



Idaho Public Television - FCC EEO Public File **Audit Report**

For the period May 22, 2021 to May 21, 2022

The report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
KAID	62442	TV	Boise, ID	Boise, ID
KCDT	62424	TV	Coeur d'Alene, ID	Spokane, WA
KIPT	62427	TV	Twin Falls, ID	Twin Falls, ID
KISU	62430	TV	Pocatello, ID	Idaho Falls, ID
KUID	62382	TV	Moscow, ID	Spokane, WA

The report below lists all full-time vacancies filled during the reporting period for all stations. All open full-time positions are listed on Idaho Public Television's website and intranet (SharePoint). Additionally, notices of all full-time openings are sent to the organizations and agencies listed below:

Job Title	Total Interviewed	Recruitment Source Numbers Used to Fill Vacancy (see page 3 for full details)
Director of Technology Register #09127	#App: 5 #Referred: 1 #Interview: 1	1-7, 13-14, 19, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
Chief Engineer, IdahoPTV State Register #10081	#App: 2 #Referred: 1 #Interview: 1	1-4 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
Chief Engineer, Regional IdahoPTV Register #10204	#App: 1 #Referred: 1 #Interview: 1	1-4, 6, 12-14, 19, 23, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources

Annual Giving Specialist, Philanthropy Register #10460	#App: 4 #Referred: 3 #Interview: 2	1-4, 6, 12-14, 19, 23, 28 Division of Labor, Idaho public Television website, State of Idaho Division of Human Resources
Annual Giving Specialist, Donor Services Register #10445	#App: 9 #Referred: 7 #Interview: 3	1-4, 6, 12, 21, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Donor Services Data Specialist Register #10983	#App: 11 #Referred: 10 #Interview: 6	1-4, 6, 12, 21, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Broadcast Maintenance/Operations Register #11040	#App: 3 #Referred: 1 #Interview: 1	1-4, 16-18, 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Corporate Sponsor Specialist Register #11247	#App: 3 #Referred: 2 #Interview: 2	1-4, 6, 8, 14, 16-17, 19, 20-21, 25- 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Annual Giving Specialist, Donor Services Register #11327	#App: 12 #Referred: 4 #Interview: 3	1-4, 6, 8, 14, 16-17, 19, 20-21, 25- 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Broadcast Field Engineer Register #11069	#App: 4 #Referred: 1 #Interview: 1	1-4, 6, 8, 14, 16-17, 19, 20-21, 25- 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Financial Specialist, Principal Register #11754	#App: 7 #Referred: 4 #Interview: 2	1-4, 6, 8, 14, 16-17, 19, 20-21, 25- 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources
PTV Financial Support Technician Register #12405	#App: 4 #Referred: 3 #Interview: 2	1-4, 6, 8, 14, 16-17, 19, 20-21, 25- 28 Division of Labor, Idaho Public Television website, State of Idaho Division of Human Resources

Master Recruitment Source List

*Note: Idaho Public Television sends job announcements to a wide variety of recruiting sources, and is actively adding new sources as they become known. However, all classified positions with the State of Idaho are required to be announced and hired through the State of Idaho Division of Human Resources recruiting portal per Idaho code, no matter where the applicant saw the job announcement.

The State of Idaho utilizes an internal program called NEOGOV across all State agencies including Idaho Public Television. This applicant tracking system (ATS) is dedicated to public sector employment for all levels of positions and provides an approved Job Class library, Job Postings, Requisition Files, and assigns a Register number for every job posting, once the position is LIVE, tracks applicants through the steps of the application, referral, interview, and hiring process.

In addition, through partnerships established by IDHR, NEOGOV also facilitates automatic posting to the Idaho Department of Labor's job posting portal, along with the job board Indeed which scrapes the NEOGOV posting site daily and automatically posts any LIVE job postings. While these are required and additional job board posting sources, all candidates are referred to and sent to the State of Idaho NEOGOV portal no matter where the applicant sees the announcement.

All positions are recruited following the State's merit system rules and requirements. A more thorough explanation is reported in the narrative section of this report.

Recruit- ment Source #	Recruitment Source Information	Number of Interviewees Referred by Recruitment Source Over Reporting Period
1	State of Idaho Division of Human Resources* 700 W State St Boise ID 83720 Chris Eismann Chris.eismann@dhr.idaho.gov 208-854-3065 Michelle.Peugh@dhr.idaho.gov 208-854-3073	65
2	Idaho Department of Labor 'Idaho Works' website 219 W Main St Boise ID 83735 Jeanette Whitmore Jeanette.Whitmore@labor.idaho.gov	0

3	Idaho Public Television 1455 N Orchard St Boise ID 83706 Michele Hinrichs 208-373-7340 http://idahoptv.org.about/careers.cfm	0
4	Boise State University Career Center 1910 University Drive Boise ID 83725 208-426-1747 Career@boisestate.edu joyce.baker@idahoptv.org	0
5	Maximus 1435 N Orchard St Boise ID 83706 208-488-6881 TeresaASackman@maximus.com	0
6	The College of Idaho Albertson College of Idaho Career Services 2112 Cleveland Blvd Caldwell ID 83605 208-459-5011 Job Postings Career Services careerservices@collegeofidaho.edu	0
7	CPB Jobline (website) Corporate for Public Broadcasting 401 Ninth St NW Washington DC 20004 www.cpb.org	0
8	Idaho State University Career Center Pocatello ID 83209 208-282-2380 careers@isu.edu	0
9	College of Western Idaho 5500 E Opportunity Drive Nampa ID 83687 208-562-3000 https://cwi.edu/	0

10	Current Magazine/MyPBS.ORG 1612 K Street NW, Suite 704 Washington DC 20006 877-745-8776 clientserv@jobtarget.com	0
11	National Association of Black Journalists (NABJ) Keanna Davis 1-866-964-2765 x2716 https://nabjonline.org/	0
12	Idaho Nonprofit Center 5440 W Franklin, Suite 202 Boise ID 83705 www.idahononprofits.org/job-board 208-424-2229	0
13	Idaho Public Television Facebook 1455 N Orchard St Boise ID 83706 www.facebook.com/idahoptv.org 208-373-7220	0
14	ICHA Idaho Commission on Hispanic Affairs 304 N 8 th St. Suite 236 Boise ID 83720 https://icha.idaho.gov/menus/jobs.asp	0
15	Public Media Business Association PMBA https://www.pmbaonline.org/resources	0
16	Mitchell Technical Institute www.mitchelltech.edu/employer-resources/career Contact: Jim Grace 605-995-3065 (For engineering jobs)	0
17	Dept. of Labor-Veterans william.reed@labor.idaho.gov (For engineering jobs)	0
18	ISBA Idaho State Broadcasters Association Connie Sorrell 208-345-3072 ISBA@Qwestoffice.net	0
19	Treasure Valley NAACP Charles Taylor 208-344-6341	0

20	Lee Hecht Harrison Chip.Browndyke@ihh.com. 1450 S Eagle Flight Way, Suite 125 208-334-6586 Profession level position	0
21	National Association of Broadcasters www.nab.org 202-429-5300 Fax: 202-429-4199	0
22	National Education Telecommunications Association NETA https://www.netaonline.org/careers-public-media	0
23	SBE (Engineering jobs) www.sbe.org Scott Jones kjones@sbe.org	0
24	College of Eastern Idaho Lori Killian - Recruitment 1600 25 th E Idaho Falls ID 83404 Human Resources 208-535-5422 Fax 208-525-7026	0
25	Bates Technical College (Engineering) 2320 South 19 th Street Tacoma WA 98405 https://www.batestech.edu/student-resources/	0
26	University of Idaho 875 Perimeter Drive Moscow ID 83844 208-885-6111 info@uidaho.edu	0
27	Lewis & Clark State College 208-792-2313 casws@lcsc.edu 500 8 th Ave Lewiston ID 83501	0
28	Boise State Non-Profit Certificate Program rebeccamorgan1@boisestate.edu	0
Total Interviewed: 25		65

Idaho Public Television FCC/EEOC Narrative

The report covers the following employment units:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
KAID	62442	TV	Boise, ID	Boise, ID
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KISU	62430	TV	Pocatello, ID	Idaho Falls, ID
KUID	62382	TV	Moscow, ID	Spokane, WA

The above named stations fall under Idaho Public Television. There are only three stations that are staffed: KAID (Boise, Idaho, the headquarters office of Idaho Public Television with a staff of 71 full time employees and a state-wide population of 1,981,332; KISU (Pocatello, ID with a staff of 2 full time employees and a population of 58,602; and KUID (Moscow, Idaho, with a staff of 3 and a population of 26,287). The agency-wide human resource management department located in Boise, Idaho, is responsible for implementing EEO policies in the three manned stations that comprise the organization.

For the period of this report, May 22, 2021 – May 21, 2022 there were no pending or resolved discrimination complaints involving the station filed during the station's current license term.

In addition, we have no union agreements, and Idaho Public Television is not a religious broadcaster.

Idaho Public Television Equal Opportunity Employment Statement

Idaho PTV employees are recruited, appointed, assigned and promoted on the basis of individual merit and meeting the qualifications of the Job Class of which they are being hired in accordance with the principles of fair treatment and non-discrimination on the basis of Title VII laws including but not limited to race, color, sex, religion, national origin, age or disability.

No question in any form on the application or in any examination shall be so framed as to elicit information concerning political or religious opinions or affiliations of any applicant, nor shall inquiry be made concerning such opinions or affiliation, and all disclosures thereof shall be disregarded.

State Board of Education Nondiscrimination Policy

Idaho Public Television is an agency under the Idaho State Board of Education and is compliant with this non-discrimination policy.

No one may be denied employment, denied renewal of a contract of employment, or dismissed from employment at any agency, institution, school or office under the governance of the Board because of race, color, national origin, religion, sex, age, disability, or veteran's status except that an employee may be terminated for age pursuant to the retirement policy of the Board in

Governing Policies and Procedures, Section II, subsection K.

Idaho Public Television Diversity and Inclusion Statement

It is the policy of Idaho Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

At Idaho Public Television we value the contributions of each unique individual regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, veteran status, religious or political beliefs or other ideologies. This policy not only applies to our employment practices but is manifested in our culture where we view diversity as a strength to be developed and encouraged.

We choose to take positive actions to promote and encourage diversity and the personal development of each full-time and part-time employee of our organization, and include individuals representing diverse groups in internships to provide meaningful professional level experience to represent the diversity of the communities we serve, and to further public broadcasting's commitment to education.

Idaho Public Television is committed to providing equal employment opportunities for all persons by complying and adhering to the non-discrimination policies and practices of the State of Idaho, the State Board of Education to whom our agency reports, and the Corporation for Public Broadcasting EEO requirements for grantees. As an entity of the State of Idaho, our selection process falls under merit selection principles. State agencies follow policies that assure that all employment related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, age, disability or protected veterans' status. Executive positions are not required to go through this process, but there is an expectation that state agency hiring for executives will reflect a similar commitment and process.

Idaho Public Television supports the training of staff and managers in diversity awareness and non-discrimination. These trainings are offered in-house as well as through the Idaho Division of Human Resources and at educational conferences, seminars, and workshops our managers and staff attend.

Due to health regulations and safety concerns regarding COVID-19, Idaho Public Television's internship program for college and university students was put on pause with intentions of resurrection once health and safety no longer poses an imminent danger. When active, Interns are trained in various areas of broadcasting as a way to enhance future careers in the industry.

