

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

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|-----------------------------|---|-----------------------------|--|-----------------------------|--|
| 1. <input type="checkbox"/> | <input type="checkbox"/> Officials and Managers | 4. <input type="checkbox"/> | <input type="checkbox"/> Sales Workers           | 7. <input type="checkbox"/> | <input type="checkbox"/> Operatives (semi-skilled) |
| 2. <input type="checkbox"/> | <input type="checkbox"/> Professionals          | 5. <input type="checkbox"/> | <input type="checkbox"/> Office and Clerical     | 8. <input type="checkbox"/> | <input type="checkbox"/> Laborers (unskilled)      |
| 3. <input type="checkbox"/> | <input type="checkbox"/> Technicians            | 6. <input type="checkbox"/> | <input type="checkbox"/> Craft Workers (skilled) | 9. <input type="checkbox"/> | <input type="checkbox"/> Service Workers           |

#### Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by an "X." Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. ☐ Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b) or (f).
2. ☐ Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business.
3. ☐ Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available.
4. ☐ Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility.
5. ☐ Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts.
6. ☐ Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program.
7. ☐ Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance.
8. ☐ Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices.
9. ☐ Other Inquiries:

#### Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files.

**EMP UNIT ID:**

**MSO NAME:**

**OPR NAME:**