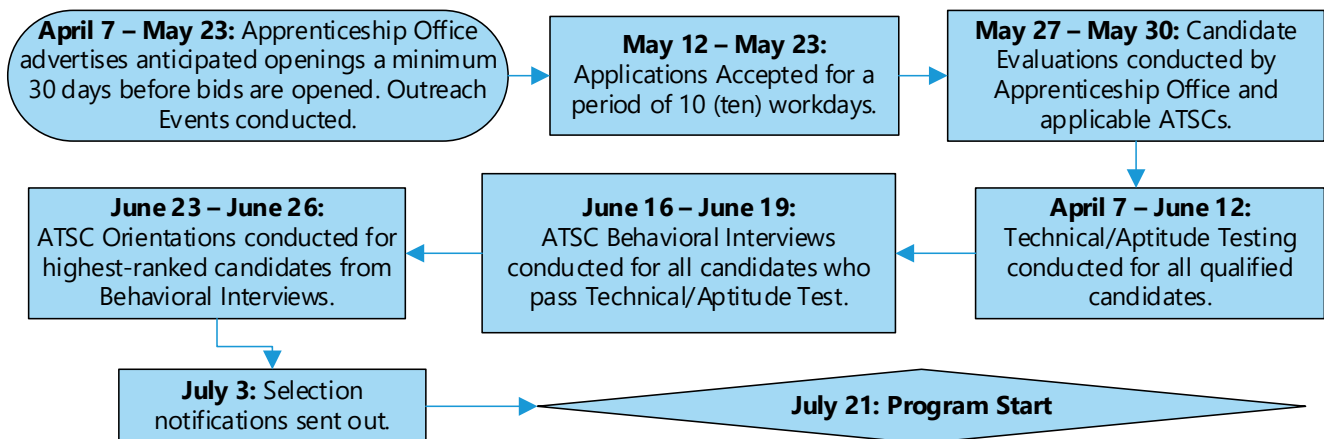


2025 SRP ATC Operator/Dispatcher Apprenticeship Selection Procedure

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ATC Operator/Dispatcher Apprenticeship Selection Process Timeline



Minimum Qualifications for Operator/Dispatcher Apprenticeships

Selection of Apprentices shall be based on qualifications and abilities. In addition to being capable of performing the functions in both the Apprentice and Journeyworker job descriptions, candidates applying to be considered for selection as an Apprentice must:

1. Be at least 18 years of age or older and have a High School Diploma or GED.
2. Submit an application for the apprenticeship electronically either through [OneWorkforce](#) (SRP Employees) or the [SRP Careers Webpage](#) (external candidates). **The ATC allows candidates to apply for one or both of the Operator/Dispatcher Apprenticeships.** Candidates who do not submit a formal application for their trade(s) of interest are not considered.

3. Provide transcripts proving completion of required prerequisite classes as part of the Apprenticeship Candidate Profile on the [Apprenticeship Candidate Site](#) (SRP Employees) or as part of your [External Candidate Form](#) (External Candidates). Candidates who do not provide proof of completing required prerequisite classes by close of bids (5/23/2025) are disqualified from participating in the Summer 2025 Operator/Dispatcher Apprentice Selections.
 - a. Provide documentation of previous education and work experience as part of your Profile in the [Apprenticeship Candidate Site](#) (SRP Employees) or as part of your [External Candidate Form](#) (external candidates).
4. Submit a completed Functional Assessment Acknowledgment Form as part of your Profile in the [Apprenticeship Candidate Site](#) (SRP Employees) or as part of your [External Candidate Form](#) (external candidates). Candidates who do not submit a completed Functional Assessment Acknowledgment Form are disqualified.
5. Review the [ATC Standards of Apprenticeship](#).

ADDITIONAL QUALIFICATIONS FOR INTERNAL APPLICANTS

In addition to the qualifications above, SRP employees must:

1. Receive a complete Summer 2025 Candidate Referral meeting expectations in both Job Performance and Attendance & Reliability from your direct supervisor. Referrals must be requested by the candidate and received from supervision during the advertisement/bid period (4/7/2025 – 5/23/2025). Candidates who do not receive a completed Summer 2025 Candidate Referral meeting expectations in both Job Performance and Attendance and Reliability by close of bids are disqualified from participating in the Summer 2025 Operator/Dispatcher Apprentice Selections. Summer 2025 Candidate Referrals are requested and completed using the [Apprenticeship Candidate Site](#).
2. Have no active discipline for entirety of selection process (5/23/2025 – 7/21/2025). Candidates on active discipline at close of bids or who are placed on active discipline during the selection process are disqualified from participating in Summer 2025 Operator/Dispatcher Apprentice Selections.
3. Have a satisfactory safety record with no more than one preventable safety incident during six months prior to close of bids up until program start (11/23/2024 – 7/21/2025). Incidents classified as non-preventable or personal injury are not considered. Candidates accruing more than one preventable safety incident during the specified period are disqualified from participating in Summer 2025 Operator/Dispatcher Apprentice Selections.

