

EEO PUBLIC FILE REPORT

For the 12-month Period ending: **Oct, 2014-Sept ,2015**

Prepared by: **Bustos Media Holdings LLC**
(Licensee/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>of Station</u>	<u>Type</u>	<u>Location</u>	<u>LMA</u>
KDDS		FM, AM		SEATTLE,	
KMIA		AM		WA	

A. The following is a list of all vacancies for full-time jobs during the previous 12 months:

	<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
1.	Front desk/ Adminsitration	10/31/2014	11/12/2014
2.	Traffic Manager	09/01/14	09/15/14
3.	Account Rep	New Position	2/2/2015
4.	Business Manager	5/1/2015	3/26/2015
5.	General Manager	New position	3/29/2015
6.	Promotions Assistant	New Position	8/21/2015

B. During the previous 12 months, the following recruitment sources were contacted to fill vacancies for full-time positions. Those with an asterisk (*) were organizations that requested to be contacted as job openings occurred:

	Recruitment Source	Job Opening numbers	Address	City	State	Zip	Contact Person	Telephone Number
1.	Craig's list	1	Craigslist.org/seattle	Seattle	WA		Website	

C. The following is a list of the full-time jobs shown in Section A above and the recruitment source used to fill that position:

<u>Job Title</u>	<u>Recruitment Source</u>
1. Front Desk/ Admin Assistant	Craig's list
2. Traffic Manager	Internal Referral.
3. Account representative	Walk - In
4. Business Manager	Promotion from within
5. General Manager	Internal Referral
6. Promotions Assistant	Craig's list

D. During the previous 12 months, there were a total of 7 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees for each position along with the recruitment sources shown in Section B above:

Job Title	Number of interviews	Recruitment source
Front Desk/Admin Asst	2	Craig's list
Traffic Manager	1	Internal Referral
Business Manager	1	Promotion from Within
Account Representative	1	Walk-in
General Manger	1	Internal Referral
Promotions Assistant	1	Craig's list

E. During the last 12 months, the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives were conducted during the period involved):

- Bustos Media Holdings LLC provides tours (based from career in broadcasting frame) of the stations facilities to any group or organization requesting one.
- Station Managers held monthly meetings with the staff to select initiatives for the employment unit and plan strategies to accomplish them. During the monthly meetings Managers and full time employees discuss concerns including job opportunities within the station, address issues such as employment procedures to ensure that all FCC and company policies are clearly understood and carried out.
- Internal announcements were posted in the Lunch room when positions became open, encouraging employees to apply as well as for employee referrals.

- The stations EEO Policies have been communicated to employees and job applicants through notices placed on the front desk, employee manual, statement in employee advertisements, statement on website and News Letters at Career/ Job fairs.
- All employees are given the hand book which clearly states that Bustos Media Holdings LLC follows the Equal Employment Opportunity and Non-Discrimination Policy, the company is an equal opportunity employer. We enthusiastically accept our responsibility to make employment and management decisions without regard to race, color, sex, religion, national origin, age, physical or mental disability, veteran status, marital status, sexual preference or other classifications prohibited by federal, state or local related to employment placement, retention, compensation, training, promotions and terminations.
- Bustos Media Holdings LLC encourages and supports internship programs that enable college students to obtain on job experience while completing their education.



Employment Offer

Dear Avelina Nunez,

Bustos Media Holdings, LLC. would like to offer you employment as described below, if you accept this offer please sign and return to Carmin Hatch at chatch@bustosmedia.com for processing.

Date:	October 28, 2014
Title:	Sales Assistant/Receptionist
Commencement:	Effective: November 12, 2014
Job Description:	Answering multiple phone lines, ticket/prize giveaways, copy translation, assistant to Traffic and Sales; other departments as needed.
Schedule:	Monday – Friday, 8:00am – 5:00pm, One hour unpaid lunch
Compensation:	\$12.00 Hour Paid semi-monthly (15 th and last day of the month)
Employee Benefits:	Employee will be entitled to Vacation, Sick, Personal & Holiday time off as well as Group Insurance Employee Benefits after 90 days of employment as described in the Company's Employee Handbook. 401K contribution plan is anticipated to be implemented by 03/01/2015.
"At Will" employment:	Employment is "at will", and, as such, Employee understands this is not intended to create an employment contract, expressed or implied.

