work benefits.
-
- ✓ • EEO Report for October 1, 2003 – September 30, 2004
 - Copies of all documents relating to full-time vacancies
 - List of interviewees and referral source for all full-time vacancies
 - Documentation of initiative performance

 - ✓ • EEO Report for October 1, 2004 – September 30, 2005
 - Copies of all documents relating to full-time vacancies
 - List of interviewees and referral source for all full-time vacancies
 - Documentation of initiative performance

Thank you and please let me know if you have any questions.

Regards,

Jerry Bever
Vice President / General Manager
Alaska Broadcasting Company, Inc. / KTVA-TV

Alaska Broadcasting Company, Inc. Anchorage, AK



Discrepancies / Deficiencies Noted In This Review

The following discrepancies / deficiencies were noted in compiling this report:

- Alaska Broadcasting Company, Inc. did not consistently utilize the list of organizational sources it constructed to disseminate vacancy notices.
- Alaska Broadcasting Company, Inc. did not retain copies of job vacancy notices that it sent to some sources.
- Alaska Broadcasting Company, Inc. did not retain interviewee information from nine applicants for the two-year period.
- Alaska Broadcasting Company, Inc. filled a producer position on 12/20/2004 that was not recruited for. Hiree was Tracy Holenport. This was not listed on the EEO Public File Report for the period ending August 31, 2005.
- EEO Public File Report through September 30, 2004
 - News Photographer position filled 3/15/2004 incorrectly states TVJobs.com as source of hire, should be Anchorage Daily News.
 - Promotions Producer position filled 8/11/2004 incorrectly states Company Bulletin Board as source of hire, should be Anchorage Daily News.

Bever, Jerry

From: Lewis Pulley [Lewis.Pulley@fcc.gov]
Sent: Tuesday, February 28, 2006 8:48 AM
To: Bever, Jerry
Cc: Kenneth E Satten (E-mail)
Subject: RE: EEO Audit Extension Request

Your extension request is granted as described below and I will notify the EEO Staff person assigned to the KTVA-TV audit of the new postmark due date.

Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau
Federal Communications Commission

-----Original Message-----

From: Bever, Jerry [mailto:jbever@KTVA.com]
Sent: Tuesday, February 28, 2006 11:42 AM
To: Lewis Pulley
Cc: Kenneth E Satten (E-mail)
Subject: EEO Audit Extension Request

Mr. Pulley,

Per our discussion, I'm asking for an extension regarding submitting our EEO Audit Report to the FCC. Business circumstances beyond my control have prevented me from focusing on this task and meeting the current deadline. As we discussed, you had offered an extension due date of postmarked by Friday March 17, 2006.

Thank you for your consideration in this matter.

Regards,

Jerry Bever
Vice President / General Manager
Alaska Broadcasting Company, Inc.
KTVA - TV
Anchorage, Alaska
907-646-2128
jbever@ktva.com

Alaska Broadcasting Company, Inc.
Anchorage, AK



Other Requested Information

KTVA Website: www.ktva.com

Number of full-time employees as of March 3, 2006 payroll: 43

The 2000 census population for the Anchorage Municipality, Alaska is 260,283

EEO Regulations state that units with more than 10 full-time employees located in markets with a population of more than 250,000 must engage in at least 4 initiatives during each two-year period as outlined by the commission.

Stations in Anchorage with more than 10 full-time employees would need to engage in at least 4 initiatives during each two-year period.

Alaska Broadcasting Company, Inc. Anchorage, AK



Summary of Complaints

Alaska Broadcasting Company, Inc.
KTVA – TV

Since February 1997 Alaska Broadcasting Company, Inc. (f.k.a. Northern Television, Inc.) KTVA-TV has had two complaints filed against it. Attached are state agency responses to complaint inquiries. Below is a description of these complaints.

Respondent's Name: Northern Television, Inc.
Complainant's Name: Daniel Heppard
Docket No: C-97-025
Status: Closed – December 28, 2000
Finding: Not Substantial Evidence

Description: Complainant alleged he was terminated because he had a disability. Subsequent investigation and testimony determined that there was not substantial evidence to support claim and that complainant was terminated for violation of work rules.