Documentation of Recruitment Initiatives:

The narrative above describes the scale of outreach initiatives conducted covering this annual report. Since the combined population statistics for the three station locations of this state-wide broadcaster employment unit exceed 250,000, Idaho Public Television must provide four initiatives in the two year licensing period. The separate report for May 22, 2020 – May 21, 2021 listed multiple outreach activities in five different FCC Menu categories. The additional activities recorded in this year's report add to those activities and exceed the requirement for four outreach initiatives.

Outreach Initiatives for the year May 22, 2021 - May 21, 2022 are recorded in this report.

RECRUITMENT INITIATIVES

FCC Menu Category	Brief Description of Activity, Including Date(s) and Station Staff Involved
5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	(1) Education Department Externs January 2022 – April 2022: Two students from Boise State University (BSU) served an externship for three (3) college credit hours under a Service Learning Student Program in partnership with IdahoPTV. Two BSU students traveled with IdahoPTV's Education Department employees to present Idaho PTV learning opportunities to local children and families. This partnership is expected to continue in the future. (2) Developed an external apprenticeship due to recruiting challenges attracting a qualified PTV Broadcast Field Engineer for our Moscow, Idaho office, the IdahoPTV Director of Technology, the Chief Engineer Regional for Moscow, Idaho, and the Chief Engineer State worked with IdahoPTV Human Resources to create an apprenticeship for the Broadcast Field Engineer position. The development took several months, and we hired our first apprentice in this position in April, 2022. Upon successful completion of the training program, the apprentice will be promoted to PTV Broadcast Field Engineer.
7 Participation in Scholarship Programs designed to assist students interested in pursuing a career in broadcasting.	Advertise J.A. Schlaefle Memorial Scholarship This is a yearly scholarship established in memory of Jack Schlaefle, the first general manager of Idaho Public Television, for post-secondary level students majoring in the broad area relating to broadcasting. Selection of the scholarship winner is conducted each year by Jack Schlaefle's widow and the management of Idaho Public Television. There were no applications received for this scholarship during the 2021-2022 reporting period.
8/9 Establishment of training programs designed to enable	Implemented new initiative to performance evaluation requirements. Implemented the Idaho Governor's initiatives within the I-PERFORM evaluation process utilized by all agencies within the state of Idaho.

<p>station personnel to acquire skills that could qualify them for higher level positions.</p>	<p>I-PERFORM is an online form that supports a statewide performance management system for state agencies. In addition to the ability to document, create, review, finalize, and retrieve employee evaluation records, supervisors have the ability to quickly document day-to-day performance. For the first time employees were specifically rated for performance expectations in Professionalism, Promoting Responsible Government, Customer Focus, and Leadership qualities. Additionally, Developmental Objectives for achievement in the 2022-2023 evaluation period were set forth, with employees and supervisors choosing the following:</p> <p>Mentor a co-worker: 4</p> <p>Attend CPR/First Aid Training/Outdoor First Aid Training: 9</p> <p>Be trained in a specific software or editing program: 4</p> <p>Took college classes: 3</p> <p>Public speaking skills: 1</p> <p>Attend PBS meeting: 2</p> <p>Community Outreach: 4</p> <p>Work with other state agencies: 2</p> <p>Installation of new equipment: 6</p> <p>Certified Public Manager Training: 3</p> <p>Supervisor Academy Training: 3</p> <p>Relicense five high-power transmitters and 45 LP translators: 2</p> <p>Provide access to high-quality teaching materials for educators and students: 3</p> <p>Obtain a drone license: 2</p> <p>Develop a five-year plan for capital replacement: 3</p> <p>Training to improve leadership qualities: 2</p> <p>Cyber security training: 84 (100% of employees)</p> <p>Assist with upgrading equipment: 5</p>
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<p>14 Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination.</p>	<p>Ongoing each year</p> <p>(1) The merit system used by the State of Idaho ensures that all applicants for state positions are evaluated in a fair manner that embodies values as shared by the Governor of the State of Idaho, and all other state agencies. The Human Resources Specialist provides job-based fact finding questions, and behavioral questions tied to preferred position requirements in order to obtain highly talented and skilled candidates. In addition, contacts, trains, informs, and educates interview panel members in preparation for interviews to maintain adherence to the above state goal.</p> <p>(2) The HR Specialist, Michele Hinrichs, is a certified Professional in Human Resources since 2005, and has over 15 years' experience. She is also a certified trainer for several State-wide training programs including Myer's Briggs Type Indicator (MBTI), Collaborate, What Motivates Me, Achieve Global's Principles, and Qualities of Genuine Leadership along with others.</p> <p>(3) All employees complete required annual Respectful Workplace/Sexual Harassment Prevention training sponsored by the State of Idaho (rather than via Navex), with permission from CPB to make this substitution.</p> <p>(4) HR Specialist attended Boise Employment Law Seminar hosted by Parsons Behle and Latimer in September, 2021. The recommendations and learnings from the sessions are integrated into policy and practices within Idaho Public Television.</p> <p>(5) The HR Specialist conducted training with managers, supervisors and directors on the new I-PERFORM evaluation process to assist them in understanding the correlation between the performance standards as listed in the previous performance evaluation and the current performance expectations, and to achieve effective performance management established by a year-round partnership between the employee and the supervisor while creating a shared understanding about the work that is to be accomplished and how that work is to be done.</p> <p>(6) Idaho Department of Human Resources Supervisor Academy. Taught by Idaho Department of Human Resource experts, the Academy teaches supervisors and potential supervisors to apply best practices for continual communication and setting of expectations with employees. The course provides tools, tips and techniques specific to letting team members know how they are doing in their efforts to meet the expectations of their leadership. IdahoPTV had</p>
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	<p>three participants in the course during the 2021-2022 reporting period.</p> <p>(7) The Digital Immersion Learning Center (DLC) is a self-paced virtual training program designed to provide PBS station personnel with digital-specific knowledge through virtual coursework, discussions, and collaborative activities. On the DLC users can develop the skills and knowledge needed to improve their personal understanding of “digitization” as well as their station. IdahoPTV’s Marcia Franklin is a participant for 2022.</p>
<p>16</p> <p>Participation in other activities designed by the station reasonably calculated to further the goal of disseminating as to employment opportunities in broadcasting to job candidates that might otherwise be unaware of such opportunities.</p>	<p>Ongoing each year</p> <p>(1) University of Idaho School of Journalism and Mass Media (JAMM) Activities include: JAMM enjoys a close professional association with University of Idaho graduates and supporters through their advisory board. Advisory board members contribute their knowledge, vision and experience to enable JAMM to meet and exceed their goals and to help chart a successful course for the future.</p> <p>Part-time employment and internship opportunities for college students at Idaho Public Television range from television and web production to education and outreach activities.</p> <p>JAMM utilizes Idaho Public Television’s facilities and staff throughout the year to teach their students and classes the principles of media production and technical aspects.</p> <p>(2) Certified Public Manager Program. Offered by the Idaho Division of Human Resources, CPM® is a nationally accredited comprehensive public management development program designed to develop the effectiveness of city, county, state, and federal public managers. Idaho PTV is proud to have three participants in 2022, Aaron Kunz, Melissa Davlin, and Kari Wardle. By participation in this program, IdahoPTV gains public exposure and promotion of employment opportunities through networking activities.</p> <p>(3) IdahoPTV is participating in job fairs throughout the Treasure Valley in 2022 after a two year hiatus due to COVID. The first event will be held on June 8, 2022 by the State of Idaho, inviting the public to explore employment opportunities offered by IdahoPTV. We anticipate attendance at the job fair offered at Mountain Home Air Force Base in late summer 2022 in an attempt to recruit veterans into our workforce.</p> <p>Participation in the activities sponsored by the following community groups active in broadcast employment issues:</p>

(4)

Idaho State Broadcasters Association (ISBA)

Maintains website for employment activities:

<https://www.idahobroadcasters.org/index.php/jobs>

Each year ISBA funds at least two \$1,000 general scholarships and the Wayne C. Cornils Memorial Scholarship for less advantaged students.

Applications are encouraged from students attending Idaho schools and preparing for a career in broadcasting. Such careers could include: business administration, sales, journalism, and engineering.

<https://www.idahobroadcasters.org/index.php/scholarships>

(5)

Society of Broadcast Engineers (SBE)

Activities include involvement with SBE in which all interested parties are invited and encouraged to attend educational seminars.

(6)

Idaho Press Club

Idaho Public Television's production staff has been actively involved on the board of directors of the Idaho Press Club, including serving as regional and state chapter officers, hosting IPC meetings at the station, providing speakers for IPC "Headliner" luncheons, and leading teams that select IPC scholarship winners for college students and mid-career professionals. Although public meetings were not held during the peak of the COVID-19 pandemic, IdahoPTV expects such activities to resume during 2022-2023.

(7)

National Academy of Television Arts and Sciences Northwest Chapter. Idaho Public Television production staff have/have been actively involved on the Governor's board of the NATAS-NW chapter, including Joan Cartan-Hansen, Producer/Writer/ Host sits on the national governing board, presenting Northwest interests and is Chair of the Presidents' Council made up of all 19 chapter president. This board oversees the selection of the Emmy awards, distribution of college scholarships and mentoring efforts.

(8)

Participation in Handshake program.

Handshake is a program designed to recruit college students, either as interns or following a program of study. Using Handshake, IdahoPTV publicizes employment opportunities to Idaho, Washington, Utah, and Oregon colleges and universities.

Idaho Public Television's Process to Analyze Its EEO Recruitment Program

Idaho Public Television's efforts to analyze its EEO recruitment program to ensure that it is effective in addressing any deficiencies include:

- Continually re-assessing our recruiting sources in an effort to provide the broadest outreach to possible candidate pools.
- Benchmarking our staff composition against statistics available on Idaho demographics.
- Building a diversified talent pipeline through our college internships and job fair opportunities. Job fair opportunities were limited for much of the pandemic and IdahoPTV has plans to participate in job fairs during the 2022-2023 reporting period.
- Working with local veteran's employment agencies, and Maximus, an agency that works to help long-term employment.
- Participating in the Mountain Home Air Force Base Career Fair for service members and military spouses who are exiting military service and entering the civilian job market. While no such career fair was held during the height of the pandemic, IdahoPTV anticipates attending once again during the 2022-2023 reporting period.
- Hiring lists for each position are generated outside of the agency using the State's merit system process and review of all candidate submissions by an outside subject matter expert using a template provided by the Division of Human Resources for each position. Our interview processes are based in using a set of job-related, behavioral interview questions that are posed to all qualified candidates. In addition, all interviews are group interviews consisting of a panel of managers and staff. A representative from Human Resources is present in each interview to ensure that a compliant interview is conducted.

Name of Respondent: Michele Hinrichs, Human Resource Specialist

Michele Hinrichs

Signed By:



Jeff Tucker, General Manager
Idaho Public Television
jeff.tucker@idahoptv.org
Telephone: (208) 373-7220
Facsimile: (208) 373-7245



STATE OF IDAHO
invites applications for the position of:

Director of Technology

SALARY: \$37.33 - \$41.54 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 06/07/21
CLOSING DATE: 06/11/21 11:59 PM
DESCRIPTION:



This position will be located in Idaho Public Television's Office in Boise, ID.

