



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

For the period May 21, 2020 to May 22, 2021

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. Additionally, notices of all full-time openings are sent to the organizations and agencies listed below:

<b>Job Title</b>	<b>Total Interviewed</b>	<b>Recruitment Source numbers used to fill Vacancy</b> (see page 3 for full details) (Job Postings Attached)
PTV Digital Broadcast Systems Operator Register #05438	#App: 13 #Referred: 6 #Interview: 3	1-4, 19, 28 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
Community Education Specialist Register #05593	#App: 31 #Referred: 24 #Interview: 4	1-4, 6, 12, 21, 28 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.

PTV Producer/Writer Register #06292	#App: 25 #Referred: 11 #Interview: 7	1-4 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
Admin Assistant 2 Register #07149	#App: 98 #Referred: 30 #Interview: 5	1-4, 16-18, 28 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
Web Design Specialist Register #07214	#App: 12 #Referred: 1 #Interview: 1	1-4, 6, 8, 12, 13, 14, 15, 19 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
Human Resource Associate Register #07600	#App: 21 #Referred: 12 #Interview: 5	1-4, 5, 6, 8, 12 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
PTV Associate Producer Register #07835	#App: 10 #Referred: 8 #Interview: 3	1-4, 6, 8, 9, 12, 13, 14, 19, 28 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.
Human Resources Specialist Register #08539	#App: 24 #Referred: 10 #Interview: 5	1-6, 8, 12, 14, 21 Division of Labor; IdahoPTV Website; State of Idaho Division of Human Resources.

## Master Recruitment Source List

Recruitment Source #	Recruitment Source Information	Number of Interviewees Referred by Recruitment Source Over Reporting Period
1	<p><b>State of Idaho Division of Human Resources*</b>            304 N. 8<sup>th</sup> Street            Boise ID 83720            Chris Eismann  <a href="mailto:Chris.eismann@dhr.idaho.gov">Chris.eismann@dhr.idaho.gov</a>            208-854-3065  <a href="mailto:Michelle.Peugh@dhr.idaho.gov">Michelle.Peugh@dhr.idaho.gov</a>            208-854-3073</p>	<p>33</p> <p>*Note: All classified positions with the State of Idaho are required to be announced and hired through the State of Idaho Division of Human Resources per Idaho Code. However, IdahoPTV also sends job announcements to the recruitment sources listed by source number for each of the agencies listed for each job position.</p>
2	<p><b>Idaho Department of Labor</b>            1st Floor, East            317 W. Main St            Boise ID 83735  <b>Phone:</b> 208 - 332-3570  <b>Fax:</b> 208-334-6222  <b>Email:</b> <a href="mailto:boisemail@labor.idaho.gov">boisemail@labor.idaho.gov</a>  <b>Dan Holmes, manager</b></p> <p>4514 Thomas Jefferson St.            Caldwell ID 83605  <b>Phone:</b> 208-364-7781  <b>Fax:</b> 208-454-7720  <b>Email:</b> <a href="mailto:canyoncountymail@labor.idaho.gov">canyoncountymail@labor.idaho.gov</a>  <b>Robert Vetter, manager</b></p>	<p>0</p>
3	<p><b>Idaho Public Television</b>            1455 N. Orchard Street            Boise ID 83706            Susannah Arnim            208-373-7348  <a href="http://idahoptv.org/about/careers.cfm">http://idahoptv.org/about/careers.cfm</a></p>	<p>0</p>
4	<p><b>Boise State University</b>            Career Center            1910 University Dr.            Boise ID 83725            208-426-1747  <a href="https://www.boisestate.edu/career/employers/handshake-employers/">https://www.boisestate.edu/career/employers/handshake-employers/</a></p>	<p>0</p>

5	<b>Maximus</b> 1435 N Orchard St. Boise ID 83706 Office: 208-488-6881 <a href="mailto:TeresaASackman@maximus.com">TeresaASackman@maximus.com</a>	0
6	<b>The College of Idaho</b> Albertson College of Idaho Career Services 2112 Cleveland Blvd Caldwell ID 83605 208-459-5011 Job Postings Career Services <a href="mailto:careerservices@collegeofidaho.edu">careerservices@collegeofidaho.edu</a>	0
7	<b>CPB Jobline (website)</b> Corporation for Public Broadcasting 401 9 <sup>th</sup> Street NW Washington DC 20004 Amy Turman 202-879-9600 <a href="http://www.cpb.org">www.cpb.org</a>	0
8	<b>Idaho State University</b> Career Center Pocatello ID 83209 208-282-2380 <a href="mailto:careers@isu.edu">careers@isu.edu</a>	0
9	<b>College of Western Idaho</b> 5500 E Opportunity Dr. Nampa ID 83687 208-562-3000	0
10	<b>Current Magazine/MyPBS.ORG</b> 1612 K Street, NW, Suite 704 Washington DC 20006 877-745-8776 Emily Lowery 205-305-9988 <a href="mailto:clientserv@jobtarget.com">clientserv@jobtarget.com</a>	0
11	<b>National Association of Black Journalists (NABJ)</b> Keanna Davis 1-866-964-2765 x2716 Acct #348565	0
12	<b>Idaho Nonprofit Center</b> 5440 W. Franklin Ste. 202 Boise ID 83705 <a href="http://www.webscribble.com">www.webscribble.com</a> 888-706-1394 208-424-2229	0

13	<b>Idaho Public Television Facebook</b> 1455 N Orchard Boise ID 83706 <a href="http://www.facebook.com/idahoptv.org">www.facebook.com/idahoptv.org</a> 208-373-7220	0
14	ICHA Idaho Commission on Hispanic Affairs 304 N 8 <sup>th</sup> Street Ste. 236 Boise ID 83720 Lymaris Blackmon 208-334-3776 <a href="mailto:Lymaris.ortizperez@icha.idaho.gov">Lymaris.ortizperez@icha.idaho.gov</a>	0
15	Public Media Business Association PMBA Sally Burroughs 703-506-2392 <a href="mailto:sburroughs@pmbaonline.org">sburroughs@pmbaonline.org</a>	0
16	Mitchell Technical Institute <a href="http://www.mitchelltech.edu/employer-resources/career">www.mitchelltech.edu/employer-resources/career</a> Contact: Jim Grace 605-995-3065 (For engineering jobs)	0
17	Dept. of Labor-Veterans <a href="mailto:william.reed@labor.idaho.gov">william.reed@labor.idaho.gov</a> (For Engineering jobs)	0
18	Francisco Salinas Director, Student Diversity and Inclusion Boise State University MS 1335, Student Union 1910 University Drive Boise ID 83725-1335 <a href="mailto:franciscosalinas@boisestate.edu">franciscosalinas@boisestate.edu</a> sdi.boisestate.edu 208-426-1411 (F) 208-426-1057	0
19	ISBA Idaho State Broadcasters Association Connie Searles 208-345-3072	0
20	Treasure Valley NAACP Charles Taylor 208-344-6341 <a href="https://www.naacp-treasurevalley.org/">https://www.naacp-treasurevalley.org/</a>	0
21	Lee Hecht Harrison Chip.Browndyke@ihh.com 1450 S. Eagle Flight Way Ste. 125 Boise ID 83709 208-334-6586 Profession Level position	0

