

Federal Communications Commission Washington, D.C. 20554 FCC 396-C	OMB 3060-1033 September 2003	FOR FCC USE ONLY
Multi-Channel Video Program Distributor EEO Program Annual Report Read INSTRUCTIONS Before Filling Out Form		FOR COMMISSION USE ONLY FILE NO. B396 - 20081029ACY

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
 COMCAST CORPORATION

MSO Name:
 COMCAST CABLE COMMUNICATIONS

B. Employment Unit's Mailing Address
 1701 JFK BLVD
 WEST DIVISION

City PHILADELPHIA	State PA	Zip Code 19103-
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Emp. Unit ID # 12111

Application Purpose
 New Program Report
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
 EL PASO, CO

D. Category of Respondent (check applicable box)

<input type="radio"/>	Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
<input checked="" type="radio"/>	Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 8/24/08 - 9/06/08

F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type
Review the list of communities served on the previous year's submission and attach as Exhibit A [Exhibit 1] any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.			

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.
 [Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment
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	Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information. [Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed	Title VP HR
Date 9/24/2008	Name of Respondent RON PHILLIPS
Telephone No. (include area code) 7202672560	

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

Part I Employee Job Descriptions

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.

- | | | |
|------------------------------|----------------------|--------------|
| 1. Officials and Managers | <input type="text"/> | [Exhibit 4] |
| 2. Professionals | <input type="text"/> | [Exhibit 5] |
| 3. Technicians | <input type="text"/> | [Exhibit 6] |
| 4. Sales Workers | <input type="text"/> | [Exhibit 7] |
| 5. Office and Clerical | <input type="text"/> | [Exhibit 8] |
| 6. Craft Workers (skilled) | <input type="text"/> | [Exhibit 9] |
| 7. Operatives (semi-skilled) | 3 | [Exhibit 10] |
| 8. Laborers (unskilled) | <input type="text"/> | [Exhibit 11] |
| 9. Service Workers | <input type="text"/> | [Exhibit 12] |

Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" 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). [Exhibit 13]
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. [Exhibit 14]
3. Name the minority organizations, organizations for women, media, educational institutions, and other recruitment sources used to attract minority and female applicants whenever job vacancies become available. [Exhibit 15]
4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
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. [Exhibit 17]
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. [Exhibit 18]
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. [Exhibit 19]
8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
9. Other Inquiries: [Exhibit 21]

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. [Exhibit 22]

EMP UNIT ID: 12111	MSO NAME: COMCAST CABLE COMMUNICATIONS
	OPR NAME: COMCAST CORPORATION

Exhibits

Exhibit 10

Description: JOB DESCRIPTIONS

THIS UNIT DOES NOT EMPLOY SEMI-SKILLED OPERATIVES. INSTEAD, THE UNIT IS PROVIDING THE FOLLOWING JOB DESCRIPTIONS:

CONSTRUCTION REPRESENTATIVE I
DISPATCH REPRESENTATIVE
PAYMENT CENTER REP 2

CONSTRUCTION REPRESENTATIVE I

RESPONSIBILITIES:

PROVIDE ADMINISTRATIVE SUPPORT TO DEPARTMENT STAFF.

PROVIDE FIELD SUPPORT TO OTHER MEMBERS OF THE TEAM FOR NEW BUILD PROJECTS, ROAD CONSTRUCTION PROJECTS, SERVICEABILITY REQUESTS FOR RESIDENTIAL AND COMMERCIAL BUSINESSES AND LINE LOCATE REQUESTS ON AN AS-NEEDED BASIS.

PROVIDE QUALITY ASSURANCE MONITORING ON ALL CONTRACTOR SUBMITTED INVOICES, DAILY TO ENSURE ACCURACY OF INVOICES AND QUALITY.

ASSIST BLUESTAKE DEPARTMENT TO ENSURE ALL LOCATES ARE COMPLETED BY DUE DATE AND ENSURE ACCURACY OF RECORDS KEEPING.