Educational Prerequisites

Educational prerequisites classes must be completed with a grade of “C” or better to qualify for selection.

1. **Educational prerequisites for Operator/Dispatcher Apprenticeships are:**
 - a. **College-Level English/Communications or Equivalent**
 - b. **College-Level Algebra/Math or Equivalent**
2. Documentation proving completion of prerequisite classes must be submitted on college transcripts or from the appropriate reporting system before closing of bids. Documentation submitted after close of bids will not be considered.
3. Documentation proving the fulfillment of educational prerequisite requirements must be submitted using the [Apprenticeship Candidate Site](#) / [ATC External Candidate Form](#) prior to the close of bids. **Late documentation will not be accepted.**



Operator / Dispatcher Apprenticeship Selection Process

The selection process is as follows:

1. SRP Employees may provide supporting documentation year-round by completing an Apprenticeship Candidate Profile using the [Apprenticeship Candidate Site](#). Candidates will identify their trade(s) of interest to determine requirements.
 - a. Using the site, Candidates may:
 - i. Upload documentation of previous education experience and prerequisite fulfillment.
 - ii. Document external work experience.
 - iii. Request and receive a Candidate Referral (During advertisement/bid period only).
 - iv. Complete a Functional Assessment Acknowledgment Form.
2. External candidates (Non-employees) may provide supporting documentation year-round using the [ATC External Candidate Form](#).
 - a. Using the form, Candidates may:
 - i. Upload documentation of previous education experience and prerequisite fulfillment.
 - ii. Document external work experience.
 - iii. Complete a Functional Assessment Acknowledgment Form.
3. The Apprenticeship Office will review profiles and forms in the order they are received.
 - a. Approved documentation will qualify a candidate for trade of interest or any trade with the same requirements.
 - b. Approved documentation will be valid for two calendar years or until requirements change.
 - c. Candidates will be notified by email when documentation has been approved or rejected and are allowed to resubmit documentation.
 - d. Any updates to documentation will reset approval status (Apprenticeship Candidate Site only).
4. The Apprenticeship Office advertises anticipated openings a minimum of 30 days before bids open.
5. Apprenticeship bids are posted internally and externally, and applications are accepted by Human Resources (HR) Talent Acquisition for a period of ten (10) workdays.
 - a. **The ATC allows candidates to apply for one or both of the Operator/Dispatcher Apprenticeships.**
6. The Apprenticeship Office and Apprenticeship & Training Subcommittees (ATSC) evaluate all candidates for minimum qualifications.
 - a. Candidates not meeting the selection criteria listed, or who do not complete the application process, are disqualified.
 - b. Candidates remain anonymous to the ATSC during candidate evaluations.
7. Candidates who meet the minimum qualifications for the Operator/Dispatcher Apprenticeships will be invited to take the Technical/Aptitude Test.
 - a. Candidates who do not receive a passing Technical/Aptitude Test score will be disqualified.
8. Qualified Candidates with a passing Technical/Aptitude Test score are invited to ATSC Behavioral Interviews.
 - a. Interviews are conducted by the Apprenticeship Office and evaluated by the ATSCs. The average scores obtained from each ATSC evaluator will make up your Behavioral Interview score for their trade, worth a maximum 50 selection points.
9. Highest-ranked candidates from ATSC Behavioral Interviews are invited to attend ATSC Orientations, worth up to 125 selection points.
 - a. Candidates not invited to attend orientation for their trade(s) of interest are unconsidered and do not continue in the selection process. Candidates who do not successfully complete orientation are also unconsidered.

- b. Candidates are evaluated at the conclusion of Orientation and up to 100 points are available.
 - c. Candidates may also be awarded up to 25 selection points for evaluator observations. These points are awarded for observed performance in specified evaluation categories.
10. Candidates with the highest-combined scores from Orientation and Behavioral Interviews are selected for the apprenticeship.
11. Top candidates not selected for the apprenticeship are unconsidered.