22	National Association of Broadcasters <a href="http://www.nab.org">www.nab.org</a> 202-429-5300 Fax: 202-429-4199	0
23	LDS Employment Resources Service 10740 W. Fairview Ave Boise Idaho 83713 208-375-9171 Email: <a href="mailto:wel-ec-boise@ldschurch.org">wel-ec-boise@ldschurch.org</a>	0
24	NETA Maryanne Schuessler <a href="mailto:maryanne@netaonline.org">maryanne@netaonline.org</a>	0
25	SBE (Engineering jobs) <a href="http://WWW.SBE.ORG">WWW.SBE.ORG</a> Scott Jones <a href="mailto:kjones@sbe.org">kjones@sbe.org</a>	0
26	College of Eastern Idaho Lori Killian -Recruitment 1600 25 <sup>th</sup> E Idaho Falls ID 83404 Human Resources 208-535-5422 Fax 208-525-7026 Engineer	0
27	Bates Technical Institute (Engineering) 2320 South 19 <sup>th</sup> Street Tacoma WA 98405 Roland Robinson 253-680-7754 <a href="mailto:f.robinson@batesctc.edu">f.robinson@batesctc.edu</a>	0
28	University of Idaho 875 Perimeter Drive Moscow ID 83844 208-885-6111 <a href="mailto:info@uidaho.edu">info@uidaho.edu</a>	0
29	Lewis & Clark State College 208-792-2313 <a href="mailto:casws@lcsc.edu">casws@lcsc.edu</a> 500 8 <sup>th</sup> Avenue Lewiston ID 83501	0
31	Boise State Non-Profit Certificate Program <a href="mailto:rebeccamorgan1@boisestate.edu">rebeccamorgan1@boisestate.edu</a>	0
Total Interviewed		33

## Idaho Public Television FCC/EEO Narrative

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
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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 64 full time employees and a metropolitan population of 228,959). In this census year we are not estimating growth figure. We anticipate growth after the new census is published; KISU (Pocatello ID with a staff of 2 full-time employees and a population of 55,162); and KUID (Moscow ID with a staff of 3 and a population of 25,702). The agency-wide human resource management department located in Boise ID is responsible for implementing EEO policies in the three manned stations that comprise the organization.

For the period of this report, May 22, 2020 – May 21, 2021 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 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 veteran 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 the pandemic, attendance at in-person conferences were cancelled and virtual conferences just started to take place in the latter part of this reporting period.

Idaho Public Television's internship program for college and university students was discontinued during the COVID-19 year. As a state of Idaho entity we also experienced a hiring freeze for several months during the reporting period.

## **Idaho Public Television Equal Opportunity Employment Statement**

Idaho Public Television employees are recruited, appointed, assigned and promoted on the basis of individual merit, in accordance with the principles of fair treatment and non-discrimination on the basis of 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 Non-discrimination Policy**

Idaho Public Television is an agency under the 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 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 Public 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, socioeconomic 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, and the State Board of Education, to whom our entity 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 veteran 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.

Idaho Public Television’s internship program for college and university students continues to grow, with the exception of the 2020 – 2021 reporting year when it was suspended temporarily due to the pandemic. Interns are trained in various areas of broadcasting as a way to enhance future careers in the industry. Members of the human resource department and Idaho Public Television staff, directors, and managers participate in many other activities, as evidenced in the chart in the recruitment initiatives section below.

**Documentation of Recruitment Initiatives**

The narrative above described 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 21, 2020 - May 22, 2021 listed multiple outreach activities in four 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 including May 22, 2020 - May 21, 2021 are recorded in this report.

**RECRUITMENT INITIATIVES**

<b>FCC Menu Category</b>	<b>Brief Description of Activity, Including Date(s) and Station Staff Involved</b>
<p><b>5</b></p> <p>Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment</p>	<p>Due to COVID-19 pandemic we were unable to recruit for the majority of the past year. As restrictions are starting to moderate, we anticipate opening up our college internship program in the fourth quarter of 2021 or the first quarter of 2022.</p> <p>We are reviewing our current internship document in preparation for the re-opening of the internship program.</p>

<p><b>7</b></p> <p>Participation in Scholarship Programs designed to assist students interested in pursuing a career in broadcasting</p>	<p><b>Advertise J.A. Schlaefle Memorial Scholarship.</b></p> <p>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 Schaeffle’s widow and the management of Idaho Public Television.</p> <p>This year’s application period for the Jack Schlaefle memorial scholarship ended on April 30, 2021.</p>
<p><b>8/9</b></p> <p>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions</p>	<p><b>Added SMART Goals to Performance Evaluation Requirements.</b></p> <p>Each full-time employee had to commit to one goal that would improve current job performance and one that would be developmental or promotional. Employees chose the following:</p> <p>Be mentored by co-worker: 5</p> <p>Mentor a co-worker: 5</p> <p>Trained in a specific software or editing program: 3</p> <p>Attend MOOC class online: 8</p> <p>Develop a training manual with process/procedures: 1</p> <p>Participate on one of the Strategic Planning Committees: 10 (Covid 19 Return to Work Manual)</p> <p>Produce content outline for new local program: 2</p> <p>Study for professional certification exam: 2</p> <p>College classes: 6</p> <p>Public speaking skills: 1</p> <p>Enhance internship program: 1</p> <p>State class: 34</p> <p>Community outreach: 3</p> <p>Work with other state agencies: 3</p> <p>Social media training: 3</p>
<p><b>14</b></p> <p>Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing</p>	<p><b>Ongoing Each Year.</b></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. HR staff (Susannah Arnim &amp; Joy Baker) develop job based behavioral questions tied to position requirements, and contact and train panel members.</p>

<p>discrimination.</p>	<p>(2) The HR Specialist, Susannah Arnim, is a national member of the Society for Human Resource Management (SHRM) which provides webinars on pertinent topics to improve HR practice. Arnim is a certified HR professional who must recertify her professional credentials every three years, she is also a member of International Public Management association for Human Resources (Public HR Excellence).</p> <p>(3) All new and continuing employees of the state of Idaho are required to take annual training in respectful workplace training. All state of Idaho employees are required to attend in-person training regarding discrimination and harassment avoidance within 30-days of initial hire, online annually thereafter and in-person again every three years from their hire date. For example, if an employee is hired on January 1, 2020, then the employee would complete in-person training within 30- days of this date; attend online training January 2021 and January 2022, and then in-person again in January 2023. This 3-year cycle would continue thereafter through their employment with the state.</p> <p>In late 2020, Idaho Public Television purchased the succession planning modules program developed by the International Public Management Association for Human Resources. This program was delayed due to COVID but will be reinstated in mid-2021.</p>
<p><b>16</b></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><b>Ongoing each year.</b></p> <p><u>(1) University of Idaho School of Journalism and Mass Media (JAMM)</u> Activities include:</p> <p>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><u>(2) Community Organizations</u> Participation in the activities sponsored by the following community groups active in broadcast employment issues:</p>

	<p><u>Idaho State Broadcasters Association (ISBA)</u></p> <p>Activities include:</p> <p>Maintains website for employment activities:  <a href="http://www.idahobroadcasters.org/employment.aspx">http://www.idahobroadcasters.org/employment.aspx</a></p> <p>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. <a href="http://www.idahobroadcasters.org/scholarships.aspx">http://www.idahobroadcasters.org/scholarships.aspx</a></p> <p><u>(3) Society of Broadcast Engineers (SBE)</u> Activities include:</p> <p>Involvement with SBE in which all interested parties are invited and encouraged to attend educational seminars.</p> <p><u>(4) Idaho Press Club</u> 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.</p> <p><u>(5) National Academy of Television Arts and Sciences, Northwest Chapter</u> Idaho Public Television production staff have/has been actively involved on the Governor’s board of the NATAS-NW chapter, including serving as Vice President and the incoming President of the chapter. This board oversees the selection of the Emmy awards, distribution of college scholarships and mentoring efforts.</p>
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**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:

- Adding to 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.
- 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.