This is a full-time position with benefits.

To provide leadership for a major, statewide program in support of IdahoPTV's mission, vision and values; perform related work.

To plan, administer, and evaluate statewide infrastructure of telecommunications facilities for Idaho Public Television. To lead, motivate and develop technology department managers and staff. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

EXAMPLE OF DUTIES:

Key Responsibility 1: Plan, administer, and evaluate statewide technology infrastructure and telecommunications facilities for Idaho Public Television, including:

- Research and advocate action on infrastructure and telecommunications, technical, and computerization policy issues
- Prepare and submit reports and applications for licenses to FCC, NTIA, PBS, CPB, and other federal, state, and local regulators necessary for conducting Idaho PTV
- Serve as liaison with federal, state, and local representatives
- Manage site lease agreements with federal, state, and local representatives
- Evaluate and report on performance of technological initiatives
- Establish a system of standards and policies for the Idaho PTV Technical Division

Key Responsibility 2: Operational Oversight:

- Supervise and administer all Idaho PTV television studio, transmitter, microwave facilities, translators, computer infrastructure and technical personnel
- Provide drafting, drawing, and planning of technical as required
- May design and oversee construction of technical equipment
- Coordinate and conduct Technical Department activities so that FCC, FAA, and building codes are met with full compliance with rules and industry standards; Assures compliance with FCC rules on station logs, transmitters, microwave, and two-way units

- Acts as agency liaison for agency technical concerns with power companies, networks, distributors, telcos, CATV, and translator organizations

Key Responsibility 3: Lead, Motivate, and Develop Technology Department Managers & Staff:

- Manage personnel within the Technical department with direct reporting over inner departmental heads, Chief Engineer KAID/KIPT, Regional Chief Engineers KUID/KCDT and KISU, Field Engineer and Information Technology Supervisors
- Set standards, assign work, and evaluate staff performance
- Motivate and mentor managers within the department to become effective leaders of staff and to support department and agency goals
- Demonstrate leadership competence including motivating people, leading teams through change, measuring and managing performance, facilitating meetings, and developing processes and policies designed to optimize the effectiveness and productivity of the department and its members
- Conduct continuing education programs of personnel pertaining to equipment operations and Idaho PTV procedures
- Exhibit exceptional interpersonal and communication skills

Key Responsibility 4: Budgeting:

- Develop and recommend program budgets
- Monitor budgets, approve expenditures, and evaluate programs for efficient operation
- Prepare technical cost estimates for all Idaho PTV projects

Key Responsibility 5: Member of Agency Leadership Team:

- Establish and cultivate strong relationships with peers, across different levels of the organization and externally
- Work with others to reach common goals and objectives

MINIMUM QUALIFICATIONS:

- Competency in management and demonstrated leadership skills.
- Examples of qualifying background: Typically this requires considerable experience managing a major program and leadership of professional staff.
- Associate's degree, forty-five (45) semester units in broadcast technology electronics or equivalent technology, trade school certification such as military electronics in related field. This should be equal to approximately 700 hours of formal training.

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

Experience:

- Managing and improving program development and performance.
- Analyzing complex management issues and developing recommendations for improvement.
- Conducting fact-finding interviews and interpreting statistical and narrative information.
- Interpreting and applying laws and regulations relative to the FCC and CPB.

Some knowledge of:

- Budget practices (cost/benefit analysis and budget setting).

Good knowledge of:

- Broadcast engineering principals, methods, and techniques as demonstrated by completing a minimum of a Bachelor's Degree in Engineering OR equivalent on-the-job training AND at least 10 years' experience applying those principals.
- Project management.

Nature and Scope:

Incumbents provide clear focus and direction for a major statewide program. These positions provide leadership to ensure a sustainable and integrated services system. They direct staff, develop and recommend program objectives, policies and procedures and manage budget.

These managers identify, develop, implement and evaluate program partnerships, cooperative relationships, models and practices that position the program to support department strategic objectives. Incumbents ensure program quality, integrity, and compliance with state and federal program requirements. They maximize use of program resources to support program quality and innovation. Relationships are critical to the success of program managers, including those with staff, other programs, and department operations, stakeholders, legislature, media, the public, customers, and providers. These individuals focus on seeking opportunities for cooperation, collaboration, partnership and integration with other programs and efforts.

Critical competencies for success: Critical and systems thinking, measuring program outcomes, utilizing and learning organizational principals in programs and staff leadership and problem solving; listening: clear, persuasive and convincing communication; providing clear focus and direction; confronting difficult issues, identifying alternatives, deciding on a course of action; collaboration; partnering.

HOW TO APPLY:

- Submit your application using the above "Apply" button.
- Attach a current resume and cover letter detailing how you meet the minimum qualifications listed above.

To learn more about the Idaho Public Television, please visit our website at: idahoptv.org.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERSI retirement](#), [medical/dental insurance](#), a [wellness program](#) and [state-facilitated training](#).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Director of Technology for Idaho Public Television.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #09127
DIRECTOR OF TECHNOLOGY
JB

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov



STATE OF IDAHO
invites applications for the position of:

Chief Engineer, IdahoPTV State

SALARY: \$22.36 - \$31.95 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 08/12/21

CLOSING DATE: 08/22/21 11:59 PM

DESCRIPTION:

Job Location: Boise, ID

Are you looking for an opportunity to make a difference in television viewers lives on a daily basis? Come work with a passionate dynamic team here at Idaho Public Television! This is a rare opportunity to supervise a digital television station's technical maintenance department; maintain and repair studio and transmitter equipment, perform broad systems administration and technical support for stand-alone automation hardware and software and local area networks related to digital transmission system; with the responsibility for continuation of Public Broadcasting Services.

Idaho Public Television: We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans.

EXAMPLE OF DUTIES:

1. Supervision.

- Selects, trains, motivates, directs and evaluates staff
- Develops and monitors budget
- Ensures station compliance with FCC technical and operational broadcast standards
- Coordinates technical interface with operations and production staff
- Plans station equipment lay out and equipment requirements and oversees modifications and new installations
- Determines priority of equipment repair projects
- Acts for the Director of Technology in his absence

2. Broadcast equipment repair and maintenance.

- Performs video and audio proof of performance checks to ensure equipment meets FCC technical requirements
- Repairs television production equipment to include videotape machines, color cameras, and switching equipment
- Installs and maintains hardware and software products and configures PC and network equipment according to department standards
- Defines system standards and procedures
- Services a variety of radio frequency transmission, fiber optic and reception equipment such as high-power transmitters, microwave receivers and transmitters and satellite reception equipment
- Maintains complete equipment performance records
- Researches, evaluates and specifies new equipment and recommends purchase

3. Digital Television.

- This position performs tasks related to DTV planning, implementation and ongoing enhancements to DTV transmission in coordination with the Director of Technology
- Plans for the transition to and implementation of ATSC 3.0 digital signal transmission
- Researches and develops station strategies for the digital infrastructure in support of the transmission standard

- Supervises the maintenance, set up and installation of digital equipment

MINIMUM QUALIFICATIONS:

Considerable knowledge of:

Broadcast RF transmission systems

State-of-the-art studio equipment theory; automation and traffic system hardware and software implementation

Experience:

Training others and overseeing their work

Installing, troubleshooting and repairing state-of-the-art digital broadcast television studio and RF transmission system utilizing electronic test equipment

Applying FCC rules and regulations pertaining to technical and operational aspects of RF broadcast transmission systems

Evaluating and resolving computer, automation system, and user problems related to DTV systems

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

Some knowledge of management practices typically gained by one year of work experience that include all the essential elements of management (Planning, Organizing, Leading, and Controlling) OR completion of two upper division college level courses, or approximately 60 hours of management training, that included all the essential elements of management AND six months of work experience performing all management elements.

A valid FCC General Class Radio/Telephone License or restricted radiotelephone operator's permit or Society of Broadcast Engineers certification

Ability to climb broadcast television tower structures up to 100 feet, tower climbing certification

Employees in this class are subject to be on-call 24 hours per day, seven days a week. Travel to mountain top transmitter sites is required. Winter work is often under adverse weather conditions and will require operation of four-wheel drive vehicles and snowmobiles for site access. Snowshoeing may be required. Transmitter site work is performed around high-voltage equipment.

Supplemental Information:

During the application process, please list any and all current and past certifications held, including if you possess a Society of Broadcast Engineers Certification.

Please include salary preference during application process.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.



304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Chief Engineer, IdahoPTV State Supplemental Questionnaire

- * 1. Please describe your experience training others and overseeing their work; installing, troubleshooting and repairing state-of-the-art digital broadcast television studio and RF transmission systems utilizing electronic test equipment; applying FCC rules and regulations pertaining to technical and operational aspects of RF broadcast transmission systems; evaluating and resolving computer, automation systems, and user problems related to DTV systems. This is typically gained by experience of at least two (2) years where you were responsible for the areas listed above.
- * 2. Please describe how you gained considerable knowledge of: broadcast RF transmission systems and state-of-the-art studio equipment theory; automation and traffic system hardware and software implementation. This is typically gained by experience of at least three (3) years where you were responsible for the oversight and/or design/implementation of the areas described above.
- * 3. Extra Credit: Please describe how you have gained some knowledge of management practices. Typically gained by one year of work experience that included all the essential elements of management (Planning, Organizing, Leading, and Controlling) OR completion of two upper division college level courses, or approximately 60 hours of management training, that included all the essential elements of management AND six months of work experience performing all management elements.
- * 4. Extra Credit: Do you possess a valid FCC General Class license or Society of Broadcast Engineers Certification? This item is not required, but possession of a valid license/certification will increase your score.
 - ☐ I possess a valid FCC General Class license.
 - ☐ I possess a valid Society of Broadcast Engineers Certification.
 - ☐ I do not possess a valid FCC General Class license or Society of Broadcast Engineers Certification.
- * 5. Extra Credit: This job may have times whereby repairs are required on our broadcast television towers. Please describe your training and ability to climb tower structures of up to 100 feet, or note if you have a tower climbing certification. This is typically gained by one year of experience in climbing structures, or certification earned through proof of passing written exam and receiving certification.

* Required Question



STATE OF IDAHO
invites applications for the position of:

Chief Engineer, Regional IdahoPTV

SALARY: \$19.82 - \$28.29 Hourly

DEPARTMENT: Idaho Public Television

OPENING DATE: 08/18/21

CLOSING DATE: 08/29/21 11:59 PM

DESCRIPTION:

Job Location: Moscow, ID

Are you looking for an opportunity to make a difference in television viewers lives on a daily basis? Come work with a passionate dynamic team here at Idaho Public Television! This is a rare opportunity to supervise a digital television station's technical maintenance department; maintain and repair studio and transmitter equipment, perform broad systems administration and technical support for stand-alone automation hardware and software and local area networks related to digital transmission system; with the responsibility for continuation of Public Broadcasting Services.

Idaho Public Television: We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans.