Respondent's Name: KTVA-TV
Complainant's Name: Annette R. Falwell
Docket No: C-00-192
Status: Closed – April 16, 2002
Finding: Not Substantial Evidence

Description: Complainant alleged she was subjected to different terms and conditions of employment and was laid off based on her race, her sex, her marital status, and upon a perceived physical disability. Subsequent investigation and testimony determined that there was not substantial evidence to support these claims and the case was dismissed. EEOC adopted the findings of the state agency.

STATE OF ALASKA

HUMAN RIGHTS COMMISSION

February 16, 2006

FRANK H. MURKOWSKI, GOVERNOR

800 A STREET, SUITE 204
ANCHORAGE, ALASKA 99501-3669
PHONE: (907) 274-4692 / 276-7474
TTY/TDD: (907) 276-3177
FAX: (907) 278-8588

VIA FAX: (907) 646-2166

Mr. Jerry Bever
Vice President/General Manager
Alaska Broadcasting Company, Inc.
1007 West 32nd Avenue
Anchorage, AK 99503

Re: **Audit of Northern Television, Inc.**

As per your request, I have researched the commission's records to determine how many complaints were filed and/or how many investigations were in process with this agency against Northern Television, Inc. from February 1997 to the present.

The following case is listed pursuant to this request:

Respondent's Name	:	Northern Television, Inc.
Complainant's Name	:	Daniel F. Heppard
Docket No.	:	C-97-025
Status	:	Closed – December 28, 2000
Finding	:	Not Substantial Evidence

Sincerely,


Corazon C. Manaois
Docket Officer

STATE OF ALASKA

HUMAN RIGHTS COMMISSION

FRANK H. MURKOWSKI, GOVERNOR

800 A STREET, SUITE 204
ANCHORAGE, ALASKA 99501-3669
PHONE: (907) 274-4692 / 276-7474
TTY/TDD: (907) 276-3177
FAX: (907) 278-8588

February 15, 2006

VIA FAX: (907) 646-2188

Mr. Jerry Bever
Vice President/General Manager
Alaska Broadcasting Company, Inc.
1007 West 32nd Avenue
Anchorage, AK 99503

Re: ***Audit of Northern Television, Inc., KTVA, and Alaska Broadcasting Company, Inc.***

As per your request, I have researched the commission's records to determine how many complaints were filed and/or how many investigations were in process with this agency against the companies below from February 1997 to the present. Please note that AS 18.80.115 prohibits the public release of parties' identities. I will need additional information regarding your company's affiliation with Northern Television, Inc., before I can respond to your request about that entity.

As for the remainder of your request, the following cases are listed:

- a.) Respondent's Name : KTVA – TV
Complainant's Name : Annette R. Falwell
Docket No. : C-00-192
Status : Closed – April 16, 2002
Finding : Not Substantial Evidence
- b.) Respondent's Name : Alaska Broadcasting Company, Inc.
There were no complaints filed or investigations in process with this agency.

Sincerely,



Corazon C. Manaois
Docket Officer

Alaska Broadcasting Company, Inc. Anchorage, AK



Request: In accordance with Sec. 73.2080(b), from March 10, 2003 until the date of this letter, describe the responsibilities of each level of management to ensure enforcement of unit EEO policies and describe how the unit has informed employees and job applicants of its EEO policies and programs.

Response

General Manager

Oversight and ultimate responsibility of Alaska Broadcasting Company, Inc.'s EEO Program begins with the General Manager. The General Manager is responsible for ensuring that designated individuals within the company understand the EEO Regulations and understand their responsibility in fulfilling established EEO requirements.

Business Manager

Administrative and record keeping tasks are the responsibility of Alaska Broadcasting Company, Inc.'s Business Manager. The Business Manager is designated as the EEO Officer. The Business Manager is responsible for developing and executing the procedures needed to ensure compliance with the EEO Program. Tasks involved would include: Developing lists of community organizations, disseminating vacancy announcements, placing vacancy announcements, record keeping regarding placement, receiving and recording employment applications, retrieving and recording interview information, record keeping of interview information and construction of required reporting.

Department Heads / Supervisors

Front line Department Heads and Supervisors are responsible for adhering to the station's EEO Program, its policies and procedures. In addition, they are responsible for managing in such a manner as to promote a work environment free of discrimination in the areas of selection, hiring, promotion and termination.