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Name of Respondent: Susannah Arnim, Human Resource Specialist

Signed By: 

Ron Pisaneschi  
General Manager  
Idaho Public Television  
ron.pisaneschi@idahoptv.org  
Telephone 208-373-7220  
Fax 208-373-7245



**STATE OF IDAHO**  
invites applications for the position of:

## **PTV Digital Broadcast Systems Operator**

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<b>SALARY:</b>	\$15.37 - \$27.46 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	08/10/20
<b>CLOSING DATE:</b>	08/24/20 11:59 PM
<b>DESCRIPTION:</b>	

PTV Digital Broadcast Systems Operator  
[Idaho Public Television](#)

### **Principal Responsibilities:**

This position is to provide on-air and off-air operations, monitoring, and daily system database management and troubleshooting of state of the art digital, HD and analog broadcast television equipment. Monitors and updates computer automation systems to keep play and ingest lists current and accurate, makes critical adjustments required to insure content delivery. Monitors and insures quality of audio and video transmission from program sources such as satellite feeds, video file servers and tapes.

### **EXAMPLE OF DUTIES:**

**This is a career level position where incumbents work independently, and are fully knowledgeable in broadcast operation and functions.**

- Operates on-air automation equipment to ensure accurate transmission of television signals in high-definition and analog formats
- Provides timely and accurate logging of transmitter readings and insures on-air signals for multiple stations to comply with FCC regulations.
- Performs automation system maintenance activities and also performs system recovery on networked devices as required.
- Maintains database files for automation and correlates programming to operational and program logs.
- Receives, archives, quality assures and maintains files on digital servers from sources including digital and analog tape; high definition, satellite, and in-house sources.
- Creation or editing of programming or interstitial spots for playback on air may be required.

### **Troubleshooting duties will include:**

- Identify and evaluate software, operational and network problems and perform expedited procedures for minimal "on-air" disruptions.
- Accurately reports hardware/software problems to maintenance personnel and coordinates further diagnosis after initial recovery/intervention procedures have been

performed.

- Coordinates with maintenance technicians to ensure timely implementation and resolution of system operational issues that adversely impact "on-air" program delivery

## MINIMUM QUALIFICATIONS:

### Minimum Qualifications:

**Applicants must have any combination of education and experience that is equivalent to the following minimum qualifications:**

- Good knowledge of: "on-air" automation systems including file servers, switches, graphic generators, video storage devices, playback VTR's, and audio sources, computer controlled editors; assemble and insert editing; Windows Operating Systems.
- Experience: applying FCC standards to audio and video for broadcast documentation for operational and program logs; maintaining and operating computer databases.

## SUPPLEMENTAL INFORMATION:

Supplemental Information:

Multiple Shifts, eventing, weekend and holiday work is required.

Idaho Public Television is an equal Opportunity Employer.

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

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

Position #05438  
PTV DIGITAL BROADCAST SYSTEMS OPERATOR  
SA

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## PTV Digital Broadcast Systems Operator Supplemental Questionnaire

- \* 1. MQ 1: Describe how you have gained a good knowledge of on-air automation systems including file servers, switches, graphic generators, video storage devices, playback VTRs, audio consoles, computer controlled editors, assembling and inserting, and Windows operating systems. Typically gained by completing 12 credits of college level coursework in broadcasting, journalism, communications or other formal training in television or radio broadcasting equal to 12 credits of college study.
- \* 2. MQ 2: Describe how you have gained experience applying FCC standards to audio and video plus requirements for operational and program logs. This is typically gained

working as a Master Control Operator for six months to one year.

3. MQ 3: Describe how you have gained experience maintaining and operating automated computer database protocols to correctly input metadata media files. This is typically gained in six months' experience working in a broadcast facility.

\* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## **Community Education Specialist**

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**SALARY:** \$21.00 - \$21.00 Hourly  
**DEPARTMENT:** Idaho Public Television  
**OPENING DATE:** 09/23/20  
**CLOSING DATE:** 10/07/20 11:59 PM  
**DESCRIPTION:**



### **Community Education Specialist: Non-Classified Limited Service Position**

**This position is full-time and includes benefits.**

**This position will be located in Boise, Idaho.**

**Idaho Public Television is seeking a dynamic, collaborative life-long learner who is experienced in family education and community engagement.**

### **EXAMPLE OF DUTIES:**

#### **Primary Role & Responsibilities**

The Community Education Specialist will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators, and early learning community organizations through educational events, workshops, and trainings.
- Organize, plan, and facilitate family learning activities, afterschool programs, camps, workshops, and educator trainings that promote IdahoPTV education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with educators, libraries, afterschool programs, community partners, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences at community events.
- Collaborate on grant proposal preparation, execution, and rigorous reporting requirements, including managing and adhering to project budgets.
- Take a participatory and inclusive design approach to projects: using and establishing new ways of inviting audience and partner input, testing, and feedback.

- In collaboration with the Education Manager and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
- Work quickly, creatively, professionally, and calmly in high energy, deadline-based environment. Handle multiple tasks and priorities.
- Collaborate with IdahoPTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other IdahoPTV educational initiatives as needed.
- Other duties as assigned.

**Essential Job Functions:**

- Listening, speaking, writing, and collaboration skills to work effectively with colleagues across departments and partner organizations.
- Ability to advocate for new ideas and push initiatives through to completion.
- Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
- Ability to sit or stand for extended periods of time, including extended workdays or work weeks when on deadline or managing events.
- Calm and resourceful responses when challenges occur, or when schedule is unexpectedly disrupted or under tight deadlines.
- Ability to work evenings, weekends, and occasional overnight travel.

**MINIMUM QUALIFICATIONS:**

**Minimum Qualifications/Requirements:**

- Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators.
- Experience working with pre-school children and their families
- Experience in training others, presenting to a group, and effective public speaking.
- Experience researching and preparing written reports.
- Experience using computers and Microsoft Office programs and Apple technology (iPads, etc.).
- Valid driver's license.

**Preferred Qualifications:**

- Classroom experience as a teacher or aide.
- A Teaching certificate.
- Experience utilizing technology in an educational setting to enhance learning.
- The ability to read, speak and write Spanish.

**Our ideal candidate has:**

- A demonstrated passion for education.
- A demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
- A commitment to educational equity, ensuring projects support inclusive access and implementation.
- A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
- The ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
- The ability to work with diverse constituencies, partner organizations, and stakeholders.
- Excellent communication and organizational skills.

**SUPPLEMENTAL INFORMATION:**

**How to Apply:**

Click the green "Apply" button above. Please submit an up to date resume and a cover letter that describes how you meet the minimum and/or preferred qualifications and the ideal characteristics of the position.

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.