*This offer will expire after November 3, 2014

Accepted By: Avelina

Carmin Hatch, Business Manager
Bustos Media Holdings, LLC

Date: _____

Date: _____

Media Sales

Bustos Media Seattle

Bustos Media is looking for people who are motivated, that have what we call in Spanish "Ganas" or desire. (The desire to win!) The Seattle/Tacoma Hispanic market has grown over 100% in the last 10 years and is still growing. We are looking for someone that is self-motivated, organized, and manages time well. A person who has great follow-through skills and is driven to succeed. Prospecting and relationship building are key components in the job. Being bilingual would be great but it is not necessary.

Send your resume to: Seattle@Bustosmedia.com. No phone calls please

Bustos Media Holdings LLC is an Equal Opportunity Employer



January 12, 2015

Personal and Confidential

Dear Claudia Silva:

As per our conversation earlier today, this letter outlines the terms of your compensation and incentive package (the "Employee") with Bustos Media Holdings, LLC (the "Company").

Employment start date: to be Monday, February 2, 2015.

This outline of pay and incentives is not to be construed as a deviation from the Company's "at will" employment policy.

You will be employed to sell advertising for the following two radio stations in the Seattle market:

KDDS 99.3 FM and KMIA 1210AM

TITLE & REPORTING: Marketing Consultant (MC). MC will report to General Manager.

Compensation and Incentives:

- First four months (Feb-May) - \$3,000 draw on collections of personal sales.
- Commission rate varies according to station and by the age of the receivable as per company policy.
- Beyond the 4th month - \$2,000 draw on collections of personal sales.
- \$150 dollars monthly reimbursement for auto, cell phone and client entertainment.

Employee Benefits

Employee will be eligible to participate in all usual and customary employee benefits, holidays and vacation time as provided in the Company's most current Employment Handbook (10/1/14). All employee benefits are subject to change without notice at the sole discretion of the Company.

Employee Handbook

Like all employees you are required to sign and acknowledge receipt of Company's Employee Handbook. It includes provisions regarding Confidentiality, Arbitration, Non-solicitation and Noncompetition. The Employee Handbook is hereby incorporated by reference into this letter.

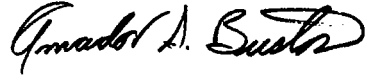
Termination of Employment

Upon termination of employment, any earned bonus will be calculated up to the effective date of termination and no credit will be given for partial periods, for either quarterly or annual bonus.

Authority, Plan modification and Interpretation

This compensation and incentive plan may be changed, or terminated at any time, by written notice of the CEO. Verbal amendments to this letter will not be recognized. The final determination of any amounts due under this compensation and incentive plan, as well as the resolution of any disputes or interpretations, shall be dealt with the CEO. Nothing in this letter or the way that it is administered will negate the Company's At-Will Employment policy. This compensation and incentive plan shall NOT be construed to create a contract of employment for a specific time period between Employee and the Company.

Sincerely,



Amador S. Bustos
Chief Employee Officer

ACCEPTED BY:



Claudia Silva

2-4-2015

Date

Encl. Attached Bustos Employee Handbook

Cc: C. Hatch
R. Lambert,
Personnel File

Annapurna Pillutla

From: Edward C. Distel <eddistel@bustosmedia.com>
Sent: Tuesday, March 31, 2015 12:38 PM
To: Ariadna Aguirre; Carlos Valdez; Chitra Gade; edenova@bustosmedia.com; Eduardo Belaunzaran; Gustavo Duran; Jose Tovar; Josue Del Castillo; Julio Cortez; Lazaro Manzanares; Magdalena Ruiz; Oscar Ramos; Paola Delgado; Paty Pinedo; Roger Rivero; Anna Pillutla; Avelina Nunez; blopez@bustosmedia.com; Carlos Moreno; Claudia Silva; Eddy Alonso; Erika Zacarias; Hilda Acevedo; Rebecca Lambert; uromero@bustosmedia.com; Armando Arrieta; Betty Castillo; Gabriela Valdez; gcortez@bustosmedia.com; Humberto Salinas; jctejeda@bustosmedia.com; Jessalyn Davis; jmcinnis@bustosmedia.com; Judy Ernesti; Lisa Gonzales; muriostegui@bustosmedia.com; Nestor De La Torre; Ruben Muniz; smendoza@bustosmedia.com
Cc: Amador Bustos
Subject: Appointment - Promotion