Alaska Broadcasting Company, Inc. informs its employees and job applicants of its program and practice in several manners. It provides training to those station personnel responsible for the program as evidenced in its initiatives, it posts Federal EEOC posters within its workplace, it broadcasts an Equal Employment Opportunity announcement on-air and on-line, through its Employee Handbook and in its vacancy announcements.

Alaska Broadcasting Company, Inc.

: Effective Date: 02-01-99
:
: Revision Date: 02-01-99
:

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ALASKA BROADCASTING COMPANY, INC. will be based on merit, qualifications, and abilities. ALASKA BROADCASTING COMPANY, INC. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination or reasonable accommodations in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the General Manager/Vice President. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Alaska Broadcasting Company, Inc. Anchorage, AK



Alaska Broadcasting Company, Inc.
On-line Announcement

Notification of Job Vacancies

Alaska Broadcasting Company, Inc., licensee of KTVA is an equal opportunity employer. Alaska Broadcasting Company, Inc., 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 1007 W 32nd Ave., Anchorage, AK 99503; fax 907-646-2188, or e-mail rebecca@ktva.com . 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.

Alaska Broadcasting Company, Inc.
Anchorage, AK



EEO / Employment On-Air Announcement

KTVA regularly airs the following thirty second announcement as part of its efforts to inform the public and its employees of its practices and policies.

Audio transcription:

“KTVA CBS 11 is owned and operated by Alaska Broadcasting Company Incorporated. Alaska Broadcasting Company is an Equal Opportunity Employer, and does so without regard to age, sex, religion or national origin.”

Visual description:

The above narration is visually represented on the screen for the duration of the announcement.

Alaska Broadcasting Company, Inc. Anchorage, AK



Request: In accordance with Sec. 73.2080(c)(3), from March 10, 2003 until the date of this letter, describe the unit's efforts to analyze its EEO recruitment program to ensure that it is effective and address any problems found as a result.

Response

Below is a list of Alaska Broadcasting Company, Inc.'s efforts for the period described above.

- General Manager reviews annual EEO reports.
- General Manager consistently examines management and staff composition for evidence of discriminatory practices.
- After review of the 2004 Annual Report, General Manager directed Business Manager to move to the record keeping process outlined in "10 Steps to EEO Compliance" as distributed by the National Association of Broadcasters.

Alaska Broadcasting Company, Inc. Anchorage, AK



Request: In accordance with Sec. 73.2080(c)(3), from March 10, 2003 until the date of this letter, describe the unit's efforts to analyze periodically measures taken to examine pay, benefits, seniority practices, promotions, and selections techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect, and if the unit has a union agreement, describe how the unit cooperates with the union(s) to ensure EEO policies are followed for the unit's union-member employees and job applicants.

Response

Alaska Broadcasting Company, Inc. constantly analyzes its pay, benefits and other associated elements in three manners:

1. All employee benefits are administered per the published Employee Handbook.
2. All pay adjustments and promotions require a Personnel Action form, which the General Manager must authorize before becoming effective. (attached)
3. All annual budgeting for personnel wages and compensation are personally reviewed and approved by the General Manager.

Alaska Broadcasting Company, Inc. does not have any union representation or agreements in its work environment.

ALASKA BROADCASTING COMPANY, INC.

Personnel Action/Information

Employee Last Name _____ First _____ M.I. _____

SECTION 1 PERSONNEL ACTION Effective Date _____

New Hire Termination Salary Change Position Change Status Change

Employment Status ___ Regular ___ Temporary ___ Full Time ___ Part Time
(Check two boxes)

If status change, note previous employment status _____

Position Title _____ Previous Title _____

Department _____ Previous Department _____

Salary _____ per _____ Previous Salary _____ per _____

Work Hours _____ per week Previous Work Hours _____ per week

Comments _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Station Manager Approval _____ Date _____

SECTION 2 PERSONAL INFORMATION

Check appropriate ___ NEW HIRE ___ UPDATE/CHANGE Date of Change _____

Last Name _____ First Name _____ M.I. _____

Home Phone _____ SSN _____ D.O.B. _____

Residence _____ Mailing _____

Address _____ Address _____

EMERGENCY CONTACT:

Name _____ Relationship _____

Address _____

Home Phone _____ Work phone _____

Employee Signature _____ Date _____