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

Position #05593  
 COMMUNITY EDUCATION SPECIALIST  
 SA

304 North 8th Street  
 Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

---

**Community Education Specialist Supplemental Questionnaire**

- \* 1. MQ1 - Do you have a Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators?
  - I have a Bachelor's degree in education.
  - I have completed some coursework in education and have at least two years of experience serving children, families and/or educators.
  - I have four years of experience serving children, families and/or educators.
  - I have a Bachelor's degree in Education and experience serving children, families and/or educators.
  - I have more than four years of experience serving children, families and/or educators.
  - I have no Bachelor's degree in education, nor do I have four years of experience serving children, families and/or educators or any combination to equal four years.
- \* 2. MQ2 - Do you have experience training others, presenting to a group, and effective public speaking? Typically this gained by six months of experience training others, presenting to others and effectively public speaking as a regular part of your duties.
  - Yes
  - No
- \* 3. MQ-3: What is your experience level working with pre-school children and their families?
  - I have less than one years' experience
  - I have 1-4 years' experience
  - I have 5-10 years' experience
  - I have more than 10 years' experience
- \* 4. MQ4 - What is your experience with researching and preparing written reports? Typically this experience is gained through six months of experience researching information and preparing written reports on findings.
  - Yes
  - No

- \* 5. MQ5 - What is your proficiency level using computers, Microsoft Office programs, Google products and Apple Technology?
  - I have used these products for one year.
  - I have used these products for two years.
  - I have used these products for three years.
  - I have used these products for less than one year or have not used these products.
- \* 6. MQ 6 - Do you possess or have the ability to obtain a valid drivers' license?
  - Yes
  - No
- \* 7. Extra Credit (desired, not required) Do you have the ability to read, speak and write both Spanish and English?
  - Yes
  - No
- \* 8. Extra Credit (desired, not required) Are you, or have you ever been, a certified teacher?
  - No
  - Yes
- \* 9. Extra Credit (desired, not required) Do you have experience utilizing technology in an educational setting to enhance learning? Typically this is gained through one year of experience utilizing technology to enhance learning within an educational setting.
  - Yes
  - No
- \* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## **PTV Producer/Writer**

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<b>SALARY:</b>	\$22.00 - \$24.75 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	10/08/20
<b>CLOSING DATE:</b>	10/29/20 11:59 PM
<b>DESCRIPTION:</b>	



Idaho Public Television invites applications for a Producer/Writer. The majority of time will be spent working on Idaho Reports, our award winning legislative and public affairs program. You may also work on other programs such as Idaho Experience and Outdoor Idaho.

Bringing your skills to Idaho Public Television offers an opportunity to give back to our statewide community of viewers by helping to harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans.

### **EXAMPLE OF DUTIES:**

**Typical Producer Responsibilities:** develops and submits proposals to supervisor for digital and television program production based on public interest and needs; coordinates and organizes thoughts and ideas for programs by combining journalistic content with visual materials into a program format; coordinates with appropriate staff or scheduling production crews and production equipment and oversees the video recording and editing of programs; coordinates all aspects of both studio and on-location video production; works with director to plan and meet production objectives; coordinates with director and specialists for studio, graphic, and website needs; locates and coordinates talent and guests; prepares interview outlines; hosts programs; produces on-air promotional materials for productions; monitors budgets and timelines.

**Typical Reporter Responsibilities:** conducts interviews with people appropriate to storyline; determines events to be covered during program taking into account public interest, news worthy developments, and time restrictions; writes, edits content, determines format, and organizes material for program, often working under deadline pressures.

**Typical Writer Responsibilities:** researches and analyzes content and platform needs and topic areas; conducts background interviews; researches, and organizes available written material; writes scripts for all platforms including documentaries; edits written material for content, expressiveness, clarity, conciseness and time restrictions.

## MINIMUM QUALIFICATIONS:

### Good knowledge of:

- video, broadcast television, radio, or newspaper production processes demonstrated in a portfolio submitted with this application
- FCC rules and regulations regarding public broadcast restrictions, including editorial integrity and funding standards and practices.

### Experience with:

- complex journalistic projects involving concepts, research, investigation, writing and editing scripts across broadcast and digital platforms
- conducting journalistic interviews off-camera or as an on-camera host or moderator;
- working with a team on a project or within an organization in which coordination with other staff, service areas, and functions were an important part of your job.
- working within an established budget; monitoring and maintaining records of expenses, time, personnel, facilities, and copyrights for final project reports
- Current drivers license or ability to obtain one if offered the position

### Preferred candidates will have:

- experience with social media platforms;
- experience with videography and non-linear editing.

## SUPPLEMENTAL INFORMATION:

To learn more about our agency, please visit our agency website at: [www.idahoptv.org](http://www.idahoptv.org)

Working for the State of Idaho offers the ability to balance work and life commitments, including benefits such as a flexible work schedule, PERSI retirement, medical/dental insurance; 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 accommodation to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference to Veterans who qualify under state and federal laws and regulations.

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

Position #06292  
 PTV PRODUCER/WRITER  
 SA

304 North 8th Street  
 Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

---

### PTV Producer/Writer Supplemental Questionnaire

- \* 1. \*MQ 1. Please describe how you have gained good knowledge of video, broadcast television, radio or newspaper production processes. Typically gained by a bachelor's degree in journalism, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant

education and experience may be substituted for the educational requirement on a year-for-year basis.

- \* 2. \*MQ 2: Please describe how you have acquired good knowledge of FCC rules and regulations regarding public broadcast restrictions, including editorial integrity and funding standards and practices and standards and practices. Typically gained by a bachelor's degree in journalism, mass communications, or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. Typically gained by a bachelor's degree in journalism, mass communications or closely related field and at least two (2) years of writing or television producing /writing.
- \* 3. \*MQ-3: Please describe your experience with complex journalistic projects involving concepts, research, investigation, writing and editing scripts across broadcast and digital platforms. Include the type of project, your role and specifics for each project that cover the following: --Concepts --Research and investigation --Writing and editing --Goals and promotion Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education or experience may be substituted for the educational requirement on a year-for-year basis.
- \* 4. \*MQ 4: Conducting journalistic interviews, off-camera or as an on-camera host or moderator. Please include in your response and the nature of the interviews. Identify the need for background interviews, if it was the main interview for the story, if you were the on-camera host and/or moderating a forum. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the education and experience on a year-for-year basis.
- \* 5. \*MQ-5: Please describe your experience working with a team on a project or within an organization in which coordination with other staff, service areas, and functions were an important part of your job. Typically gained in a lead or manager position for one to two years in a journalism, broadcasting or mass communications setting. Please include how many years and the kinds of projects you worked on.
- \* 6. \*MQ-6: Please describe your experience working within a budget to include monitoring and maintaining records of expenses, time, personnel, facilities, and copyrights for final project reports. Please elaborate on the tasks you performed. Typically gained in a lead or manager position in a journalism, broadcasting, mass communications, or related field for one to two years.
- \* 7. \* MQ7: Do you currently possess a valid driver's license or have the ability to obtain one if offered the position?

Yes

No

- \* 8. Every applicant must submit to Idaho Public Television by the closing date, video or print content (of no more than 20 minutes of length) and/or five (5) full print stories which demonstrated your research, writing, reporting, producing and/or hosting capabilities. This material must include a minimum of five (5) examples of the content and segments that you have had most or all responsibilities for as it relates to this position. This should be submitted within the text box below using links to content and/or high resolution video segments on-line (You Tube, Vimeo, etc). Please include a cut sheet or a word doc attached to your application that explains in detail the work you are responsible for. \*You may also submit a USB or other suitable media containing up to 20 minutes of high resolution media in a file format viewable on a PC running standard windows OS such as MP4 Standard definition OR Video DVDs. Media can be returned if requested. Please contact Susannah Arnim at (208) 373-7340 with questions or instructions. All material will be rated and scored by a panel of subject matter experts.
  