EXAMPLE OF DUTIES:

1. Supervision.

- Selects, trains, motivates, directs and evaluates staff
- Develops and monitors budget
- Ensures station compliance with FCC technical and operational broadcast standards
- Coordinates technical interface with operations and production staff
- Plans station equipment lay out and equipment requirements and oversees modifications and new installations
- Determines priority of equipment repair projects
- Acts for the Director of Technology in his absence

2. Broadcast equipment repair and maintenance.

- Performs video and audio proof of performance checks to ensure equipment meets FCC technical requirements
- Repairs television production equipment to include videotape machines, color cameras, and switching equipment
- Installs and maintains hardware and software products and configures PC and network equipment according to department standards
- Defines system standards and procedures
- Services a variety of radio frequency transmission, fiber optic and reception equipment such as high-power transmitters, microwave receivers and transmitters and satellite reception equipment
- Maintains complete equipment performance records
- Researches, evaluates and specifies new equipment and recommends purchase

3. Digital Television.

- This position performs tasks related to DTV planning, implementation and ongoing enhancements to DTV transmission in coordination with the Director of Technology
- Plans for the transition to and implementation of ATSC 3.0 digital signal transmission
- Researches and develops station strategies for the digital infrastructure in support of the transmission standard

- Supervises the maintenance, set up and installation of digital equipment

MINIMUM QUALIFICATIONS:

Considerable knowledge of:

Broadcast RF transmission systems

State-of-the-art studio equipment theory; automation and traffic system hardware and software implementation

Experience:

Installing, troubleshooting and repairing state-of-the-art broadcast television studio and RF transmission system using electronic test equipment

Applying FCC rules and regulations pertaining to technical and operational aspects of RF broadcast transmission systems

Evaluating and resolving computer problems related to DTV systems

Valid driver's license

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

A valid FCC General Class Radio/Telephone License or restricted radiotelephone operator's permit or Society of Broadcast Engineers certification

Ability to climb broadcast television tower structures up to 100 feet, tower climbing certification

Employees in this class are subject to be on-call 24 hours per day, seven days a week. Travel to mountain top transmitter sites is required. Winter work is often under adverse weather conditions and will require operation of four-wheel drive vehicles and snowmobiles for site access. Snowshoeing may be required. Transmitter site work is performed around high-voltage equipment.

Supplemental Information:

During the application process, please list any and all current and past certifications held, including if you possess a Society of Broadcast Engineers Certification.

Please include salary preference during application process.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.



APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaaho>

304 North 8th Street
Boise, ID 83720

Position #10204
CHIEF ENGINEER, REGIONAL IDAHOPTV
MH

Chief Engineer, Regional IdahoPTV Supplemental Questionnaire

- * 1. Please describe how you gained considerable knowledge of: broadcast RF transmission systems and state-of -the-art studio equipment theory; automation and traffic system hardware and software implementation. This is typically gained by experience of at least three (3) years where you were responsible for the oversight and/or design/implementation of the areas described above.
 - * 2. Describe experience which required you to install, troubleshoot, and repair state-of-the-art broadcast television studio and RF transmission system equipment utilizing electronic test equipment. This is typically met by approximately two years of directly related work experience.
 - * 3. Describe your experience applying FCC rules and regulations pertaining to technical and operational aspects of RF broadcast transmission systems. This is typically met through one or more years of directly related work experience requiring this.
 - * 4. Describe your experience evaluating and resolving computer problems related to DTV systems. This is typically met by approximately two years of directly related work experience.
 - * 5. Do you possess a valid driver's license?
 - ☐ Yes
 - ☐ No
 - * 6. Extra Credit: Do you possess a valid FCC General Class license or Society of Broadcast Engineers Certification? This item is not required, but possession of a valid license/certification will increase your score.
 - ☐ I possess a valid FCC General Class license.
 - ☐ I possess a valid Society of Broadcast Engineers Certification.
 - ☐ I do not possess a valid FCC General Class license or Society of Broadcast Engineers Certification.
 - * 7. Extra Credit: This job may have times whereby repairs are required on our broadcast television towers. Please describe your training and ability to climb tower structures of up to 100 feet, or note if you have a tower climbing certification. This is typically gained by one year of experience in climbing structures, or certification earned through proof of passing written exam and receiving certification.
- * Required Question



STATE OF IDAHO
invites applications for the position of:

Annual Giving Specialist, Philanthropy

SALARY:	\$19.82 - \$24.00 Hourly
DEPARTMENT:	Idaho Public Television
OPENING DATE:	09/03/21
CLOSING DATE:	09/12/21 11:59 PM
DESCRIPTION:	

If you are looking for a position to make a difference, grow impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! Our Annual Giving Specialist is about planning, developing, and implementing strategies within the Philanthropy Fundraising team to maximize Idaho Public Television fundraising through donor contribution crucial broadcast continuation. You will have an exciting opportunity to partner with the Philanthropy Director to improve strategy and message development, project management, team coordination, vendor management, budget oversight and data analysis/evaluation to maintain current donors and increase growth through new Donor acquisition.

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

EXAMPLE OF DUTIES:

- Participate in program planning, development, training, and implementation with the goal of maximum retention of current donors, and increase growth acquiring new donors.
- Lead, train, and manage cross-functional teams, staff, and outside vendors to capitalize on levels of customer service experience for donors,
- Create and implement retention and recapture techniques with general, mid-range, and major donor levels using marketing techniques, distribution, and current technologies.
- Research, create, analyze and present accurate data reports.
- Develop budget and monitor expenditures; evaluate research findings relative to specific projects being developed.
- Lead, train, and monitor support staff in using technology for marketing and retention.
- Manage the technology driven customer service process – assisting with donor calls/email inquiries with technology registration, utilization and support.
- Develop, and recommend or implement program policies and procedures; develop policy and procedure manual(s); prepare or assist in the preparation of administrative reports, studies, and specialized research.
- Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure financial support for programs.
- Establish, lead, and participate with teams during major on and off air fundraising campaigns throughout the year including but not limited to December Mini-Fest and March Festival.
- Provide training and supervision of corporate teams or groups of volunteers who answer calls and record pledge details using on-set computers.
- Participate in Agency initiatives, events, and activities in partnership with peers.

MINIMUM QUALIFICATIONS:

- Some knowledge of management practices; program or project planning and implementation.
- Experience developing and evaluating policies and procedures.

MQ Specialties:

- Experience analyzing & interpreting data using statistical software.
- Good knowledge of market research techniques and databases.
- Some knowledge of marketing principles

SUPPLEMENTAL INFORMATION:

PREFERRED QUALIFICATIONS/EXTRA CREDIT:

- Excellent communication, active listening, active questioning, and clear and concise verbal and written skills.
- Experience analyzing information, identifying problems, defining alternatives and developing recommendations.
- Experience leading and implementing multiple projects with strict deadlines.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.



APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #10460
 ANNUAL GIVING SPECIALIST, PHILANTHROPY
 MH

304 North 8th Street
 Boise, ID 83720

idhr@dhr.idaho.gov

Annual Giving Specialist, Philanthropy Supplemental Questionnaire

- * 1. MQ1: Describe how you have obtained some knowledge of management practices. Include in your response any management training/coursework, and/or work experience in a management position. Typically gained by completion of one three credit or equivalent upper division college-level course or approximately 60 hours or equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling); OR the State/BSU

sponsored Center for Management Development Supervision I-IV or equivalent; OR six months of experience performing all management elements. Describe the courses you attended and what subject matter was covered.

- * 2. MQ2: Please describe how you gained some knowledge of program or project planning and implementation. This is typically gained through at least six months of work experience involved in program or project planning and implementation as a team member or individual contributor. Include in your response the types of programs/projects you have been involved with and your specific responsibilities.
- * 3. MQ3: Please describe your experience developing and evaluating policies and procedures. This is typically gained through six months experience writing or assisting in the review/auditing and developing of policies, procedures, field memorandums, directives or post orders. Include in your response the types of policies or procedures you developed and any experience you may have auditing and monitoring policies and procedures.
- * 4. MQ Specialty: Do you have some experience analyzing and interpreting data using statistical software? This is typically gained by at least six months of work experience utilizing Excel, Tableau, or another customer relation database.
 - ☐ Yes
 - ☐ No
- * 5. MQ Specialty: Do you have good knowledge of market research techniques and databases? This is typically gained by at least six months of work experience utilizing focus groups, Nielsen ratings, and/or Google Docs.
 - ☐ Yes
 - ☐ No
- * 6. MQ Specialty: Do you have some knowledge of marketing principles. Typically gained through upper division coursework in marketing/communications; OR one year of experience marketing or promoting a service or product, and may be either a volunteer or paid position.
 - ☐ Yes
 - ☐ No
- * 7. (Extra Credit) Please describe how you have acquired and maintained excellent communication, active listening, active questioning, and clear and concise verbal and written skills. This experience would be gained by minimum one year of experience interviewing peers or customers, seeking information for understanding, obtaining feedback, and preparing written narrative reports.
- * 8. (Extra Credit) Please describe your ability to analyze information, identify problems, define alternatives and develop recommendations. Typically gained by one year of experience compiling and analyzing data and drawing conclusions to include recommendations. Examples would include (but are not limited to) performing trend analysis, analyzing data, compiling results, assessing alternatives, and making recommendations for improving programs.
- * 9. (Extra Credit) Please describe your experience leading and implementing multiple projects with strict deadlines. Please include a) the types of projects you have managed; b) if you held a leadership role in the management of the projects; and c) what measurement processes/methods you used to assess progress towards the goals

and outcomes established for the project. Typically this is met through approximately one year of experience managing projects with at least one year in a leadership role.

* Required Question



STATE OF IDAHO
invites applications for the position of:

Annual Giving Specialist, Donor Services

SALARY:	\$19.82 - \$24.00 Hourly
DEPARTMENT:	Idaho Public Television
OPENING DATE:	09/03/21
CLOSING DATE:	09/26/21 11:59 PM
DESCRIPTION:	

If you are looking for a position to make a difference, impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! Our Annual Giving Specialist is about planning, developing, and implementing strategies within the Donor Services Fundraising team to maximize Idaho Public Television fundraising through donor contribution crucial broadcast continuation. You will have an exciting opportunity to partner with the Annual Giving Director to improve strategy and message development, project management, team coordination, vendor management, budget oversight and data analysis/evaluation to maintain current donors and increase growth through new Donor acquisition.

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

EXAMPLE OF DUTIES:

- Participate in program planning, development, training, and implementation with the goal of maximum retention of current donors, and increase growth acquiring new donors.
- Lead, train, and manage cross-functional teams, staff, and outside vendors to capitalize on levels of customer service experience for donors,
- Create and implement retention and recapture techniques with general, mid-range, and major donor levels using marketing techniques, distribution, and current technologies.
- Research, create, analyze and present accurate data reports.
- Develop budget and monitor expenditures; evaluate research findings relative to specific projects being developed.
- Lead, train, and monitor support staff in using technology for marketing and retention.
- Manage the technology driven customer service process – assisting with donor calls/email inquiries with technology registration, utilization and support.
- Develop, and recommend or implement program policies and procedures; develop policy and procedure manual(s); prepare or assist in the preparation of administrative reports, studies, and specialized research.
- Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure financial support for programs.
- Establish, lead, and participate with teams during major on and off air fundraising campaigns throughout the year including but not limited to December Mini-Fest and March Festival.
- Provide training and supervision of corporate teams of groups of volunteers who answer calls and record pledge details using on-set computers.
- Participate in Agency initiatives, events, and activities in partnership with peers.

MINIMUM QUALIFICATIONS:

- Some knowledge of management practices; program or project planning and implementation.
- Experience developing and evaluating policies and procedures.

MQ Specialties:

- Experience analyzing & interpreting data using statistical software.
- Good knowledge of market research techniques and databases.
- Some knowledge of marketing principles.