VERIFY CUT CABLE INVESTIGATION FORMS, FORWARD TO OUTSIDE COLLECTION AGENCY FOR BILLING PURPOSES, VERIFY BLUESTAKE INFORMATION IF APPLICABLE, AND PROVIDE CONFIRMATION OF NEGLIGENCE IF NECESSARY TO EXPEDITE BILLING PROCEDURE.

COORDINATE THE CREATION OF NEW CONSTRUCTION AND BETTERMENT PROJECT FILES INCLUDING PREPARATION OF PROJECT COST ESTIMATES.

COORDINATE THE DISTRIBUTION OF PLANT REPAIR PROJECTS WITH OUTSIDE CONTRACTORS.

RESEARCH AND TRACK SERVICEABILITY REQUESTS AND EXPEDITE THE RESPONSE BACK TO THE CSR DEPARTMENT.

ASSIST FELLOW TEAM MEMBERS AND ACCOMPLISH RELATED TASKS AS NEEDED IN ORDER TO CONTRIBUTE TO THE TEAM EFFORT AND SUCCESS.

OTHER DUTIES AS ASSIGNED.

PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE.

ABILITY TO WORK OVERTIME AS NEEDED.

(NON-EXEMPT)

REQUIREMENTS:

HIGH SCHOOL DIPLOMA OR EQUIVALENT

1-3 YEARS OF ADMINISTRATIVE ASSISTANT EXPERIENCE.

VALID DRIVER'S LICENSE AND GOOD DRIVING RECORD.

PREVIOUS CATV FIELD EXPERIENCE HELPFUL

EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS

SUPERIOR ORGANIZATIONAL SKILLS, DETAIL ORIENTED

ABILITY TO MANAGE MULTIPLE PRIORITIES

ADMINISTRATION SKILLS THAT INCLUDE WORD PROCESSING AND SPREADSHEET APPLICATIONS (WORD, EXCEL, ACCESS, POWERPOINT)

ABILITY TO WORK INDEPENDENTLY WITH MINIMAL SUPERVISION AND FLEXIBLE SCHEDULES WHEN NECESSARY

ABILITY TO MAINTAIN CONFIDENTIALITY OF SENSITIVE MATERIAL

ABILITY TO WORK OVERTIME, AS NEEDED.

**PERTAINS TO INTERNALS ONLY:

MINIMUM OF 6 MONTHS IN CURRENT POSITION FOR NON-EXEMPT AND 1 YEAR FOR EXEMPT.

MINIMUM OF A 2.5 RATING ON LAST MID YEAR OR YEAR END REVIEW.

NO CORRECTIVE ACTION PAST A VERBAL WITHIN THE LAST 6 MONTHS (INCLUDES BEHAVIORAL, PERFORMANCE, AND ATTENDANCE).

COMCAST IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/DRUG-FREE WORKPLACE EMPLOYER.

DISPATCH REPRESENTATIVE

RESPONSIBILITIES:

A COMCAST DISPATCHER ORGANIZES OUR FIELD TECHNICIANS DAILY WORK LOAD BY COMPILING SCHEDULES AND ASSIGNING INSTALLATIONS, SERVICE CHANGES, TROUBLE CALLS AND DISCONNECTS. MONITORS THEIR ACTIVITY THROUGH RADIO/PHONE/EMAIL CONTACT.

OPERATES COMCAST COMPUTER SYSTEM TO REVIEW CUSTOMER ACCOUNT INFORMATION AND INPUTS APPROPRIATE DATA REGARDING RESCHEDULE DATES, SERVICE CHANGES AND TROUBLE CALL INFORMATION.

RESPONSIBLE FOR TAKING INBOUND CALLS FROM CUSTOMERS AND MAKING OUTBOUND CALLS TO CUSTOMERS TO VERIFY SCHEDULE DATE AND TIME, RESCHEDULES MISSED APPOINTMENTS AND UP-SELLING THE CUSTOMER WHEN APPROPRIATE

COMPILES, MAINTAINS AND PREPARES VARIOUS OPERATIONAL REPORTS, LOGS AND FILES.