- \* 9. Extra Credit: Not required, but having this experience may increase your score. Please describe your experience developing, producing, and relating to informational, public affairs or other types of content for broadcast, digital, or social media platforms. Typically gained by a bachelor's degree in journalism, broadcasting, mass communications, or a closely related field and at least two years of writing or television producing/writing. Any combination of relevant education and experience can be substituted for the educational requirement on a year-for-year basis.
  
- \* 10. Extra Credit/Preferred Qualifications: having this experience may increase your score. Please selection the option that best describes your experience with videography.
  - I have no experience with videography
  - I have 1-3 years' experience with videography
  - I have 4-6 years' experience with videography
  - I have 7 or more years' experience with videography
  
- \* 11. Extra Credit Preferred Qualifications: having this experience may increase your score. Please select the option that best describes your experience with non-linear editing.
  - I have no experience with non-linear editing
  - I have 1-3 years' experience with non-linear editing
  - I have 4-6 years' experience with non-linear editing
  - I have 7 or more years' experience with non-linear editing.
  
- \* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## **Administrative Assistant 2**

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<b>SALARY:</b>	\$15.37 - \$18.67 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	12/02/20
<b>CLOSING DATE:</b>	12/20/20 11:59 PM
<b>DESCRIPTION:</b>	



### **Administrative Assistant 2**

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

This is a full-time position with benefits.

*In the near-term, this position will be a combination of working from home (approximately 20 hours per week) and in-office (approximately 20 hours per week), returning to in-person office hours in the long term after COVID restrictions are lifted.*

Idaho Public Television is seeking an individual who wants to give back to their community in a meaningful, direct and tangible way by helping to build and grow relationships with philanthropic donors.

As an Administrative Assistant 2, you will support the fundraising department's strategies and goals, helping to further Idaho Public Television's mission to harness the power of public media to encourage lifelong learning, connect communities and enrich lives.

It is the policy of Idaho Public 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.

### **EXAMPLE OF DUTIES:**

1. Fundraising. Typical Duties:
  - Supports the fundraising team and the donor fundraising cycle and implements plans and strategies as assigned by supervisor.
  - Fosters exemplary customer service and long-term donor engagement and investments by providing high quality interactions for public television donors at all stages of the

relationship.

- Communicates with donors via email, phone or in person to resolve issues or enhance donor experience.
- Assists with writing letters, segmenting lists and coordinating the donor acknowledgment and thank you process.
- Provides support for and/or coordinates direct mail process and digital outreach within the fundraising/philanthropy department.
- Ordering and maintaining inventory of letterhead and office supplies.

2. Oversees functions of the Major Donor Module and Volunteer Database/Program. Typical Duties:

- Inputs donor/prospect information into Allegiance database and/or Volunteer database.
- Maintain Major Donor Module information in Allegiance database.
- Run reports from the Allegiance database as needed.
- Conduct prospect research as assigned.
- Maintaining Volunteer Database and accurately tracking volunteer hours for reporting purposes.
- Scheduling and working with volunteers for monthly, quarterly, and annual mailings and fundraising events.
- Coordinating volunteer recruitment, retention, and stewardship communications as directed.

3. Coordinates fundraising projects and donor stewardship events for donor services/philanthropy teams. Typical Duties:

- Coordinating donor stewardship/meet and greet events - including coordinating invitations and guest list, program, catering, setup/decorations and on-site staffing for station sponsored events.
- Assists fundraising department with on-air fundraising campaigns – researches thank-you gifts, solicits food/beverage and special thank you gift donations for fundraising activities, coordinates volunteers, assists on-site during event to train and support volunteers and staff.
- Preparing Creative Service Requests for print/digital/web needs, programs.

## **MINIMUM QUALIFICATIONS:**

Good knowledge of:

- office support functions including word processing, filing, composing a variety of business documents and reception;
- researching, compiling, and summarizing data for reports.

Experience:

- interpreting, applying and explaining complex information such as regulations, policies or services;
- independently solving problems/performing liaison activities in a work setting;
- coordinating activities requiring complex arrangements.

## **MINIMUM QUALIFICATION SPECIALTIES:**

Experience:

- Composing official correspondence, reports, research papers and other complex documents
- Providing administrative support to an administrator, director, or senior staff member
- Using Microsoft Access
- Using Microsoft Excel for complex data analysis
- Using Power Point
- Using Microsoft Outlook

- Using Microsoft Word at the advanced level

**PREFERRED QUALIFICATIONS:**

- Experience using Microsoft mail merge to generate accurate and personalized donor correspondence from multiple sources using complex (segmented) database files.
- Basic knowledge and user experience with digital marketing, SEM, SEO and social media.
- Good knowledge of computer software applications including CRM databases.
- Constant Contact or similar digital communication software knowledge and user experience.
- Experience proofreading – carefully checking documents/communications for accuracy and correctness.

**SUPPLEMENTAL INFORMATION:**

Our ideal candidate will have:

- Experience collaborating with people and communities who have diverse perspectives, background and ideas.
- A demonstrated track record of building strong, lasting relationships with philanthropic donors.
- A knowledge and/or understanding of Idaho PTV and PBS programs and outreach activities.
- Experience with donor prospect tracking and research and/or wealth and philanthropy screening software (such as Donor Search or Wealth Engine).
- High school diploma or GED equivalent, some college preferred.

To learn more about the Agency, please visit our website at: [idahoptv.org](http://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, 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 an Administrative Assistant 2 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.

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

Position #07149  
ADMINISTRATIVE ASSISTANT 2  
AB

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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**Administrative Assistant 2 Supplemental Questionnaire**

- \* 1. Minimum Qualification: Please select the option that best describes how you have gained good knowledge of office support functions including word processing, filing, composing a variety of business documents, reception and researching, compiling and summarizing data for reports.
- I have less than one year of experience completing the tasks listed above AND I have not completed an Associate's degree in Administrative Services or related field.
  - I have completed an Associate's degree in Administrative Services.
  - I have one year of experience completing the tasks listed above.
  - I have an Associate's degree in Administrative Services AND I have one year of experience completing the tasks listed above.
  - I have two years of experience completing the tasks listed above.
  - I have three or more years of experience completing the tasks listed above.
  - I have an Associate's degree in Administrative Services AND I have two or more years of experience completing the tasks listed above.
- \* 2. Minimum Qualification: Do you have experience interpreting, applying and explaining complex information such as regulations, policies or services? This experience is typically gained by six months of experience interpreting, applying and explaining complex information such as regulations, policies or services in a business setting.
- I do not have the experience listed above.
  - I have six months of experience as listed above.
  - I have more than six months of experience as listed above.
- \* 3. Minimum Qualification: Do you have experience independently solving problems/performing liaison activities in a work setting? This is typically gained by six months of experience independently solving problems/performing liaison activities in a work setting.
- I do not have six months of experience as listed above.
  - I have six months of experience as listed above.
  - I have more than six months of experience as listed above.
- \* 4. Minimum Qualification: Do you have experience coordinating activities requiring complex arrangements? This is typically gained through six months of experience coordinating activities requiring complex arrangements.
- I do not have six months of experience as listed above.
  - I have six months of experience as listed above.
  - I have more than six months of experience as listed above.
- \* 5. MQ Specialty Area: Composing Documents I have at least two years of work experience composing official correspondence, reports, research papers and other complex documents for an administrator, director, or member of senior staff. Typically, this background is gained through two or more years of experience where a major responsibility was composing official correspondence, reports, research papers and other complex documents for an administrator, director, or member of senior staff.
- No
  - Yes
- \* 6. MQ Specialty Area: Providing administrative support to an administrator, director, or senior staff member I have at least two years of work experience providing administrative support to an administrator, director, or senior staff member to include such duties as coordinating administrative committees; handling communications dealing with highly sensitive, confidential, and/or political issues; applying extensive knowledge of departmental programs & objectives; independently handling complaints and resolving complex issues; and receiving inquiries and determining priorities for an administrator, director or senior staff member.
- No
  - Yes