Selection Points Available	
Activity	Points Available
Behavioral Interview	50
Orientation	125
Total	175

Equal Opportunity Pledge & Complaint Procedure

ATC Apprentice selections shall be based on qualifications and abilities. The ATC adheres to the Equal Opportunity Pledge provided in the ATC Standards of Apprenticeship (Section I, O, 1). Complaints of standards violations and discrimination will be heard by the ATC in accordance with the Complaint Procedure also provided in the ATC Standards of Apprenticeship (Section I, P)

SRP Apprenticeship Voluntary Self-Identification Of Disability And Disability Accommodation Request Procedure

Finalized 10/7/2022

Purpose

The Salt River Project JACC and ATC will not discriminate against Apprenticeship Candidates, Pre-Apprentices or Apprentices based on disability and will take affirmative action to provide equal opportunity in Apprenticeship and operate the Apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The purpose of this procedure is to notify all Apprenticeship Candidates, Pre-Apprentices and Apprentices of the Department of Labor (DOL) Voluntary Disability Disclosure Form and the process for requesting an accommodation as an SRP employee.

Scope/Applicability

This policy applies to all Apprenticeship Candidates, Apprentices and Pre-Apprentices at SRP.

Section 1 – DOL Voluntary Disability Disclosure Form and Annual Update Notification

1A – Apprenticeship Candidates

Candidates will be given the opportunity to voluntarily disclose a disability at the time their application is submitted by completing the US Department of Labor (DOL) Voluntary Disability Disclosure Form (example found on page 3 of this procedure) and submitting it along with their application packet. Completion of this form is voluntary. This form is collected for the sole purpose of DOL reporting requirements. The DOL form is confidential, maintained as part of the Candidate's Apprentice file and not maintained in the Candidate's employee file.

1B – New Apprentices

Prior to indenture, new Apprentices will be provided the opportunity to self-identify a disability on their Apprenticeship Agreement (Form 671).

1C – Annual Apprentice Update Notification

The Apprenticeship Office will provide a digital copy of the DOL's Voluntary Disability Disclosure form to Apprentices to update their status on a recurring annual basis. Completion of the form is voluntary. Updated forms will be collected for the sole purpose of DOL reporting requirements. Updated forms are confidential; maintained as part of the Apprentice file and not in the Apprentice's employee file.

BY SELF-IDENTIFYING USING THE DOL VOLUNTARY DISABILITY DISCLOSURE FORM OR THE APPRENTICESHIP AGREEMENT, CANDIDATES ARE NOT DISCLOSING THEIR DISABILITY WITH SRP AND ARE NOT REQUESTING AN ACCOMMODATION.

APPRENTICES OR PRE-APPRENTICES WANTING TO REQUEST AN ACCOMMODATION DUE TO THEIR DISABILITY SHOULD REVIEW SECTION 2 OF THIS PROCEDURE.

Section 2 – Disability Accommodations

[Disability Accommodations Policy](#)

SRP is committed to equal opportunity in all aspects of employment for qualified individuals with

disabilities. In accordance with the Americans with Disabilities Act (ADA) and other Federal and State law, and consistent with the company's policies on Equal Opportunity, Affirmative Action, and Anti-Harassment, it is the policy of the company to provide reasonable accommodations in employment to any qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of the company's business or would change the essential functions of the position. SRP prohibits retaliation against an individual who requests an accommodation in good faith.

2A – New Apprentices and Pre-Apprentices

Prior to the start of their Pre-Apprenticeship or Apprenticeship program, selected Candidates will be provided a copy of the [Disability Accommodations Policy](#) and [Medical Accommodation Employee Request form](#). Requests for accommodations are reviewed by Human Resources (Employee & Labor Relations, Health Services), the Apprenticeship Administrator and applicable JASC/ATSC.

2B – Annual Disability Accommodation Policy Notification

The Apprenticeship Office will provide Apprentices / Pre-Apprentices a digital copy of SRP's [Disability Accommodations Policy](#) and [Medical Accommodation Employee Request form](#) on a recurring annual basis. Requests for accommodations are reviewed by Human Resources (Employee & Labor Relations, Health Services) the Apprenticeship Administrator and applicable JASC/ATSC.

2C – Requests Which Cannot be Accommodated

If after the interactive process it is determined that a reasonable accommodation cannot be found, Apprentices / Pre-Apprentices will be given the option of resigning from the program. Resignations or removals for this reason will be classified as "Medically Necessary". Employee & Labor Relations will assist the Apprentice/ Pre-Apprentice with placement help.



Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 06/30/2024

Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.apprenticeship.gov/eo>.

Summary Information Distribution System Operator

The following outline is provided for individuals who are considering bidding into an SRP Apprenticeship. This information is specifically designed to help a potential bidder determine whether the **Distribution System Operator** trade would be a suitable career choice for that individual. It is not intended as a complete, official job description. Instead, it highlights selected aspects of the job that might affect the bidder's decision to make a career commitment to a specific trade.

Job Responsibilities

- ✓ Direct switching of facilities, issue clearances and hold tags to field personnel in compliance with SRP procedures and safety practices.
- ✓ Collect, log and record electric system data, prepare operating reports and historical records.
- ✓ Communicate with field operations personnel by radio and telephone.
- ✓ Supervise, monitor and control all necessary equipment for the safe, reliable and appropriate loading of the SRP Electric System.
- ✓ Notify proper personnel for the resolution / repair of the electric system lines and equipment.
- ✓ Respond to emergencies communicated from field operations personnel.
- ✓ Serve as a representative of SRP with interconnected companies and neighboring utilities involving immediate and/or long-range operating issues.
- ✓ Provide and maintain real-time outage information communicated to customers.
- ✓ Work with other divisions and departments within SRP to ensure an efficient, cooperative maintenance and construction program.
- ✓ Provide On-the-Job Training (OJT) and mentoring for new DOC Distribution System Operators
- ✓ Support DOC by contributing to the development, review and updating of the operating policies and procedures used in DOC.
- ✓ Other duties as assigned.

Primary Characteristics and Conditions

- ✓ The DSO does a combination of technically and mentally demanding work; in relation to the electrical aspects of the SRP distribution system
- ✓ Includes both scheduled and emergency call outs that can occur at any time and can result in long hours under adverse conditions; with both physical and emotional strain
- ✓ Involves potential risks in working with crews near and around energized lines and equipment
- ✓ Demands a high degree of situational awareness and adherence to safety procedures
- ✓ A majority of the work is done indoors and in a stationary position
- ✓ Ability to work rotating shifts for 24/7 coverage.

Key Requirements

- ✓ Health and mental strength to meet the technical needs of the job. Aptitude testing is required to qualify for the trade.
- ✓ Ability to handle stressful situations in a calm and collective manner.



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Find out how to pursue your passion in the energy sector. Match your skills and talents with the right opportunities. Engage in work that matters and makes a difference. Aim for continuous learning and growth in your role and embrace the challenges and rewards of your career.



MINIMUM QUALIFICATIONS

High school diploma or GED



EDUCATIONAL PREREQUISITES

College-level Math,
College-level English/
Communications



GREAT EARNING POTENTIAL

\$89,000-\$135,000

2,000 Hours
Balancing Authority
Operator
Qualification

2,000 Hours
Transmission
Operator
Qualification

3,000 Hours
NERC Certification &
Operations Support
Rotation

1,000 Hours
Grid Operations
Manager
Rotation



BECOME A TRANSMISSION & GENERATION OPERATIONS DISPATCHER

Working as an Apprentice: What will you do?

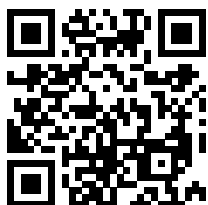
- Work alongside a qualified TGO Dispatcher, acquiring on-the-job training.
- Obtain qualifications for balancing authority (BA) and transmission operations (TOP) duty areas.
- Obtain North American Electric Reliability Corporation (NERC) Certification.
- Participate in field visits and ridealongs with senior electricians, troublemen, & troubleshooters.
- Rotate through system operations support departments to acquire further knowledge and skills for the job.

Working as a System Operator: What will you do?

- Operate SRP's transmission and generation facilities.
- Supervise, monitor and control all necessary equipment for the safe, reliable and appropriate loading of the SRP Electric System.
- Collect, log and record electric system data, prepare operating reports and historical records.
- Communicate with field operations personnel by radio and telephone.
- Serve as a representative of SRP with interconnected companies and neighboring utilities involving immediate and/or long-range operating issues.

What knowledge/skills/abilities will you need?

- Ability to work rotating shifts for 24/7 coverage, mostly indoors and in a stationary position.
- Possess a high degree of situational awareness and adherence to safety procedures.
- Ability to handle stressful situations in a calm and collective manner.
- Ability to perform a combination of highly technical and mentally demanding work.
- An understanding of the potential risks in working with crews near and around energized lines and equipment.



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