SUPPLEMENTAL INFORMATION:

PREFERRED QUALIFICATIONS/EXTRA CREDIT:

- Excellent communication, active listening, active questioning, and clear and concise verbal and written skills.
- Experience analyzing information, identifying problems, defining alternatives and developing recommendations.
- Experience leading and implementing multiple projects with strict deadlines.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERS](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.



APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

304 North 8th Street
 Boise, ID 83720

idhr@dhr.idaho.gov

Position #10445
 ANNUAL GIVING SPECIALIST, DONOR SERVICES
 MH

Annual Giving Specialist, Donor Services Supplemental Questionnaire

- * 1. MQ1: Describe how you have obtained some knowledge of management practices. Include in your response any management training/coursework, and/or work experience in a management position. Typically gained by completion of one three credit or equivalent upper division college-level course or approximately 60 hours or equivalent of management training that included all the essential elements of

management (Planning, Organizing, Leading, and Controlling); OR the State/BSU sponsored Center for Management Development Supervision I-IV or equivalent; OR six months of experience performing all management elements. Describe the courses you attended and what subject matter was covered.

- * 2. MQ2: Please describe how you gained some knowledge of program or project planning and implementation. This is typically gained through at least six months of work experience involved in program or project planning and implementation as a team member or individual contributor. Include in your response the types of programs/projects you have been involved with and your specific responsibilities.
- * 3. MQ3: Please describe your experience developing and evaluating policies and procedures. This is typically gained through six months experience writing or assisting in the review/auditing and developing of policies, procedures, field memorandums, directives or post orders. Include in your response the types of policies or procedures you developed and any experience you may have auditing and monitoring policies and procedures.
- * 4. MQ Specialty: Do you have some experience analyzing and interpreting data using statistical software? This is typically gained by at least six months of work experience utilizing Excel, Tableau, or another customer relation database.
 - ☐ Yes
 - ☐ No
- * 5. MQ Specialty: Do you have good knowledge of market research techniques and databases? This is typically gained by at least six months of work experience utilizing focus groups, Nielsen ratings, and/or Google Docs.
 - ☐ Yes
 - ☐ No
- * 6. MQ Specialty: Do you have some knowledge of marketing principles. Typically gained through upper division coursework in marketing/communications; OR one year of experience marketing or promoting a service or product, and may be either a volunteer or paid position.
 - ☐ Yes
 - ☐ No
- * 7. (Extra Credit) Please describe how you have acquired and maintained excellent communication, active listening, active questioning, and clear and concise verbal and written skills. This experience would be gained by minimum one year of experience interviewing peers or customers, seeking information for understanding, obtaining feedback, and preparing written narrative reports.
- * 8. (Extra Credit) Please describe your ability to analyze information, identify problems, define alternatives and develop recommendations. Typically gained by one year of experience compiling and analyzing data and drawing conclusions to include recommendations. Examples would include (but are not limited to) performing trend analysis, analyzing data, compiling results, assessing alternatives, and making recommendations for improving programs.
- * 9. (Extra Credit) Please describe your experience leading and implementing multiple projects with strict deadlines. Please include a) the types of projects you have managed; b) if you held a leadership role in the management of the projects; and c) what measurement processes/methods you used to assess progress towards the goals

and outcomes established for the project. Typically this is met through approximately one year of experience managing projects with at least one year in a leadership role.

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Donor Services Data Specialist

SALARY:	\$16.00 - \$19.19 Hourly
DEPARTMENT:	Idaho Public Television
OPENING DATE:	10/05/21
CLOSING DATE:	10/31/21 11:59 PM
DESCRIPTION:	

Idaho Public Television is Idaho's premier educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism and events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

Idaho Public Television has an exciting opportunity for a Donor Services Data Specialist that will work closely with our Donor Services and Philanthropy team to grow and maintain our donor database housing over 100,000 contributors using the Allegiance Software system.

If you have great skills using Microsoft Excel, Word, and large databases similar to Raiser's Edge and Salesforce, we have an excellent opportunity for you. Training in Allegiance software will be provided.

EXAMPLE OF DUTIES:

RESPONSIBILITIES INCLUDE:

- Under direct supervision and reporting to the Annual Giving Director, this position will work closely with the fundraising team to maintain and upgrade the Friends of Idaho Public Television's donor database with over 100,000 records - and growing- using the Allegiance software system.
- Monitor and approve daily Friends of Idaho Public Television cash, credit card, and digital transactions in our donor database system; serve as primary contact for external and internal customer service technical inquiries; analyze computer data, data entry and manage the digital processes within the database and outside vendors, such a call centers and marketing agencies.
- Responsible for all monthly processing of donor/membership renewals, programs guides, monthly reminders, thank you letters, and preparation for processing by digital operations and/or outside vendor agencies.
- Generate mail-merge thank you letters, mailing labels and other correspondences for continued donor contact and updates.
- Balance daily statewide donor system reports for accounts receivable and daily deposits; file cash receipts, reports and pledge documents.
- Serve as back-up for customer/donor phone calls and email requests.
- Participates as a member of the data entry team and lead technical advisor for call center operations during major fundraising campaigns in December and the first two weeks of March (Festival). May occasionally require working overtime, weekends or nights as dependent on fundraising initiatives mentioned.
- May oversee support staff or perform lead work duties and work with outside vendors. Other job duties as assigned.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

- Experience monitoring a records system to identify and correct errors
- Experience researching a variety of sources to resolve problems
- Experience interpreting, explaining and applying regulations, laws, or complex policies to carry out assignments
- Experience entering and retrieving data using a computerized records system

SUPPLEMENTAL INFORMATION:

PREFERRED QUALIFICATIONS:

- Two or more years of experience using database software including, but not limited to storing, retrieving, and compiling information in a visually attractive report.
- Expert knowledge of Microsoft Excel, and Word.
- Experience with Credit Card processing, Electronic Funds Transfer (EFT) protocol and processing a large volume of web-based transactions.
- Experience with HTML coding to create email newsletters, e-campaigns and communications with customers and donors
- Creating and producing a variety of documents including detailed spreadsheets and statistical reports
- Knowledge of customer relationship CRM management database

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, [PERS!](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #10983
PTV DONOR SERVICES DATA SPECIALIST
MH

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Donor Services Data Specialist Supplemental Questionnaire

- * 1. MQ1: I have at least one (1) year of experience (or more) monitoring records systems, identifying problems and correcting errors.

☐ Yes

- ☐ No
- * 2. MQ2: Do you have experience researching a variety of sources to resolve problems? Typically gained by at least one (1) year experience providing solutions using a variety of sources including technology, existing data, or other sources.
☐ Yes
☐ No
 - * 3. MQ3: Do you have at least one year of experience interpreting, explaining, and applying laws and regulations? Typically met with experience reviewing information or documents for compliance with laws and regulations OR explaining to others how laws and regulations apply to specific situations.
☐ Yes
☐ No
 - * 4. MQ4: Do you have at least one year of work experience entering and retrieving data using a computerized records system?
☐ Yes
☐ No
 - * 5. PREFERRED QUALIFICATION: I have at least two (2) or more years of using database software including, but not limited to storing, retrieving, and compiling information in a visually aesthetic report.
☐ Yes
☐ No
 - * 6. PREFERRED QUALIFICATION: I have expert knowledge working with Microsoft Office products, such as Word and Excel. Typically gained by at least one (1) year of work experience using Microsoft Office products such as Word and Excel as a major part of the job.
☐ Yes
☐ No
 - * 7. PREFERRED QUALIFICATION: I have experience with Credit Card processing, Electronic Funds Transfer (EFT) protocol, and processing large volumes of web-based financial transactions. Typically gained by at least six (6) months of experience processing electronic purchases or donations either over the phone or through web-based programs.
☐ Yes
☐ No
 - * 8. PREFERRED QUALIFICATION: I have experience with HTML coding to create email news letters, e-campaigns, and communications with customers. Typically gained by at least six (6) months experience using HTML to create business communications to customers or clients.
☐ Yes
☐ No
 - * 9. PREFERRED QUALIFICATION: Please select the response that best describes your education and/or experience creating and producing a variety of documents including detailed spreadsheets and statistical reports.
☐ I have completed three (3) credits or more of college-level coursework, OR a vendor-specific computer course(s) of 16 or more hours that introduced the use of database management such as Access, spreadsheets, and word processing software OR have six (6) months of experience using spreadsheets and word processing software.
☐ I have eight (8) months or more of paid experience using spreadsheets and word processing software to enter and retrieve data as an integral part of the job.
☐ I have 16 months or more of paid experience using spreadsheets and word processing software to enter and retrieve data as an integral part of the job.
☐ I do not have the experience and/or education described above.
 - * 10. PREFERRED QUALIFICATION: I have knowledge of working with Customer Relationship Management (CRM) databases and/or software. Typically gained by at least six (6) months working with CRM databases.

- ☐ Yes
- ☐ No

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Broadcast Maintenance/Operations Engineer

SALARY:	\$18.00 - \$25.27 Hourly
DEPARTMENT:	Idaho Public Television
OPENING DATE:	10/08/21
CLOSING DATE:	10/17/21 11:59 PM
DESCRIPTION:	

Idaho Public Television is Idaho's premier educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

Idaho Public Television has an exciting opportunity for a Broadcast Maintenance/Operations Engineer to help ensure we are broadcast all over the State of Idaho. This position will be responsible for installing, troubleshooting, repairing, and operating professional broadcast studios, transmitters, and related analog and digital equipment, perform broad systems administration and technical support for both automation hardware and software across multiple VLAN environments; including performing related work.

If you have a high interest in broadcasting and television, technology, enthusiasm, love working within a team, and enjoy troubleshooting difficult problems, this is the job for you!

EXAMPLE OF DUTIES:

Broadcast studio and transmitter equipment

- Installs, diagnoses, troubleshoots, repairs, and services professional state-of-the-art TV studio and transmitter equipment, satellite receivers and microwave transmitters and receivers
- Installs and maintains hardware and software products related to automation, switching, encoding, and transmission;
- Configures PCs and network equipment across multiple VLANs according to IT department standards;
- Uses various professional broadcast test equipment to monitor and evaluate equipment performance quality, compliance with FCC rules and regulations and PBS standards;
- Documents all maintenance and testing performed.
- Occasionally this position involves traveling to remote transmitter sites to assist in repairs and inspect transmitter and related high voltage equipment.

Equipment operations

- Operates broadcast transmission equipment;
- Operates and monitors transmission system automation, performs on-air control operations for live and pre-recorded studio events;
- Monitors video/audio levels and digital transport streams to ensure compliance with station technical standards and FCC regulations;
- Maintains program and operations logs to FCC requirements.

Remotes and productions

- Installs equipment and sets up microwave link from studio to remote sites;
- Sets up and makes equipment adjustments to ensure quality remote productions.

MINIMUM QUALIFICATIONS:

- Good knowledge of: electronic theory; Federal Communications Commission (FCC) rules and practices in a Broadcast facility.
- Experience in engineering and maintaining studio, transmitter, post-production and master control operation equipment; configuring network equipment.
- Ability to lift and carry up to 50 lbs and be trained to climb up to 100 ft in height.
- Valid driver's license.