- \* 7. MQ Specialty Area: Microsoft Access I have at least one year of experience storing, retrieving, and compiling information in a report format using database software such as Microsoft Access.  
 No  
 Yes
- \* 8. MQ Specialty Area: Microsoft Excel Do you have one year of experience creating formulas and employing built-in calculation functions to perform complex financial, statistical or analytical calculations in Microsoft Excel or an equivalent spreadsheet software?  
 No  
 Yes
- \* 9. MQ Specialty Area: Power Point I have at least one year of work experience which required me to use presentation software such as Microsoft PowerPoint.  
 No  
 Yes
- \* 10. MQ Specialty Area: Outlook I have at least one year of work experience which required me to use Microsoft Outlook or an equivalent program.  
 No  
 Yes
- \* 11. MQ Specialty Area: Microsoft Word I certify that I can operate word processing software (such as Microsoft Word) and equipment at the rate of 40 wpm or more and produce specialized tables, reports (columns), correspondence, forms (creating and using templates), and graphics.  
 No  
 Yes
- \* 12. Extra Credit: Mail Merge I have six months of experience creating mass mailings using mail merge functions and creating documents using columns and tables to display text and data using MICROSOFT WORD or an equivalent word processing software. Experience in this area is not required; however, if you have related background, it may increase your score.  
 No  
 Yes
- \* 13. Extra Credit: Digital Marketing I have at least six months of experience performing digital marketing, SEM, SEO and social media tasks in an office setting. Experience in this area is not required; however, if you have related background, it may increase your score.  
 No  
 Yes
- \* 14. Extra Credit: Customer Relationship Management (CRM) database I have at least six months of work experience using a CRM database or related customer relationship management software applications. Experience in this area is not required; however, if you have related background, it may increase your score.  
 No  
 Yes
- \* 15. Extra Credit: Digital Communication Software I have at least six months of work experience which required use of Constant Contact or similar digital communication software. Experience in this area is not required; however, if you have related background, it may increase your score.  
 No  
 Yes
- \* 16. Extra Credit: Proofreading I have at least one year of office experience which

required composing and proofreading a variety of business documents on a regular basis; OR, I have successfully completed at least 1 college-level English composition or business English class AND I have 6 months of experience composing business documents. Experience in this area is not required; however, if you have related background, it may increase your score.

- No
- Yes

\* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## **Web Design Specialist**

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<b>SALARY:</b>	\$17.35 - \$19.82 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	01/04/21
<b>CLOSING DATE:</b>	01/12/21 11:59 PM
<b>DESCRIPTION:</b>	

This is a full-time position with benefits.

In the near-term, this position will work from home (approximately 40 hours per week), returning to in-person office hours in the long term after COVID restrictions are lifted.

Idaho Public Television is seeking an individual who wants to give back to their community in a meaningful way by helping to build and grow our internet presence.

As a Web Design Specialist, you will develop, design and build web pages using Bento CMS.

In addition, you will test and de-bug web pages in various browsers on both MAC and PC platforms and update IdahoPTV's portals and page code using HTML, CSS, JavaScript and jQuery.

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.

### **EXAMPLE OF DUTIES:**

**Creates new website content and maintains IdahoPTV's current websites and website content:**

- Develops and analyzes responsive websites and systems using basic principles of site management, business strategies and information architecture
- Performs website development, using security procedures in relation to interactive web applications
- Using Bento CMS, HTML, CSS, JavaScript and jQuery, designs and builds responsive web pages
- Using HTML, CSS and JavaScript designs and builds customized code-embeds for Bento
- Manages projects from concept to delivery
- Manages multiple projects and deadlines simultaneously
- Works collaboratively with other employees and departments to build highly functional & responsive websites and web pages for in-house productions and promotions
- Annually builds new websites for each new season of agency's in-house production of Science Trek

**Develops, codes, tests and debugs websites:**

- Tests and de-bugs responsive web pages in various browsers on desktop and mobile devices
- Updates portals and page code
- Tests and debugs PBS Media Manager links and other video files that are produced externally
- Tests and debugs streaming links to ensure that video access on IdahoPTV's streaming servers is accessible
- Maintains agency social media accounts, email marketing applications

**Refreshes/redesigns departments' web pages:**

- Confers with departments on design parameters and makes requested changes and edits
- Writes and edits content
- Performs quality control and proofing of content received from in-house sources
- Tests and debugs streaming links to ensure that they correctly access IdahoPTV's streaming server and play properly

**MINIMUM QUALIFICATIONS:**

Some knowledge of software development and testing practices; creating and interpreting user requirements.

Good knowledge of one or more programming languages and one or more software development tool suites.

**Preferred Qualifications:**

- Experience using BENTO CMS platform, HTML, CSS, JavaScript, Sublime Text, jQuery and Adobe CC
- Experience with website testing practices
- Experience gathering, documenting and testing user requirements
- Experience deploying websites
- Experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom
- Experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite
- Experience in a non-profit fundraising organization
- Professional experience using social media platforms

**SUPPLEMENTAL INFORMATION:**

**Our ideal candidate will have:**

- Experience collaborating with people and communities who have diverse perspectives, backgrounds and ideas.
- A knowledge and/or understanding of IdahoPTV and PBS programs and outreach activities.
- Experience operating autonomously and without close supervision on many programming and maintenance activities.

To learn more about the Agency, please visit our website at: [idahoptv.org](http://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 Web Design Specialist 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.

Distinguishing Characteristics:

This classification is the second of six levels in the IT software engineer family. At this level, incumbents are entry-level IT professionals responsible for providing technical support to users. Incumbents possess knowledge of specialized methods typically gained through on the job experience and are capable of operating autonomously and without close supervision on many programming and maintenance activities.

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

Position #01713  
WEB DESIGN SPECIALIST  
DT

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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### **Web Design Specialist Supplemental Questionnaire**

- \* 1. 01713 MQ 1 of 3 Describe how you have gained good knowledge of web-development software and testing practices. Help: Typically gained by at least one course of classroom instruction at an accredited college or vocational-tech level directly related to software testing and web-development software OR by at least 6 months of work experience using web-development software and testing practice.
  
- \* 2. 01713 MQ 2 of 3 Describe how you have gained good knowledge of creating and interpreting user requirements. Help: Typically gained by at least one course of classroom instruction at an accredited college or vocational-tech level directly related to creating and interpreting user requirements OR by at least 6 months of work experience on at least one development project.
  
- \* 3. 01713 MQ 3 of 3 Describe how you have gained good knowledge of one or more web-based programming languages and one or more software development tool suites. Help: Typically gained by at least one course of classroom instruction at an accredited college or vocational-tech level directly related to at least one web-based programming language and software development tool suites OR by at least 6 months of work experience using web-based programming languages and software development tools.
  