MONITORS SYSTEM PICTURE PERFORMANCE TO VERIFY THAT ALL CHANNELS ARE ON THE AIR AND CLEAR, REPORTING IRREGULARITIES TO PROPER PERSONNEL.

WORKS WITH CO-WORKERS TO COMMUNICATE CUSTOMER NEEDS.

PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE.

ABILITY TO WORK OVERTIME AS NEEDED.

(NON-EXEMPT)

QUALIFICATIONS:

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.

12 MONTHS IN CUSTOMER SERVICE OR INSTALLATION OR COMPARABLE DISPATCH POSITION.

ABILITY TO PERFORM ROUTINE DISPATCHING FUNCTIONS, SUCH AS ANSWERING TELEPHONE, LOGGING INFORMATION INTO A COMPUTER SYSTEM, AND USING MOBILE RADIO.

SOUND JUDGMENT AND THE ABILITY TO RELATE WELL WITH OTHER PEOPLE.

COMPUTER SKILLS REQUIRED

KNOWLEDGE OF THE LOCAL AREA TO BE SERVICED DESIRABLE.

PUNCTUAL, REGULAR AND CONSISTENT ATTENDANCE.

ABILITY TO WORK A ROTATING SHIFT TO INCLUDE EVENING AND WEEKEND HOURS.

ABILITY TO WORK OVERTIME AS NEEDED.

BILINGUAL - ENGLISH/SPANISH PREFERRED.

COMCAST IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/DRUG-FREE WORKPLACE EMPLOYER

PAYMENT CENTER REP 2

RESPONSIBILITIES:

FACE-TO-FACE INTERACTION WITH CUSTOMERS, ACCEPTING PAYMENTS, EXCHANGING/TROUBLESHOOTING EQUIPMENT ISSUES, PRODUCT PROMOTION, AND ANSWERING GENERAL INQUIRIES.

MUST ENJOY WORKING INDEPENDENTLY, AS PART OF A SELF-DIRECTED TEAM, TO MANAGE ALL OFFICE ACTIVITIES, INCLUDING CUSTOMER SERVICE, ACCURATE RECORD KEEPING, AND EQUIPMENT INVENTORY.

MUST BE ABLE TO COMMUNICATE EFFECTIVELY WITH CUSTOMERS, COLLEAGUES, OTHER COMPANY REPRESENTATIVES, AND ENJOY CUSTOMER SERVICE FUNCTIONS, ENSURING A POSITIVE COMPANY IMAGE AND THE PROMOTION OF OUR PRODUCTS.

MUST HAVE PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE.

ABILITY TO WORK OVERTIME AS NEEDED.

(NON-EXEMPT)

REQUIREMENTS:

HIGH SCHOOL DIPLOMA OR EQUIVALENT GED.

2 YEARS EXPERIENCE IN CABLE OR TELECOMMUNICATION ESCALATIONS PREFERRED.

STRONG CUSTOMER SERVICE SKILLS, COMPUTER LITERACY, BASIC ACCOUNTING SKILLS, STRONG COMMUNICATION SKILLS (BOTH WRITTEN AND ORAL), EXPERIENCE WITH HANDLING CUSTOMER

ESCALATIONS AND THE ABILITY TO WORK WITH MINIMAL SUPERVISION.
RELIABLE TRANSPORTATION REQUIRED.
EXCELLENT SALES AND RETENTION EXPERIENCE.

COMCAST IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/DRUG-FREE WORKPLACE EMPLOYER.

Attachment 10

Exhibit 13

Description: RESPONSE # 1

THE EMPLOYMENT UNIT HAS ESTABLISHED AND MAINTAINS A POSITIVE CONTINUING PROGRAM OF OUTREACH ACTIVITIES DESIGNED TO ENSURE EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT. THE UNIT RECRUITS FOR FULL-TIME JOB VACANCIES IN ITS OPERATION THAT ARE NOT FILLED BY INTERNAL APPLICANTS. THE UNIT USES RECRUITMENT SOURCES FOR EACH VACANCY TO DISSEMINATE JOB OPENINGS FROM A LIST THAT IT HAS COMPILED OF MINORITY AND WOMENS ORGANIZATIONS IN ITS EMPLOYMENT AREA AS WELL AS NATIONAL EMPLOYMENT WEBSITES. THE UNIT ALSO PROVIDES NOTIFICATION OF EACH FULL-TIME VACANCY TO ANY ORGANIZATION THAT DISTRIBUTES INFORMATION ABOUT EMPLOYMENT OPPORTUNITIES TO JOB SEEKERS OR REFERS JOB SEEKERS TO EMPLOYERS, UPON REQUEST BY SUCH ORGANIZATION.