Preferred Qualifications

- A Bachelor's of Science degree in electronics or related field.
- Comprehensive knowledge of integrated IT systems and IP networking principles.
- Experience identifying, troubleshooting and resolving software, hardware and network issues. Knowledge of multiple operating systems including Windows 7 and 10, Windows 2012 and 2016 Server.
- RF experience.
- SBE Broadcast TV Engineer Certification or an FCC General Class License.
- IT Certifications.

SUPPLEMENTAL INFORMATION:

This work involves lifting and carrying items weighting approximately 50 pounds and traveling alone to remote transmitter sites to repair and inspect transmitter and related high voltage equipment. Winter work is often under adverse weather conditions requiring operation of four-wheel drive vehicles and snowmobiles.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

Learn about a career with IPTV:

<https://www.idahoptv.org/>



304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Broadcast Maintenance/Operations Engineer Supplemental Questionnaire

- * 1. Please describe how you have obtained good knowledge of electronic theory. Typically gained by: At least forty-five (45) semester units of college level courses in electronics; OR, At least 700 hours of formal training in electronics AND at least two years full time paid technical engineering work experience in television studio, transmitter, post production and master control operation.
- * 2. Please describe how you have obtained good knowledge of Federal Communications Commission (FCC) rules and practices in a broadcast facility. Typically gained by at least two years' experience working in a broadcast facility applying rules towards operations and logging.
- * 3. Please describe your experience in engineering and maintaining studio, transmitter, post-production and master control operation equipment. Typically gained by at least two years' experience working in a broadcast facility maintaining and repairing broadcast equipment. Please list the equipment you have worked on and test equipment used to carry out those duties.
- * 4. Do you have at least one year of experience configuring network equipment, routers and switches?
☐ Yes
☐ No
- * 5. Are you able to lift and carry up to 50 lbs and be trained to climb 100ft in height (with or without an accommodation)?
☐ Yes
☐ No
- * 6. Do you currently have, or have the ability to obtain, a valid Idaho drivers license?
☐ Yes
☐ No
- * 7. Extra Credit: Do you have a Bachelor's of Science degree in electronics or related field?
☐ Yes
☐ No
- * 8. Extra Credit: Do you have an SBE Broadcast TV Engineer Certification or an FCC General Class License?
☐ Yes
☐ No
- * 9. Extra Credit: Do you have comprehensive knowledge of integrated IT systems and IP networking principles? Typically gained by at least 2 years' experience and/or formal

training with IT certification (such as Society of Broadcast Engineers, CBNT, CBNE, OR CCNA).

☐ Yes

☐ No

- * 10. Extra Credit: Do you have at least 2 years of experience identifying, troubleshooting and resolving software, hardware and network issues?

☐ Yes

☐ No

- * 11. Extra Credit: Do you have knowledge of multiple operating systems including windows 7 and 10, Windows 2012 and 2016 server? This is typically gained by 2 years' experience in broadcast industry working on windows operating system platforms.

☐ Yes

☐ No

- * 12. Extra Credit: Do you have any of the following IT Certifications: Society of Broadcast Engineers; Certified Broadcast Networking Technologist (CBNT), Certified Broadcast Networking Engineer (CBNE) or Cisco Certified Network Associate (CCNA)?

☐ Yes

☐ No

- * 13. Extra Credit: Do you have any Radio Frequency (RF) Experience?

☐ Yes

☐ No

- * Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Corporate Sponsorship Specialist

SALARY: \$19.82 - \$24.00 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 10/21/21
CLOSING DATE: 10/27/21 11:59 PM
DESCRIPTION:



If you are looking for a position to make a difference, impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! Our position is about planning, developing, and implementing strategies within the Corporate Sponsorship team to maximize Idaho Public Television fundraising through community and business underwriting support. You will have an exciting opportunity to partner with the Business Development Director to recruit sponsor support, manage business data, contracts, and accounting processes. In addition, research and craft proposals, presentations, collateral materials to sustain funding partnerships and explore communities to build support and engagement.

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

EXAMPLE OF DUTIES:

- Participate in revenue planning, development-(strategy and tactics), and implementation with the goal of acquisition, stewardship and retention of community and business underwriting sponsors.
- Lead, manage, train users on the technology to enhance customer service and processes, facilitating utilization and providing support.
- Manage cross-functional teams, staff, and outside vendors to ensure underwriting support is fulfilled and accurately received.
- Evaluate and implement stewardship of underwriting sponsors utilizing marketing techniques, and current technologies.
- Research, create, analyze and present accurate data reports.
- Participate in budget development, monitor expenditures, and evaluate research findings relative to specific projects being developed.
- Supervise technology for prospect marketing and sponsor retention.
- Develop, and recommend or implement program policies and procedures; develop policy and procedure manual(s); prepare or assist in the preparation of administrative reports, studies, and specialized research.
- Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure financial support for programs.

- Recruit and oversee business community teams during major on and off air fundraising campaigns throughout the year.
- Participate in Agency initiatives, events, and activities in partnership with peers.

MINIMUM QUALIFICATIONS:

- Some knowledge of management practices; program or project planning and implementation.
- Experience developing and evaluating policies and procedures.

MQ Specialties:

- Experience analyzing & interpreting data using statistical software.
- Good knowledge of market research techniques and databases.
- Some knowledge of marketing principles.

SUPPLEMENTAL INFORMATION:

PREFERRED QUALIFICATIONS/EXTRA CREDIT:

- Excellent communication, active listening, active questioning, and clear and concise verbal and written skills.
- Experience analyzing information, identifying problems, defining alternatives and developing recommendations.
- Experience leading and implementing multiple projects with strict deadlines.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERS](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.



APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Position #11247
PTV CORPORATE SPONSORSHIP SPECIALIST
MH

PTV Corporate Sponsorship Specialist Supplemental Questionnaire

- * 1. MQ1: Describe how you have obtained some knowledge of management practices. Include in your response any management training/coursework, and/or work experience in a management position. Typically gained by completion of one three credit or equivalent upper division college-level course or approximately 60 hours or equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling); OR the State/BSU sponsored Center for Management Development Supervision I-IV or equivalent; OR six months of experience performing all management elements. Describe the courses you attended and what subject matter was covered.
- * 2. MQ2: Please describe how you gained some knowledge of program or project planning and implementation. This is typically gained through at least six months of work experience involved in program or project planning and implementation as a team member or individual contributor. Include in your response the types of programs/projects you have been involved with and your specific responsibilities.
- * 3. MQ3: Please describe your experience developing and evaluating policies and procedures. This is typically gained through six months experience writing or assisting in the review/auditing and developing of policies, procedures, field memorandums, directives or post orders. Include in your response the types of policies or procedures you developed and any experience you may have auditing and monitoring policies and procedures.
- * 4. MQ Specialty: Do you have some experience analyzing and interpreting data using statistical software? This is typically gained by at least six months of work experience utilizing Excel, Tableau, or another customer relation database.
 - ☐ Yes
 - ☐ No
- * 5. MQ Specialty: Do you have good knowledge of market research techniques and databases? This is typically gained by at least six months of work experience utilizing focus groups, Nielsen ratings, and/or Google Docs.
 - ☐ Yes
 - ☐ No
- * 6. MQ Specialty: Do you have some knowledge of marketing principles. Typically gained through upper division coursework in marketing/communications; OR one year of experience marketing or promoting a service or product, and may be either a volunteer or paid position.
 - ☐ Yes
 - ☐ No
- * 7. (Extra Credit) Please describe how you have acquired and maintained excellent communication, active listening, active questioning, and clear and concise verbal and written skills. This experience would be gained by minimum one year of experience interviewing peers or customers, seeking information for understanding, obtaining feedback, and preparing written narrative reports.
- * 8. (Extra Credit) Please describe your Experience to analyzing information, identifying problems, defining alternatives and developing recommendations. Typically gained by one year of experience compiling and analyzing data and drawing conclusions to include recommendations. Examples would include (but are not limited to) performing

trend analysis, analyzing data, compiling results, assessing alternatives, and making recommendations for improving programs.

- * 9. (Extra Credit) Please describe your experience leading and implementing multiple projects with strict deadlines. Please include a) the types of projects you have managed; b) if you held a leadership role in the management of the projects; and c) what measurement processes/methods you used to assess progress towards the goals and outcomes established for the project. Typically this is met through approximately one year of experience managing projects with at least one year in a leadership role.

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Annual Giving Specialist, Donor Services

SALARY:	\$19.82 - \$24.00 Hourly
DEPARTMENT:	Idaho Public Television
OPENING DATE:	10/26/21
CLOSING DATE:	12/02/21 11:59 PM
DESCRIPTION:	



If you are looking for a position to make a difference, impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! Our Annual Giving Specialist is all about planning, developing, and implementing strategies within the Donor Services Fundraising team to maximize Idaho Public Television fundraising through donor contribution crucial broadcast continuation. You will have an exciting opportunity to partner with the Annual Giving Director to improve strategy and message development, project management, team coordination, vendor management, budget oversight and data analysis/evaluation to maintain current donors and increase growth through new Donor acquisition.

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

EXAMPLE OF DUTIES:

- Participate in program planning, development, training, and implementation with the goal of maximum retention of current donors, and increase growth acquiring new donors.
- Lead, train, and manage cross-functional teams, staff, and outside vendors to capitalize on levels of customer service experience for donors,
- Create and implement retention and recapture techniques with general, mid-range, and major donor levels using marketing techniques, distribution, and current technologies.
- Research, create, analyze and present accurate data reports.
- Develop budget and monitor expenditures; evaluate research findings relative to specific projects being developed.
- Lead, train, and monitor support staff in using technology for marketing and retention.
- Manage the technology driven customer service process – assisting with donor calls/email inquiries with technology registration, utilization and support.
- Develop, and recommend or implement program policies and procedures; develop policy and procedure manual(s); prepare or assist in the preparation of administrative reports, studies, and specialized research.
- Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure financial support for programs.
- Establish, lead, and participate with teams during major on and off air fundraising campaigns throughout the year including but not limited to December Mini-Fest and March

- Festival.
- Provide training and supervision of corporate teams of groups of volunteers who answer calls and record pledge details using on-set computers.
- Participate in Agency initiatives, events, and activities in partnership with peers.

MINIMUM QUALIFICATIONS:

- Some knowledge of management practices; program or project planning and implementation.
- Experience developing and evaluating policies and procedures.

MQ Specialties:

- Experience analyzing & interpreting data using statistical software.
- Good knowledge of market research techniques and databases.
- Some knowledge of marketing principles.

SUPPLEMENTAL INFORMATION:

PREFERRED QUALIFICATIONS/EXTRA CREDIT:

- Excellent communication, active listening, active questioning, and clear and concise verbal and written skills.
- Experience analyzing information, identifying problems, defining alternatives and developing recommendations.
- Experience leading and implementing multiple projects with strict deadlines.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, telecommuting, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #11327
 PTV ANNUAL GIVING SPECIALIST, DONOR SERVICES
 MH

304 North 8th Street
 Boise, ID 83720

idhr@dhr.idaho.gov

PTV Annual Giving Specialist, Donor Services Supplemental Questionnaire

- * 1. MQ1: Describe how you have obtained some knowledge of management practices. Include in your response any management training/coursework, and/or work experience in a management position. Typically gained by completion of one three credit or equivalent upper division college-level course or approximately 60 hours or

equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling); OR the State/BSU sponsored Center for Management Development Supervision I-IV or equivalent; OR six months of experience performing all management elements. Describe the courses you attended and what subject matter was covered.