- \* 4. Extra Credit: Please select the option that best describes your experience using

BENTO CMS platform, HTML, CSS, JavaScript, Sublime Text, jQuery and Adobe CC. Your resume must validate your selection.

I do not have at least one year of experience in any of the applications listed above.

I have at least one year of experience in one or two of the applications listed above.

I have at least one year of experience in three or four of the applications listed above.

I have at least one year of experience in five or six of the applications listed above.

I have at least one year of experience in all of the applications listed above.

- \* 5. Extra Credit: Please select the option that best describes your experience with website testing practices. Your resume must validate your selection.

I have less than six months of experience with website testing practices.

I have six months of experience with website testing practices.

I have one year of experience with website testing practices.

I have eighteen months of experience with website testing practices.

I have two or more years of experience with website testing practices.

- \* 6. Extra Credit: Please select the option that best describes your experience gathering, documenting and testing user requirements. Your resume must validate your selection.

I have less than six months of experience gathering, documenting and testing user requirements.

I have six months of experience gathering, documenting and testing user requirements.

I have one year of experience gathering, documenting and testing user requirements.

I have eighteen months of experience gathering, documenting and testing user requirements.

I have two or more years of experience gathering, documenting and testing user requirements.

- \* 7. Extra Credit: Please select the option that best describes your experience with deploying websites. Your resume must validate your selection.

I have less than six months of experience with deploying websites.

I have six months of experience with deploying websites.

I have one year of experience with deploying websites.

I have eighteen months of experience with deploying websites.

I have two or more years of experience with deploying websites.

- \* 8. Extra Credit: Please select the option that best describes your experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom. Your resume must validate your selection.

I have no experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom.

I have more than three months and less than six months of experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom.

I have six months of experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom.

I have one year of experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom.

I have more than one year of experience in event-planning and managing both in-person and virtual events, including Eventbrite, online screening-event applications and Zoom.

- \* 9. Extra Credit: Please select the option that best describes your experience using email

marketing applications, including Constant Contact, Survey Monkey and Eventbrite. Your resume must validate your selection.

I have less than six months of experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite.

I have six months of experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite.

I have one year of experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite.

I have eighteen months of experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite.

I have two or more years of experience using email marketing applications, including Constant Contact, Survey Monkey and Eventbrite.

- \* 10. Extra Credit: Please select the option that best describes your experience in a non-profit fundraising organization. Your resume must validate your selection.

I have less than six months of experience in a non-profit fundraising organization.

I have six months of experience in a non-profit fundraising organization.

I have one year of experience in a non-profit fundraising organization.

I have eighteen months of experience in a non-profit fundraising organization.

I have two or more years of experience in a non-profit fundraising organization.

- \* 11. Extra Credit: Please select the option that best describes your professional experience using social media platforms. Your resume must validate your selection.

I have less than six months of professional experience using social media platforms.

I have six months of professional experience using social media platforms.

I have one year of professional experience using social media platforms.

I have eighteen months of professional experience using social media platforms.

I have two or more years of professional experience using social media platforms.

- \* 12. Even if you have attached your customized resume, please cut and paste your resume below. Your resume should emphasize your experience, education and training directly related to the minimum qualifications and validate your exam answers.

\* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## **Human Resource Associate**

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<b>SALARY:</b>	\$17.50 - \$19.00 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	01/26/21
<b>CLOSING DATE:</b>	02/09/21 11:59 PM
<b>DESCRIPTION:</b>	



To perform specialized human resource and administrative support tasks to maintain professional human resource functions; perform related work.

Part-Time, Non-Benefitted Human Resource Associate

Position is based at our Boise Headquarters

Typical work week is 19.5 hours. Schedule will be determined at time of offer. Some flexibility is available.

Idaho Public Television is seeking someone with existing knowledge and experience in human resource management practices to maintain and attract a dynamic and creative staff that supports the programs Idahoans love to watch.

As the HR Associate, you would contribute directly to upholding Idaho Public Television's vision to be an accessible and trusted resource that challenges the mind, sparks curiosity and promotes understanding.

This is the first of a three-level professional Human Resource job family. The half time work schedule is conducive to students in upper level human resource course work, human resource professionals who want to work a less demanding schedule for work-life balance, or want to explore public sector human resource management.

### **EXAMPLE OF DUTIES:**

The Human Resource Associate performs a variety of administrative support activities that are integral to the State's Human Resource information processing such as:

- Maintaining employee record systems, responding to requests for information, orienting new employees, reviewing personnel actions for compliance with federal, state and agency rules, policies and procedures, and preparing and submitting personnel, payroll and benefits documents

- Provides assistance to agency human resource or management staff for all or parts of a state agency's human resource recruitment, training, employee relations and classification program

Recruitment responsibilities:

- May include composing recruitment announcements and advertisements, creating, modifying and implementing recruitment plans including working with agency human resource or management staff to review applicant information, explain application and hiring processes and supporting managers regarding recruitment and selection practices

Training activities:

- May include researching, coordinating and participating in the delivery of human resource training

Employee relations activities:

- Could include recommending changes to human resource policies, researching and communicating with agency staff on human resource trends and issues and assisting in the problem-solving process
- May also conduct preliminary classification work including collecting job analysis data, recommending revisions to existing class specifications and evaluation mechanisms, and compiling compensation data
- May lead or supervise support staff

## MINIMUM QUALIFICATIONS:

Some knowledge of:

- Human resource management concepts

Good knowledge of:

- Administrative support functions including organization skills, composing business documents, compiling and summarizing data, and customer service

Experience:

- Interpreting and applying employment laws, rules, regulations and policies

**Preferred Qualifications:**

- **Experience:** preparing written correspondence and reports; using Microsoft Excel for complex data analysis; coordinating recruitment and applicant tracking using a human resource information system
- **Some knowledge of:** interviewing methods; computerized record systems

## SUPPLEMENTAL INFORMATION:

To learn more about the Idaho Public Television, please visit our website at: [idahoptv.org](http://idahoptv.org).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Human Resource Associate 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.

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

Position #07600  
HUMAN RESOURCE ASSOCIATE  
SA

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## Human Resource Associate Supplemental Questionnaire

- \* 1. MQ1: Please describe how you have gained some knowledge of human resource administration. Typically gained by six months or more of work experience providing human resources related assistance to employees and management in areas such as performance evaluation systems, employee relations, employer compliance with employment laws, rules and regulations, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR through successful completion of two college-level courses covering human resources concepts OR a training course or seminars of approximately 30 hours or more specifically covering human resource concepts.
  
- \* 2. MQ2: How have you gained good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service? Typically gained by an associate's degree in Administrative services OR one year of experience performing all the duties listed above (overall computer and clerical experience)
  
- \* 3. MQ3: How have you gained experience interpreting and applying employment laws, rules, regulations and policies? Typically gained through one year of work experience with responsibility for reviewing documents or actions for compliance with laws , regulations, and /or policies OR through explaining to others how laws , regulation or policies apply to specific situations
  
- \* 4. Extra Credit: I have experience preparing written correspondence and reports. Typically gained by six months of work experience where an essential function was writing correspondence, reports and other business documents OR successful completion of two college-level writing courses.  
 Yes  
 No
  
- \* 5. Extra Credit: I have at least one (1) year of work experience using spreadsheet software, such as Microsoft Excel or similar, to create and modify electronic worksheets, design and print graphs, and performed complex data analysis using tools, such as Pivot tables.  
 Yes  
 No
  
- \* 6. Extra Credit: Employee recruitment methods. Please describe how you have gained experience in the area of recruitment to include methods and strategies, types of positions recruited, number of vacancies (single or mass quantities), and selection and

hiring processes. This is typically gained through completion of a three credit college course in human resource administration or a related field that covered recruitment methods and strategies OR at least 6 months experience involving the recruitment of technical and professional positions. Please list course title, number of credits, and description of course.