PLEASE REFER TO THE ATTACHED LIST OF OUTREACH ACTIVITIES THAT THE UNIT UNDERTAKES EACH YEAR

THE BUSINESS UNIT PROVIDES ON-GOING PARTNERSHIP WITH OUTREACH AGENCIES THROUGHOUT THE COMMUNITY TO FILL FULL-TIME POSITIONS. AGENCIES ARE PROVIDED WITH THE DETAIL OF OPEN POSITIONS INSTANTANEOUSLY BY EMAIL. WORKING PARTNERSHIPS ARE KEPT BETWEEN RECRUITER AND OUTREACH PARTNERS IN ORDER TO ENSURE THAT THE AGENCIES ARE AWARE OF COMCASTS REQUIREMENTS. COMCAST PARTICIPATES IN JOB FAIRS WITH ORGANIZATIONS AND AGENCIES TO ATTRACT A LARGE NUMBER OF MINORITIES; INCLUDING A PARTNERSHIP WITH THE STATE AGENCY WORKFORCE CENTER AND DISSEMINATION OF THE COMPANYS JOB OPPORTUNITIES.

Attachment 13

Exhibit 14

Description: RESPONSE # 2

COMCASTS EMPLOYEE MANUAL CONTAINS THE COMPANYS EEO POLICY STATEMENT AND IS MADE AVAILABLE TO ALL EMPLOYEES.

THE COMPANYS EEO POLICY STATEMENT IS POSTED IN THE EMPLOYMENT UNITS OFFICE AND ON BULLETIN BOARDS ACCESSIBLE TO EMPLOYEES AND APPLICANTS, INFORMING THEM OF THEIR EQUAL EMPLOYMENT OPPORTUNITY RIGHTS, AND THEIR RIGHT TO NOTIFY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, THE FCC, OR OTHER APPROPRIATE AGENCY IF THEY BELIEVE THEY HAVE BEEN DISCRIMINATED AGAINST.

ORIENTATION MEETINGS FOR NEW EMPLOYEES AND COMCASTS IN-HOUSE TRAINING PROGRAMS DISCUSS COMCASTS EEO POLICY.

RECRUITMENT SOURCES ARE MADE AWARE OF THE COMPANYS EEO HIRING POLICY AND OF THE COMPANYS POLICY THAT ALL JOB APPLICANTS WILL BE TREATED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR SEX.

COMCAST CABLE INCLUDES THE PHRASE EOE/AA ON EMPLOYMENT APPLICATIONS, IN NEWSPAPER ADVERTISEMENTS AND OTHER EXTERNAL ADVERTISEMENTS.

COMCAST INDICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ON PURCHASE ORDERS, LEASE AGREEMENTS AND OTHER CONTRACTS WITH ITS VENDORS.

COMCAST COMMUNICATES WITH THE STATE EMPLOYMENT SECURITY OFFICE IN WRITING REGARDING ITS EEO POLICY.

COMCAST COMMUNICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER WHEN IT PARTICIPATES IN OR HOSTS A JOB FAIR.

COMCAST HUMAN RESOURCES REVIEWS THE COMPANYS EEO POLICY IN ALL NEW HIRE ORIENTATIONS.

THE COMPANYS EEO POLICY IS POSTED ON BULLETIN BOARDS IN ENTRY WAYS AND THE LUNCH OR BREAK ROOM AREAS.

THE COMPANYS EMPLOYMENT APPLICATIONS; ON-LINE POSTINGS AND NEWSPAPER ADS INCLUDE THE PHRASE EEO/AA.