So, team, credit where credit is due... Please congratulate and welcome Anna Pillutla as the Business Manager for the Seattle cluster. Anna has spent time as the Business/Traffic Manager for the Salem group as well as assisting with our AP here in Portland. Anna will be working closely with Carmin during the transition period and will be a definite asset to the management team.

Ed

Edward C Distel
Vice President/COO
Bustos Media Holdings, LLC
5110 SE Stark Street
Portland, OR 97215
o: 503.233.5281
f: 503.234.5592
c: 801.746.9991
eddistel@bustosmedia.com



TITLE:

General Manager, Seattle Station Group.

Executive will report to the Company's COO and CEO.

JOB DESCRIPTION:

Despite the title of General Manager, Executive's assignment is viewed as a hands-on business generator rather than a traditional in-office supervisor/manager. The idea is to help the individual AEs' grow their business portfolio and to also systematically grow the sales team without significant additional overhead.

Executive will be responsible for the local sales of KDDO 99.3 and KMIA 1210M (the "Stations"). Executive will assist the Company's COO to procure National Sales. However, the responsibility for national sales will remain with the COO for all Company markets.

Annapurna Pillutla

From: ealonso@bustosmedia.com
Sent: Wednesday, October 14, 2015 10:57 AM
To: Anna Pillutla
Subject: Job description

TITLE: General Manager, Seattle Station Group. Executive will report to the Company's COO and CEO.

Despite the title of General Manager, Executive's assignment is viewed as a hands-on business generator rather than a traditional in-office supervisor/manager. The idea is to help the individual AEs' grow their business portfolio and to also systematically grow the sales team without significant additional overhead.

Executive will be responsible for the local sales of KDDS 99.3 and KNIA 1210M (the "Stations"). Executive will assist the Company's COO to procure National Sales. However, the responsibility for national sales will remain with the COO for all Company markets.

Eddy

Spanish Radio Station Promotions Assistant (Kent, WA)

compensation: **DOE**

part-time

Spanish Radio Station Promotions Assistant

Assist Promotions Director in the execution of station and client promotions. Assist in the development of promotions, programs and collateral materials for an entire organization, or on an account basis.

Essential Duties and Responsibilities

Inspect promotional material for adherence to specifications.

Maintain office organization, filing, packaging prizes and equipment for station events.

Perform routine maintenance on promotions equipment, vehicles and storage areas.

Record spots and go on the air on occasion.

Perform and assist during the execution of van hits, remotes and events.

Perform listener surveys.

Maintain open communications with staff.

Confer with clients to provide marketing or technical advice.

Execute promotional strategies for organizations, stations promotions and on-air, online, social media and in the streets.

Receive incoming telephone calls, take messages and respond to routine questions and requests.

Call and coordinate prizes with station winners.

Assist in monitoring the execution of on-air promos/liners with Promotions Director and Programming to ensure execution.

Maintain partnership with the community to maximize goodwill and exposure of the stations.

Maintain relationships with the vendors to secure promotional materials.

Attend weekly staff and promotions meetings.

Minimum Qualifications for Consideration

Communications and Media -- Knowledge of media production, communication and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral and visual media.

Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods and coordination of people and resources.

Customer and Personal Services -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Computer and Electronics -- Knowledge of circuit boards, processor, chips, electronic equipment and computer hardware and software, including applications and programming.

Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.

Production and Processing -- Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of goods.

Telecommunications -- Knowledge of transmission, broadcasting, switching, control and operation of telecommunications system.

Driving -- Must have a Washington State driving license and be able to drive stations vehicle.

Hours -- Must be able to work flexible hours, this includes early mornings, evenings, nights and weekends.

Necessary Language Skills

English and Spanish Language -- Knowledge of the structure and content of the English and Spanish languages including the meaning and spelling of words, rules of composition and grammar.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle or feel objects, reach with hands and arms, climb stairs, lift up to 75 pounds, balance, stoop, kneel or crouch.