- * 2. MQ2: Please describe how you gained some knowledge of program or project planning and implementation. This is typically gained through at least six months of work experience involved in program or project planning and implementation as a team member or individual contributor. Include in your response the types of programs/projects you have been involved with and your specific responsibilities.
- * 3. MQ3: Please describe your experience developing and evaluating policies and procedures. This is typically gained through six months experience writing or assisting in the review/auditing and developing of policies, procedures, field memorandums, directives or post orders. Include in your response the types of policies or procedures you developed and any experience you may have auditing and monitoring policies and procedures.
- * 4. MQ Specialty: Do you have some experience analyzing and interpreting data using statistical software? This is typically gained by at least six months of work experience utilizing Excel, Tableau, or another customer relation database.
☐ Yes
☐ No
- * 5. MQ Specialty: Do you have good knowledge of market research techniques and databases? This is typically gained by at least six months of work experience utilizing focus groups, Nielsen ratings, and/or Google Docs.
☐ Yes
☐ No
- * 6. MQ Specialty: Do you have some knowledge of marketing principles. Typically gained through upper division coursework in marketing/communications; OR one year of experience marketing or promoting a service or product, and may be either a volunteer or paid position.
☐ Yes
☐ No
- * 7. (Extra Credit) Please describe how you have acquired and maintained excellent communication, active listening, active questioning, and clear and concise verbal and written skills. This experience would be gained by minimum one year of experience interviewing peers or customers, seeking information for understanding, obtaining feedback, and preparing written narrative reports.
- * 8. (Extra Credit) Please describe your ability to analyze information, identify problems, define alternatives and develop recommendations. Typically gained by one year of experience compiling and analyzing data and drawing conclusions to include recommendations. Examples would include (but are not limited to) performing trend analysis, analyzing data, compiling results, assessing alternatives, and making recommendations for improving programs.
- * 9. (Extra Credit) Please describe your experience leading and implementing multiple projects with strict deadlines. Please include a) the types of projects you have managed; b) if you held a leadership role in the management of the projects; and c)

what measurement processes/methods you used to assess progress towards the goals and outcomes established for the project. Typically this is met through approximately one year of experience managing projects with at least one year in a leadership role.

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Broadcast Field Engineer

SALARY: \$19.82 - \$28.29 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 01/04/22
CLOSING DATE: 02/28/22 11:59 PM
DESCRIPTION:



Idaho Public Television is Idaho's premier educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

We have an exciting opportunity for entry into the technology side of the broadcasting career field. This Broadcast Field Engineer duties are to install, troubleshoot, and operate a statewide broadcast microwave, fiber optics, relay and television transmitter system, and related digital equipment, computer networks and systems; perform related work. This role is crucial to keeping Idaho Public Television in the homes of our customers.

If you have a high interest in broadcasting and television, technology, enthusiasm, love working within a team, and enjoy troubleshooting difficult problems, this is the job for you!

EXAMPLE OF DUTIES:

1. Microwave system maintenance
 - Installs television intercity relay, television studio-to-transmitter link (STL)
 - Installs and aligns television microwave electronics and hardware
 - Performs preventive and emergency maintenance and testing of statewide microwave relay systems
 - Modifies and repairs mechanical, electrical and electronic television equipment
 - Verifies assigned FCC frequencies and operating parameters in the microwave relay system
 - Performs and documents proof-of-performance tests
2. Broadcast transmitters, studio and transmitter equipment maintenance.
 - Installs, maintains, troubleshoots, diagnoses, repairs, and operates television studio gear, fiber optics, transmitters, related electronic broadcast equipment and software
 - Digital, and microprocessor-controlled instrumentation, and systems
 - Uses test equipment to identify problem areas and malfunctions

- Interprets diagrams, schematics, and service manuals
- Replaces components
- Designs and fabricates parts
- Integrates components for specialized functions
- Implements a preventive maintenance schedule and reports on maintenance schedule to supervisor
- Verifies assigned FCC frequencies and operating parameters of the translator system as required by FCC
- Performs and documents proof-of-performance tests of the statewide broadcast translator system
- Calibrates test equipment
- Maintains liaison with network and commercial broadcast stations, US Forest Service, Bureau of Land management, Idaho Dept. of Lands and Idaho Public Safety Communications
- Recommends the purchase of test and site access equipment

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Considerable knowledge of:

- Electronic principles, practices, and theory as they apply to analog and digital RF transmission, microwave, fiber optics, telecommunications, computer and PC network systems, broadcast television microwave theory at wave guide frequencies
- Digital broadcast RF systems and studio equipment theory

Experience:

- Installing, maintaining, troubleshooting, and repairing microwave systems
- Installing, maintaining, troubleshooting, and repairing a television transmitter system or high power television transmitters
- Operating power tools and electronic diagnostic equipment including oscilloscopes, service monitors, spectrum analyzers, multi-meters, power-meters, lap top PCs and digital and data test sets, troubleshooting and repairing television broadcast studio equipment
- Applying FCC rules and regulations pertaining to television broadcast and transmissions systems

Ability to:

- lift and carry up to 50 lbs.;
- use snowmobile/4x4 vehicles and snowshoe to mountainous site facilities;
- climb up to 100 feet in height using appropriate equipment and safety protocols.

PREFERRED QUALIFICATIONS

Possession of a valid FCC General Class license or Society of Broadcast Engineers Certification

SUPPLEMENTAL INFORMATION:

Incumbent will be required to be on-call when the Regional Chief is not available. Extensive travel is required statewide for repair and inspection. Winter work is often under adverse weather and requires operation of four-wheel drive vehicles and snowmobiles for site access. Snowshoeing is also required. Transmitter site work is often performed alone and around high-voltage equipment. Ability to create innovative and unique solutions to complex problems is highly preferred.

To learn more about the Idaho Public Television, please visit our website at: idahoptv.org.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, [PERS](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Tuition Reduction and College Credit Benefits available, as we are an agency operating under

the State Board of Education.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #11069
PTV BROADCAST FIELD ENGINEER
MH

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Broadcast Field Engineer Supplemental Questionnaire

- * 1. MQ1: Please describe: a. how you gained considerable knowledge of broadcast RF transmission systems and studio equipment theory. b. how you have gained considerable knowledge of electronic principles, practices, and theory as they apply to analog and digital RF transmission, microwave, fiber optics, telecommunications, computer and PC network systems. c. your experience installing, maintaining, troubleshooting, and repairing a television translator system or high power television transmitters. This is typically gained by successfully completing a two year/Associates' degree program or equivalent technical certificates in electronics technology
- * 2. MQ2: Please describe your experience troubleshooting and repairing television broadcast studio equipment. This is typically gained by at least two years of experience troubleshooting and repairing television broadcast studio equipment.
- * 3. MQ3: Please describe: a. how you gained considerable knowledge of broadcast television microwave theory at wave guide frequencies. b. your experience installing, maintaining, troubleshooting, and repairing microwave systems. This is typically gained by a two year broadcast electronics training, or two - three years of electronics training including a section on broadcast electronics; OR a Bachelor's degree in electronic engineering; OR military broadcast division training coupled with pertinent work experience applying the theory base described in (a) AND approximately two years of experience performing the duties described in (b).
- * 4. MQ4: Describe your experience applying FCC rules and regulations pertaining to television broadcast and transmissions systems. This is typically gained by broadcast experience with responsibility for applying FCC rules and regulations
- * 5. MQ5: Please choose below your level of experience with operating power tools and electronic diagnostic equipment including specifically, each of the following: oscilloscopes, service monitors, spectrum analyzers, multi-meters, power meters, lap top PCs and digital and data test sets. This is typically gained by at least two years of experience with operating power tools and electronic diagnostic equipment including

specifically, each of the following: oscilloscopes, service monitors, spectrum analyzers, multi-meters, power meters, lap top PCs and digital and data test sets.

☐ I do not have this experience.

☐ I have at least two years of experience with operating power tools and electronic diagnostic equipment including specifically, each of the following: oscilloscopes, service monitors, spectrum analyzers, multi-meters, power meters, lap top PCs and digital and data test sets.

☐ I have at least three years of experience with operating power tools and electronic diagnostic equipment including specifically, each of the following: oscilloscopes, service monitors, spectrum analyzers, multi-meters, power meters, lap top PCs and digital and data test sets.

☐ I have more than three years of experience with operating power tools and electronic diagnostic equipment including specifically, each of the following: oscilloscopes, service monitors, spectrum analyzers, multi-meters, power meters, lap top PCs and digital and data test sets.

* 6. MQ 6: Do you have the ability to lift and carry up to 50lbs with or without reasonable accommodation?

☐ Yes

☐ No

* 7. MQ7: Do you have the ability to use snowmobile/4x4 vehicles and snowshoe to mountainous site facilities with or without reasonable accommodation?

☐ Yes

☐ No

* 8. MQ8: Do you have the ability to climb up to 100 feet in height using appropriate equipment and safety protocols with or without reasonable accommodation?

☐ Yes

☐ No

* 9. Extra Credit 1: It is preferred the incumbent possess a valid FCC General Class license or a Society of Broadcast Engineers Certification. Do you possess a valid FCC General Class license or a Society of Broadcast Engineers Certification?

☐ Yes

☐ No

* Required Question



STATE OF IDAHO
invites applications for the position of:

PTV Financial Specialist, Principal

SALARY: \$25.28 - \$36.11 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 01/06/22
CLOSING DATE: 02/09/22 11:59 PM
DESCRIPTION:



Idaho Public Television (IdahoPTV) is seeking someone to oversee its day-to-day accounting operations and supervise four accounting staff members (two full-time; two part-time). This position will also assist in the preparing of IdahoPTV's financial statements and supporting schedules for its annual audit.

As a Financial Specialist, Principal you will support an organization that brings high-quality local, national, and international educational, cultural, and public affairs programming to enrich the lives of all Idahoans.

This is a full-time position with benefits located at our Boise Office.

As an agency operating under the State Board of Education, we are able to offer our full-time employees reduced tuition and fees at state universities and colleges.

If you are looking for a position to make a difference, impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

EXAMPLE OF DUTIES:

Financial Reporting:

- Compile data and create reports for the state's Annual Comprehensive Financial Reporting closing packages. Prepare Federal Financial Reports and Request for Reimbursements for federal grants as well as similar reports required for non-federal grants, typically on a quarterly basis. Accurately perform closeout procedures for all grants.
- Develop and prepare complex financial documents such as the financial statements and audit work papers for our external audit. Assist the auditors during and after the audit.
- Prepare the Annual Financial Report (AFR) for the Corporation for Public Broadcasting (CPB). Compile data and categorize transactions for the Station Activities Benchmarking Survey (SABS) and enter data into the CPB database.
- Complete and submit all required 990 and related tax forms for Friends of Idaho Public Television, Inc.

- Research and analyze financial documents to ensure compliance with Generally Accepted Accounting Principles (GAAP), state and federal laws and regulations.
- Reconcile Navigator accounting system to STARS monthly and annually.
- Audit financial data for accuracy and compliance.