Attachment 14

Exhibit 16

Description: RESPONSE # 4

PERFORMANCE APPRAISALS ARE CONDUCTED ANNUALLY. DURING THIS ANNUAL ASSESSMENT EMPLOYEES ARE PROVIDED WITH SUGGESTIONS AS TO HOW TO IMPROVE THEIR WORK PERFORMANCE, RECOMMENDATIONS ARE MADE REGARDING TRAINING OPPORTUNITIES, AND CAREER GUIDANCE IS PROVIDED.

REGULAR FULL-TIME EMPLOYEES ARE ELIGIBLE FOR THE COMPANYS EDUCATION ASSISTANCE PROGRAM. THE PROGRAM PROVIDES FOR TUITION REIMBURSEMENT TO ELIGIBLE EMPLOYEES WHO ARE PURSUING A CAREER RELATED DEGREE. EMPLOYEES ARE ENCOURAGED TO SEEK A DEGREE THAT RELATES TO THEIR CURRENT POSITION OR TO A POSITION IN THE COMPANY TO WHICH THEY ASPIRE.

ALL OPEN POSITIONS ARE ADVERTISED THROUGHOUT THE ENTIRE EMPLOYEE BASE. INTERNAL CANDIDATES THAT MEET THE MINIMUM CRITERIA ARE GRANTED AN INTERVIEW. CANDIDATES WHO DO NOT MEET THE QUALIFICATIONS ARE PROVIDED WITH CAREER COUNSELING REGARDING FUTURE OPPORTUNITIES.

COMCAST UNIVERSITY OFFERS NATIONWIDE TRAINING AND DEVELOPMENT OPPORTUNITIES FOR ITS EMPLOYEES. COMCAST UNIVERSITY PROGRAM OFFERINGS INCLUDE COURSE WORK TO ENHANCE THE SUBSTANTIVE AND LEADERSHIP SKILLS OF ITS EMPLOYEES.

ADDITIONALLY, THE BUSINESS UNIT PROMOTES A PROGRAM CALLED LEADS TO HIGH POTENTIAL EMPLOYEES WHO HAVE DEMONSTRATED LEADERSHIP QUALITIES AND PROVIDES A TRAINING PROGRAM THAT PREPARES THE EMPLOYEES FOR THE NEXT LEVEL. EMPLOYEES ARE IDENTIFIED BY DIRECT SUPERVISORS AND NOMINATED FOR THE PROGRAM. FOR MANAGEMENT LEVEL PERSONNEL PREPARING FOR THE NEXT LEVEL OF MANAGEMENT ROLE, THE COMPANY OFFERS PROJECT MAXIMUM EXPOSURE DESIGNED TO ACCELERATE THE BUSINESS ACUMEN AND LEADERSHIP SKILLS OF FUTURE SENIOR LEADERS. BOTH PROGRAMS ARE ADVERTISED THROUGH COMPANY ON-LINE COMMUNICATIONS.