Acknowledgement

The employee is expected to adhere to all company's policies and to act as a role model in the adherence to agency policies.

Position Type

Part-Time Hourly

Please email your resume.

CL

[reply](#) [Posted 4 months ago](#)

Spanish Radio Station Promotions Assistant (Kent, WA)

Spanish Radio Station Promotions Assistant

Assist Promotions Director in the execution of station and client promotions. Assist in the development of promotions, programs and collateral materials for an entire organization, or on an account basis.

compensation: DOE

part-time

Essential Duties and Responsibilities

Inspect promotional material for adherence to specifications.
Maintain office organization, filing, packaging, pricing and equipment for station events.
Perform routine maintenance on promotions equipment, vehicles and storage areas.
Record spots and go on the air on occasion.
Perform and assist during the execution of van hits, remotes and events.
Perform listener surveys.
Maintain open communications with staff.
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Part-Time Hourly

Please email your resume.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers



La Gran D Seattle

Page Liked June 11



Te quieres unir a nuestro equipo de promociones? Sigue el link de abajo para la descripción completa. lista de responsabilidades y requisitos para llenar la posición de Asistente de Promociones de Bustos Media Seattle.

Link: <http://kdds.lagrandradio.com/empleos/>

Like Comment Share

8 people like this.



Write a comment

Suggested Groups



Cell Phone Charging for the Houseless

1 friend · 207 members

Join



All Power to The People (formerly Occupy The Dream...)

2 friends · 205 members

Join

See All

NOTICE TO JOB APPLICANTS

WE SEEK AND EMPLOY QUALIFIED PERSONS IN ALL JOB CLASSIFICATIONS AND POSITIONS WITHOUT DISCRIMINATION ON THE BASIS OF RACE, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY. SUCH DISCRIMINATORY PRACTICES ARE SPECIFICALLY PROHIBITED BY LAW. IF YOU BELIEVE YOUR EQUAL EMPLOYMENT RIGHTS HAVE BEEN VIOLATED, YOU MAY CONTACT THE FEDERAL COMMUNICATIONS COMMISSION, THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OR THE APPROPRIATE STATE OR LOCAL EEO AGENCY.



La Gran D News!

2015- 2016 Job Opportunities

Bustos Media Holdings LLC is an Equal Opportunity Employer

Bustos Media's mission is to build and manage the premier independently owned Spanish-language network and Radio group serving the fast growing mid-tier Hispanic markets in the United States. As such, we are seeking to attract and retain experienced on-air talent and sales people who are committed to deliver the best service to a growing consumer group.

Bustos Media Holdings LLC
1004 West James St.
Kent, WA 98032
Phone: 253.735.9700
Fax: 253.852.5475

For Job Options contact

Eddy Alonso, Market Manager

seattle@bustosmedia.com



Our Stations and Formats



KDDS – LA GRAN D 99.3FM

La Gran D has been the market's standard bearer for Bustos Media since 2005. It has the market's most recognized on-air brand that plays a blend of Regional Mexican hits targeting Hispanic adults 25 to 49. La GranD airs the only local radio Spanish language newscast, as well as traffic and weather reports during morning drive.

KMIA – LA ZETA 1210AM

Is a high-energy, promotionally oriented and personality driven contemporary Regional Mexican format targeting Hispanic young adults 18 to 34. Its synergy with the audience is absolutely incomparable. It offers a fast paced music and personality delivery that drives the youthful, yet loyal and consuming listener to stay tuned. This is Top 40 high-energy radio at its best.

This variety of radio formats and complete market coverage distinguishes BUSTOS MEDIA stations as the Spanish Radio Leader. Our diversity reaches across the wide range of musical tastes among Seattle's Spanish speaking audience.



divisions of PARK University Enterprises, Inc.

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.6 CEUs (6 contact hours)

Presented to: Annapurna Pithulha Date: 9.15.2015



William B. Hayes
Executive Director & CEO

The recipient earned continuing education units in accordance with the guidelines established by the National Task Force on Continuing Education for completion of the program.

THN0907