Receivables / Payables:

- Review and post all cash receipts in Navigator.
- Review and release all invoices in Navigator.
- Assist staff with classifying and coding expenditures.
- Process batches for export to STARS. Check STARS for batch errors and re-release batches after corrections have been made. Reconcile STARS to Navigator. Facilitate error corrections if STARS and Navigator do not reconcile or if coding errors have occurred. Track daily cash balances in STARS.
- Perform P-Card administrative functions such as training, requesting new cards, make limit changes, fraud prevention, and other assistance to users as needed.
- Back-up for review and release of P-Card transactions.
- Perform Travel Express administrative functions such as training and adding new users.
- Review and release Travel Express transactions.

Supervision:

- Supervise performance of Buyer, 2 Financial Support Techs (1FT; 1 PT), and the KISU Receptionist (remote).
- Supervisory duties include hiring, training, scheduling, distributing tasks to appropriate staff, conducting evaluations, and giving assistance with dispute resolution, as needed.

Miscellaneous Duties:

- Asset Management.
- Manage Agency Risk Management - Process Risk Management Insurance reports, including major property and inland marine values, bond and crime, and aviation and foreign liability categories. Process incident reports for Risk Management.
- Facilitate the annual inventory of fixed assets, and send a report back to Risk Management.
- Oversee record destruction processes and procedures.
- Process Disposal Requests and send all applicable paperwork to the State Board of Examiners.
- Facilitate vehicle licensing.
- Attend Grant Committee meetings and provide updates on current grants.
- Assist the Director of Finance in the agency budgeting process by completing forms required by the Department of Financial Management (DFM).
- Attend department budget meetings and provide clarification regarding expenses.
- Attend all FYE training offered by the State Controller's Office.

MINIMUM QUALIFICATIONS:

Good knowledge of:

- accounting principles and practices;
- supervisory practices.

Experience:

- using personal computers to develop, analyze, and report on financial data;
- monitoring/reviewing internal financial controls;
- resolving technical accounting, auditing, or budgeting problems;
- preparing financial documents for management review;
- analyzing financial activities and recommending or implementing management actions.

Preferred Qualifications/Extra Credit:

- Experience using software specific to the State of Idaho such as:
 - STARS;
 - IPOPS and
 - IBIS
- Currently hold a Certified Public Accountant (CPA) certification.
- Currently hold a Certified Government Financial Manager (CGFM) certification.

SUPPLEMENTAL INFORMATION:

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, [PERS](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #11754
PTV FINANCIAL SPECIALIST, PRINCIPAL
MH

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

PTV Financial Specialist, Principal Supplemental Questionnaire

- * 1. Minimum Qualification (04244): Please describe how you have obtained good knowledge of accounting principles and practices. Typically gained by at least four years of professional work experience applying Generally Accepted Accounting Principles (GAAP) OR an Associate degree in Accounting AND at least two years of professional work experience such as an accountant or equivalent.
- * 2. Minimum Qualification (04244): Please describe how you have obtained good knowledge of supervisory practices. Typically gained by at least one year experience performing as a supervisor which required work assignment, direction and monitoring staff with responsibility (or significant input) into the hiring of employees, preparing performance evaluations and handling problem-solving procedures OR At least 8 hours of courses or seminars specifically covering supervisory practices PLUS at least 6 months experience performing as a full supervisor OR completion of 6 college credit hours of courses or seminars covering the essential elements of management (planning, organizing, leading and controlling).
- * 3. Minimum Qualification (04244): Please describe your experience using a personal computer to develop, analyze and report on financial data. Typically gained by two or

more years of work experience where using a personal computer to develop, analyze and report on financial data/documents was a regularly assigned job duty.

- * 4. Minimum Qualification (04244): Please describe your experience monitoring/reviewing internal financial controls. Typically gained by at least one year of professional level experience monitoring/reviewing internal financial controls.
- * 5. Minimum Qualification (04244): Please describe your experience resolving technical accounting, auditing, or budgeting problems. Typically gained by at least one year of professional level experience resolving technical accounting, auditing and/or budgeting problems.
- * 6. Minimum Qualification (04244): Please describe your experience developing and preparing financial documents for management review. Typically gained by at least one year of full-time work experience.
- * 7. Minimum Qualification (04244): Please describe your experience analyzing financial activities and recommending management action. Typically gained by one or more years of full-time work experience independently analyzing financial activities and recommending management action as a regularly assigned job duty.
- * 8. Extra Credit: Please note, this is qualification not required, however if you have related background it may increase your rating. Please describe your experience working with the State of Idaho's accounting and fixed asset systems using software specific to the State of Idaho such as, STARS, IPOPS, and/or IBIS. Typically gained by at least two years of professional level experience working with the State of Idaho's accounting and fixed assets systems as a regularly assigned duty.
- * 9. Extra Credit: Please note, this is qualification not required, however if you have related background it may increase your rating. Do you currently hold a Certified Public Accountant (CPA) and/or a Certified Government Financial Manager (CGFM) certification?
 - ☐ I have both a CPA certification and a CGFM certification.
 - ☐ I have either a CPA certification or a CGFM certification.
 - ☐ I do not have a CPA certification or a CGFM certification.
- * Required Question



STATE OF IDAHO
invites applications for the position of:

PTV - Financial Support Technician

SALARY: \$11.65 - \$16.67 Hourly
DEPARTMENT: Idaho Public Television
OPENING DATE: 01/14/22
CLOSING DATE: 01/30/22 11:59 PM
DESCRIPTION:



Idaho Public Television is Idaho's premier educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories!

We have a terrific opportunity for entry into our Accounting/Finance team! This is a collaborative position that will help problem solve issues, work closely with our Donor Services group, and is crucial to the continued success of our finance and accounting programs.

As an added benefit, Tuition Reduction and College Credit Benefits are available as we are an agency operating under the State Board of Education. If you have a high interest in finance and accounting, love working within a team, and enjoy troubleshooting problems, this is the job for you!

EXAMPLE OF DUTIES:

PRIMARY RESPONSIBILITIES

Accounts Payable

- Processing invoices in an accurate and timely manner
- Coding projects and grants invoices to proper sub-objects and departments
- Maintain positive vendor relationships
- Input Data and perform accounting transactions and corrections in Navigator and STARS

Accounts Receivable.

- Process ancillary sales transactions in an accurate and timely manner including credit card receipts, cash, and checks
- Send, file, and maintain batch paperwork and funds (money, checks) to our State Treasurer's Office
- Receive, process and properly account for member donations and miscellaneous donations received including opening mail, sorting donations, and making deposits
- Use reports provided by our Membership Department for accuracy and adjustments where applicable.

Other Miscellaneous Accounting Duties

- Perform annual inventory of Multimedia Store with member of Membership team
- Act as the backup to our Reception team
- Back-up for P-Card, Travel Express processing, and Petty Cash
- Maintain vendor files, ensuring all paperwork is audit compliant.
- Petty Cash Funds processing, reimbursements, compliance

Various projects as assigned

MINIMUM QUALIFICATIONS:

Some knowledge of financial record keeping methods.

Experience using personal computers to enter, retrieve, and edit spreadsheet data.

Minimum Qualification Specialties:

Experience with Microsoft Office Suite, including MS Outlook, Excel and Word

Preferred Qualifications:

Experience in the statewide STARS system

Experience working with financial records, such as accounts payable or receivable, tracking and adjusting account balances, or calculating payment amounts and obligations.

SUPPLEMENTAL INFORMATION:

This classification is the first of four levels of technicians in the financial series. At this level, incumbents use bookkeeping methods and procedures to prepare work/spread sheets, standardize summaries and reports, and perform reconciliations. Incumbents are required to research accounting systems and records to identify and correct errors in financial transactions. They are generally given latitude in explaining and applying policies, procedures, or regulations and in determining if financial transactions are in compliance. Decisions are non-routine in nature and require some weighing and analyzing of financial data and the use of judgment in determining an appropriate course of action. Incumbents in these positions may supervise staff, or provide guidance or training to others in financial- related functions. Routine financial record keeping or bill paying functions that are more clerical than financial in nature are more appropriately classified in the clerical/secretarial series.

To learn more about the Idaho Public Television, please visit our website at: idahoptv.org. Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

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Preference may be given to veterans who qualify under state and federal laws and regulations.

PTV - Financial Support Technician Supplemental Questionnaire

- * 1. MQ1: I have some knowledge of financial record keeping methods. Typically this is gained through completion of at least a one-semester course in financial record keeping or accounting that covered debiting, crediting, reconciling and balancing financial records and verifying their accuracy AND I have at least six months of experience; OR at least one year of experience performing accounting/financial record keeping duties as the predominant responsibility of the job.
- ☐ I do not have some knowledge of financial record keeping methods.
 - ☐ I have some knowledge of financial record keeping methods. I have at least completion of at least a one-semester course in financial record keeping or accounting that covered debiting, crediting, reconciling and balancing financial records and verifying their accuracy AND I have at least six months of experience; OR at least one year of experience performing accounting/financial record keeping duties as the predominant responsibility of the job.
 - ☐ I have some knowledge of financial record keeping methods. I have at least two-semester courses in financial record keeping or accounting that covered debiting, crediting, reconciling and balancing financial records and verifying their accuracy AND I have at least 1-year of experience; OR at least two years of experience performing accounting/financial record keeping duties as the predominant responsibility of the job.
 - ☐ I have some knowledge of financial record keeping methods. I have at least three-semester courses in financial record keeping or accounting that covered debiting, crediting, reconciling and balancing financial records and verifying their accuracy AND I have at least 2-years of experience; OR at least three years of experience performing accounting/financial record keeping duties as the predominant responsibility of the job.
- * 2. MQ2: Do you have at least (1) one year of work experience using a personal computer to enter, retrieve, and edit spreadsheet data? Typically this is gained by approximately one year of professional/work experience using a personal computer to enter, retrieve, and edit spreadsheet data.
- ☐ I do not have at least (1) one year of work experience using a personal computer to enter, retrieve, and edit spreadsheet data.
 - ☐ I do have at least (1) one year of work experience using a personal computer to enter, retrieve, and edit spreadsheet data.
 - ☐ I have (2) years of work experience using a personal computer to enter, retrieve, and edit spreadsheet data.
 - ☐ I have (3) or more years of work experience using a personal computer to enter, retrieve, and edit spreadsheet data.
- * 3. MQ3 (Specialty): Select the response that best describes your work experience using basic Microsoft Office programs including, Outlook, Word, and Excel. Typically gained by successful completion of training in the use of Microsoft Office programs, including, Outlook, Word, and Excel OR at least six (6) months of work experience using these programs as a frequent part of the job OR a combination of training and experience that included Outlook, Word, and Excel.
- ☐ I have less than six (6) months of work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel AND I have not successfully completed training in these programs.
 - ☐ I have six (6) months or more work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel OR I have successfully completed training in these programs.
 - ☐ I have six (6) months or more work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel AND I have successfully completed training in these programs.
 - ☐ I have at least one (1) year of work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel.

☐ I have at least two (2) years of work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel.

- * 4. Extra Credit: Do you have experience with the State of Idaho STARS accounting system? Typically gained by 6 months experience using the statewide accounting system. This item is not required, but relevant experience will increase your score.

☐ Yes

☐ No

- * 5. Extra Credit: Do you have experience working with financial records, such as accounts payable or receivable, tracking and adjusting account balances, or calculating payment amounts and obligations? This item is not required, but relevant experience will increase your score.

☐ No, I do not have the work experience as described above.

☐ Yes, I have at least six months of related professional experience as described above.

- * Required Question