Attachment 16

Exhibit 22

Description: EEO PUBLIC FILE

Attachment 22

Description
EEO Public File 12111

FCC Sourcing Report Unit Number 12111

Date: 9/1/2007 - 8/31/2008

Work Locations: COC74 - Colorado Springs, CO; COP11 - Pueblo CO

Requisition#	Job Title	Working Location	Source	# of Interviews	# of Hires
48593BR	Warehouse Rep 1	COP11 - Pueblo CO	I - AJB.COM (AMERICANICAS JOB BANK)	1	1
			R - EMPLOYEE REFERRAL	1	0
			REMPREF - EMPLOYEE REFERRAL	1	0
			V - WEATHER CHANNEL CRAWL	0	0
			Total	3	1
51339BR	Communications Technician 1-3	COP11 - Pueblo CO	I - COMCAST.COM	1	1
			ICOMCAST - COMCAST.COM	3	2
			Total	4	3
53255BR	GM - Pueblo	COP11 - Pueblo CO	I - COMCAST.COM	1	1
			Total	1	1
55218BR	Technical Operations Manager	COC74 - Colorado Springs CO	Internal	6	1
			Total	6	1
55219BR	Dispatch Manager	COC74 - Colorado Springs CO	Internal	4	1
			Total	4	1
55744BR	Direct Sales Representative - Colorado Springs	COC74 - Colorado Springs CO	I - COMCAST.COM	1	1
			ICOMCAST - COMCAST.COM	2	2
			Internal	3	3
			I - COMCAST.COM	1	1
			R - EMPLOYEE REFERRAL	5	5
			REMPREF - EMPLOYEE REFERRAL	7	6
			Total	19	18
56042BR	Sales Supervisor	COC74 - Colorado Springs CO	I - COMCAST.COM	1	1
			Total	1	1
56407BR	Direct Sales Representative - Pueblo	COP11 - Pueblo CO	I - COMCAST.COM	1	1
			Total	1	1
56410BR	Direct Sales Representative - MDU Account Executive	COP11 - Pueblo CO	Internal	1	1
			A - AFRICAN AMERICAN ASSOCIATION	1	1
			V - ENTRAVISION COMMUNICATIONS	1	1
			Total	3	3
			I - COMCAST.COM	1	0
57334BR	Supervisor Warehouse and Materials Mgmt.	COC74 - Colorado Springs CO	I - COMCAST.COM	1	1
			I - SIMPLYHIRED.COM	1	0
			Internal	1	0
			O - CAREER LINK	1	0
			V - TV COMMERCIAL	0	0
			Total	4	1
57685BR	Lead Payment Center/Lobby Rep	COC74 - Colorado Springs CO	Internal	6	1
			Total	6	1
57854BR	Warehouse Rep 1	COC74 - Colorado Springs CO	A - CABLE/TEL HUMAN RESOURCES ASSOC	1	0
			I - WORKCT.COM	1	1
			Internal	1	0
			R - EMPLOYEE REFERRAL	2	0
			Total	5	1
58368BR	Communications Technician 1-3	COC74 - Colorado Springs CO	I - CITYSEARCH.COM	1	1
			I - COMCAST.COM	1	1
			M - COMCAST NOW HIRING SIGN	2	2

			R - EMPLOYEE REFERRAL	2	1
			REMPREF - EMPLOYEE REFERRAL	1	1
			T - CABLEVISION	1	0
			Total	8	6
59075BR	Technical Operations Manager- Pueblo	COP11 - Pueblo CO	Internal	12	1
			Total	12	1
63931BR	Payment Center Rep 2	COT70 - Trinidad CO	F - SEARCH FIRM	1	1
			M - DIGITAL CABLE ADVERTISEMENT	1	0
			M - JOB HOTLINE	1	0
			O - WORKFORCE NETWORK	1	0
			O - WORKFORCE SERVICES	1	0
			Internal	1	1
			Total	6	2
64360BR	Direct Sales Representative - Colorado Springs	COC74 - Colorado Springs CO	ICOMCAST - COMCAST.COM	1	1
			Internal	1	1
			R - EMPLOYEE REFERRAL	1	0
			Total	3	2
64547BR	Supervisor Residential Field Sales	COC74 - Colorado Springs CO	Internal	4	0
			REMPREF - EMPLOYEE REFERRAL	1	1
			Total	5	1
65122BR	Warehouse Rep 1	COP11 - Pueblo CO	I - COMCAST.COM	1	1
			I - INDEED.COM	1	0
			REMPREF - EMPLOYEE REFERRAL	1	0
			Total	3	1
			Grand Total	94	46
FCC Recruitment Menu Activity	Recruiting Event	Sponsor	Date	System Personnel Involved	Narrative
Participation in at least two job fairs by unit personnel who have substantial responsibility in making hiring decisions.	Veterans Associations	Mile High Veterans Job Fair	10/20/07	HRG and HR Manager	Participation in job fair
	Denver Sales Career Forum	Integrated Recruiting Consultants	11/28/07	HRG and HR Manager	Participation in job fair
	Military Family Job Fair		2/7/08	HRG and HR Manager	Participation in job fair
	Diversity Employment Day Career Fair	Denver City Career Fair.COM	2/19/08	HRG and HR Manager	Participation in job fair