- \* 7. Extra Credit: Choose the statement below that best describes how you have obtained knowledge of interviewing methods. This is typically gained through professional experience interviewing, or through training in effective interviewing practices. (General reception experience required of receptionists is non-qualifying.)
- I have no college-level education or full-time professional experience using interviewing methods.
  - I have less than six (6) months' full-time professional work experience where major job functions involved using interviewing methods; OR I am currently taking college-level coursework related to interviewing methods.
  - I have more than six (6) months' full-time professional work experience where major job functions involved using interviewing methods; OR I have successfully completed college-level coursework related to interviewing methods.
  - I have more than one (1) year of full-time professional work experience where major job functions involved using interviewing methods; AND I have successfully completed college-level coursework related to interviewing methods.
- \* 8. Extra Credit: Do you have at least 6 months' experience entering and verifying information in a computerized record system?
- Yes
  - No

\* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## Human Resource Specialist

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<b>SALARY:</b>	\$19.43 - \$26.00 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	04/19/21
<b>CLOSING DATE:</b>	05/02/21 11:59 PM
<b>DESCRIPTION:</b>	



Idaho Public Television (IdahoPTV) is seeking someone with existing knowledge and experience in human resource management practices to join our organization.

As IdahoPTV's HR Specialist, you would contribute to upholding IdahoPTV's foundational values of being an accessible and trusted resource that challenges the mind, sparks curiosity and promotes understanding.

This position will provide human resource services in one or more of the following areas:

- Performs or supervises preparation and submittal of personnel, payroll and benefits documents
- Consultation and training in human resource areas
- Application review and candidate testing
- Recruitment, job analysis and classification, employment program administration; perform related work.

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.

### EXAMPLE OF DUTIES:

IdahoPTV's Human Resource Specialist will perform a variety of the following typical responsibilities:

#### **Consultation:**

- Consults with and advises management on human resource issues and problems
- Conducts and coordinates human resource training
- Investigates personnel problems, reports findings and makes recommendations to management

- Coordinates grievance proceedings

**Human resource services:**

- Performs or supervises preparation and submittal of personnel, payroll and benefits documents
- Conducts employee orientation
- Advises others regarding recruitment and selection practices and requirements
- Reviews personnel actions and employment activities for compliance with federal, state and agency rules, policies and procedures
- Recommends personnel policies and procedures
- Establishes and maintains employee record system
- Hires staff and evaluates performance
- Responds orally and in writing to requests for information
- Job analysis and classification: collects job analysis data, identifies classes of work and job requirements and develops class specifications
- Recommends appropriate classification

**Examination:**

- Analyzes job application materials to determine whether candidates meet minimum qualifications

**Recruitment:**

- Develops recruitment announcements
- Makes presentations on state employment at job fairs and before groups
- Coordinates and facilitates register and hiring process

**Reporting:**

- Responsible for annual personnel reporting requirements, tasks and deliverables to the Federal Communications Commission (FCC) and the Corporation for Public Broadcasting (CPB)

**Supervision:**

- Supervises a part-time HR Associate

**MINIMUM QUALIFICATIONS:**

- Good knowledge of human resource administration; equal employment opportunity concepts and legal requirements.
- Experience with interpreting and applying laws, regulations, and policies; counseling employees on human resource matters.

**Minimum Qualifications Specialties:**

- Good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service.

**Preferred Qualifications/Extra Credit**

- Experience processing personnel actions on Idaho's State Paperless On-line Personnel System (IPOPS)
- Experience working with sensitive or restricted data
- Experience with employee recruitment methods
- Experience with equal opportunity concepts and legal requirements, including FMLA, ADA, ADEA, EEO and FLSA
- An active certification with SHRM or the HR Certification Institute

**SUPPLEMENTAL INFORMATION:**

**Distinguishing Characteristics:**

It is essential for incumbents to have a good understanding of human resource administration and related responsibilities to accomplish a variety of tasks.

To learn more about the Idaho Public Television, please visit our website at: [idahoptv.org](http://idahoptv.org).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Human Resource Specialist 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.

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

Position #08539  
HUMAN RESOURCE SPECIALIST  
DT

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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**Human Resource Specialist Supplemental Questionnaire**

- \* 1. (05141 MQ1) Please describe how you have gained good knowledge of human resource administration. This is typically gained by one (1) year of experience in a human resources role where you performed duties in one or more of the following areas: recruitment, employee relations, classification and compensation or human resource training OR through two three-credit courses covering human resource concepts AND six months of experience as listed above.
  
- \* 2. (05141 MQ2) - Do you have good knowledge of equal employment opportunity concepts and legal requirements? Typically, this background is gained through at least one (1) year of experience reviewing personnel actions for compliance with these concepts and requirements OR one year of experience applying this knowledge in order to recruit, select staff, validate tests, plan development/compliance, etc. OR successful completion of upper division or graduate level college coursework covering these concepts OR seminars/training sessions of at least 20 hours covering these concepts.
  
- \* 3. (05141 MQ3) Please describe your experience interpreting and applying regulations or policies and procedures. This is typically gained by one year of experience reviewing for compliance with laws, regulations or policies and procedures and

explaining discrepancies or explaining to others how laws, regulations or policies apply to specific situations as a regular part of the job. Note: Include in your response if you have experience developing policies for your organization, based on interpretation of regulations; experience implementing policies; what types of policies; and if the policies were for a single issue and/or if they affected other departments or units.

- \* 4. (05141 MQ4) Please describe your experience counseling employees on human resource matters. Typically gained through at least one year of work experience where a delegated responsibility of the job was providing counseling to employees on human resource matters such as explaining benefit options, grievance/problem-solving issues, workplace issues, career development. If you were responsible for providing advice and counsel to supervisors or managers, or involved in counseling on sexual harassment, respectful workplace and/or other discrimination issues, please include that in your response as it may increase your score.
  
- \* 5. (MQ Specialty) Please describe how you have obtained good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service. Typically gained by six months of work experience multi-tasking job responsibilities, composing business correspondence and/or reports used by supervisors or managers and experience providing assistance to customers, either internal or external to the organization.
  
- \* 6. Extra Credit: I have at least six (6) months of experience processing personnel actions on the Idaho State Paperless On-line Personnel System (IPOPS). This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 7. Extra Credit: I have at least one (1) year of experience working with Sensitive or Restricted Data such as financial, personal, and/or medical with the responsibility to protect the confidentiality of that information. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 8. Extra Credit: I have at least one (1) year of experience creating job postings, conducting interviews and processing new hire data. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 9. Extra Credit: I have at least one (1) year of experience working with equal opportunity concepts and legal requirements, including FMLA, ADA, ADEA, EEO and FLSA. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 10. Extra Credit: I currently hold an active certification with SHRM or the HR Certification Institute. This item is not required for this position but could increase your score.
  - Yes
  - No

- \* 11. Even if you have attached your customized resume, please cut and paste your resume below. Your resume should emphasize your experience, education and training directly related to the minimum qualifications and validate your exam answers.

\* Required Question