
EEO PUBLIC FILE REPORT

August 1, 2015 - July 31, 2016

I. **VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Senior Manager of Underwriting and Corporate Partnerships	1 - 53	2
Senior Underwriting Account Executive	1 - 53	50
Director of Philanthropic Giving	1 - 53	2

II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

	<u>Organization</u>	<u>Contact Person</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>			
1	Station Website	Lueth	Bill	201 3rd St, Ste 1200	San Francisco	CA	94109	NA	0
2	Word of Mouth // Referral	Lueth	Bill	201 3rd St, Ste 1200	San Francisco	CA	94109	NA	5
3	Internal Posting/Candidate	Lueth	Bill	201 3rd St, Ste 1200	San Francisco	CA	94109	NA	0
4	Academy of Art College	Ellen Supple		79 New Montgomery	San Francisco	CA	94105	Y	0
5	Art Institute of SF		Director of Career Services	1170 Market Street	San Francisco	CA	94102-4908	Y	0
6	Asian Business League	John Chiang	Treasurer	P.O. Box 191345	San Francisco	CA	94119	Y	0
7	Asian Week	Danny Chou		809 Sacramento Street	San Francisco	CA	94108	Y	0
8	Braille Institute	John Silver		741 N. Vermont Ave.	Los Angeles	CA	90029	Y	0
9	CalWorks Education & Training	Mary Magee	Career Counselor/ Job Developer	1400 Evans Avenue, Room 221	San Francisco	CA	94124	Y	0
10	Center Southeast Asian Refugees	Jobs Desk		875 O'Farrell Street	San Francisco	CA	94109	Y	0
11	City College of San Francisco	Francine Podenski		60 Phalen Ave, Box A6	San Francisco	CA	94112	Y	0
12	City College of San Francisco, Southeast Campus		Job Matching Program Coordinator	1800 Oakdale Avenue	San Francisco	CA	94124	Y	0
13	College of Alameda	Monique Perkins		555 Atlantic Avenue	Alameda	CA	94501	Y	0
14	College of Notre Dame	Career Center		1500 Ralston Avenue	Belmont	CA	94002	Y	0
15	Craigslis.org			1381 9th Ave	San Francisco	CA	94122	N	0
16	Current.org			6930 Carroll Avenue, Suite 350	Takoma Park	MD	20912	N	0
17	Department of Rehabilitation	Marilyn Ridgway	Senior Vocational Rehabilitation Counselor	301 Howard Street, 7th Floor	San Francisco	CA	94105	Y	0
18	Department on the Status of Women	Job Board		25 Van Ness Avenue, Suite 130	San Francisco	CA	94102	Y	0
19	Diablo Valley College	Sarah Boland	Coordinator, Career and Employment Center	321 Golf Club Road	Pleasant Hill	CA	94523	Y	0
20	Dominican University of California	Vanessa Ioannides	Director	50 Acacia Avenue	San Rafael	CA	94901	Y	0
21	East Bay Works Center	Claire Marcheano	Career Center Coordinator	4071 Port Chicago Highway #250	Concord	CA	94520	Y	0
22	Emma L. Bowen Foundation for Minority	Sandra Rice	Vice President/ Eastern Division	524 West 57th Street	New York	NY	10019	Y	0
23	Filipinos for Affirmative Action	Judith Olais	Administrative Assistant	310 Eight Street, Suite 306	Oakland	CA	94607	Y	0
24	Indeed.com			7501 N. Capital of Texas Hwy, Building B	Austin	TX	78731	N	0
25	KCSM-TV & FM	Pat Hartnett		1700 West Hillsdale Blvd.	San Mateo	CA	94402	Y	0
26	Korean Center Inc.	Young Park	Employment Specialist	1362 Post Street	San Francisco	CA	94109	Y	0
27	KPIX-TV News	Barbara Rodgers		855 Battery Street	San Francisco	CA	94111	Y	0
28	KQED, Inc.	Anh Lan Hoang		2601 Mariposa Street	San Francisco	CA	94110	Y	0
29	KZSU	Sean Kennedy		P.O. Box 20190	Stanford	CA	94309	Y	0
30	Laney College	Velda Goe	Media Communication	900 Fallon	Oakland	CA	94607	Y	0
31	LDS Employment Center	Jed McNeil		3060 Patt Avenue	San Jose	CA	95133	Y	0
32	Merritt College		Career and Placement Center	12500 Campus Drive, Bldg. Q202	Oakland	CA	94619	Y	0
33	Mills College		Career Center	5000 McArthur Blvd	Oakland	CA	94619	Y	0
34	Monster.com							N	0
35	National University		Attn: Center Assistant	3031 Tisch Way	San Jose	CA	95128-2541	Y	0
36	Nat'l Assoc. Of Black College Broadcasters			PO Box 3191	Atlanta	GA	30302	Y	0
37	New Ways Workers	Scott Duong		2012 Pine Street	San Francisco	CA	94115	Y	0
38	Oakland Public Library		Career Librarian	125 14th Street	Oakland	CA	94612	Y	0
39	Peralta Colleges TV		Program Coordinator	900 Fallon	Oakland	CA	94607	Y	0
40	Potrero Hill Neighborhood House	Gwen Caracter		953 De Haro Street	San Francisco	CA	94107	Y	0
41	San Francisco Chamber of Commerce		The Job Forum	235 Montgomery Street, 12th Floor	San Francisco	CA	94104	Y	0
42	San Francisco Conservatory of Music	Kevin McLaughlin	Library Director	50 Oak Street	San Francisco	CA	94102	N	0
43	San Francisco Housing Authority	Josephina Lopez		100 Appleton Avenue	San Francisco	CA	94110	Y	0
44	San Jose State University	Kim Massey, Ph.D.	Department of Theatre Arts	One Washington Square	San Jose	CA	95192-0098	Y	0
45	Sonoma State University		Career Center	1901 E. Cotati Avenue	Rohnert Park	CA	94928	Y	0
46	Spanish Coalition for Jobs, Inc.	Sandra Luna		2011 W. Pershing Rd.	Chicago	IL	60609	Y	0
47	St. Mary's College	Ed Tywoniak	Communication Department	1928 St. Mary's Road	Moraga	CA	94556	Y	0
48	St. Mary's College of CA	Ferroggiaro Bldg.	Career Management Consultant	PO Box 3421	Moraga	CA	94575	Y	0
49	UC Berkeley		Career Center	210 Sproul Hall	Berkeley	CA	94720	Y	0
50	University of Southern California	jobs.usc.edu	Talent Management Customer Service	3965 S. Vermont Ave	Los Angeles	CA	90037	N	10
51	Women@Work Network, LLC			17 Shadblow Hill Road	Ridgefield	CT	06877	Y	0
52	Youth Radio	Jacinda Abacarian	Managing Director	1701 Broadway	Oakland	CA	94612-2105	Y	0
53	YWCA of San Francisco		Attn: Admin	9940 Powell Street, Apt 101	San Francisco	CA	94108	Y	0

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III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection) [Point Value]	Brief Description Of Activity
	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	On April 20, 2016, our Senior Manager of Underwriting took an online course on preventing sexual harassment in the workplace. The course discussed the types of sexual harassment, best practices for dealing with sexual harassment complaints, and a number of other topics.
	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	On July 27, 2016, our Budget Administrator took an online course from the Society of Human Resource Management regarding ethics and compliance aspects of equal employment opportunity. The training covered a number of topics, including: the definition of discrimination and what categories are protected under policy and the law; understanding what it means to be treated differently because of membership in a protected class; and how anti-discrimination policies protect all employees.