	Denver Sales Career Forum	Integrated Recruiting Consultants	5/6/08	HRG and HR Manager	Participation in job fair		
	Buckley Air Force Base	Military & Civilian Career Fair	5/23/08	HRG and HR Manager	Participation in job fair		
	Diversity & Bilingual Job Fair	National Diversity Career Center Inc	6/25/08	HRG and HR Manager	Participation in job fair		
	Personnel Strategies, Inc	PSI NAACP Executive Diversity Job Fair	8/12/08	HRG and HR Manager	Participation in job fair		
	Denver Sales Career Forum	Integrated Recruiting Consultants	8/19/08	HRG and HR Manager	Participation in job fair		
	Annual Diversity Fair	Urban League of Metro Denver, CO	9/3/08	HRG and HR Manager	Participation in job fair		

The below organizations, educational institutions, and other recruitment sources were used to attract applicants for job vacancies when they became available.

College/Univ	Contact Name/Title	Phone	Fax	Email	City
Arapahoe Comm	Jan McLees	303.797.5805	303.797.5926	Careers@araphoe.edu	Littleton
Auraria Higher	Cheryl Cook	303.556.3664	303.556.4035	ccook28@mscd.edu	Denver
College America	Mary Gordy	303.691.9756	303.692.9156		Denver
Colorado School	Debbie Behnfield	303.273.3233	303.273.3956		Golden
Colorado State U	Diane Kull	970.491.5707	970.491.1134		Ft. Collins
Community Coll	Student Advising Office	303.360.4835	303.360.4791		Aurora
Community Coll	Lynn Stefanowski	303.352.3208	303.352.6077	lynn.stefanowski@cod.edu	Denver
Fort Lewis Colle	Chris	970.247.7562	970.247.7653		Durango
Front Range Col	Job Services	303.453.8600	303.438.9524		Westminster
Front Range Col	Mandy Clancey	303.678.3736	303.678.3743		Longmont
ITT Technical In	Genny Campbell	303.288.4488	303.288.8166		Denver
Lamar Commun	Career Counseling	719.336.1538	719.336.2448		Lamar/Pueblo
National Americ	Career Services	303.758.6700	303.758.6810		Denver
National Americ	Haley Sampson	719.590.8366	719.277.0589		Colorado Springs
Otero Junior Col	Brad Smith	719.384.6869	719.384.6933		La Junta
Parks College (S	Kori Roda	303.745.6244	303.745.0762		Aurora
Red Rocks Com	Darlene Marshall	303.914.6258	303.988.6191		Golden
Univ. of Colorad	Bev Kratzer	719.262.3340	719.262.3875		Colorado Springs
Univ. of Souther	Career Services	719.549.2980	719.549.2289		Pueblo
University of De	Career Center	303.871.2156	303.871.4335		Denver
Western State C	Candace	970.943.7122	970.943.2702		Gunnison
Univ. of Norther	Solomon Little Owl	970.351.1125	970.351.1999	solomon.littleowl@unco.edu	Greeley
Univ. of Norther	Patricia Escobar	970.351.2424	970.351.2360	patricia.escobar@unco.edu	Greeley
Univ. of Norther	Elizabeth Overson	970.351.2552	970.351.1182		Greeley
Regis University	Don Linley	303.458.4928	303.964.5530		Lakewood
CO Women's En	Carrie Edson	303.892.8444	303.892.8375		Denver
CO Center for th	Jennifer Stevens	303.778.1597	303.778.1598		Denver
Rocky Mountair	Eric Wright	303.292.3203	303.292.3341		Denver
Denver Family L	Barbara Wallace	303.433.3118	303.433.3667		Denver
Denver Indian C	Dina Yazzie	303.937.0401	303.936.2699		Denver
Discovery Job N	Liz	303.220.3384	303.220.3385		Denver
MiCasa Resourc	Ken Lyon	303.573.1302	303.595.0422		Denver
Urban League o	Carla Mourning	303.388.5861	303.388.3523		Denver