

Spring 2025 SRP ATC Technician Apprenticeship Selection Procedure

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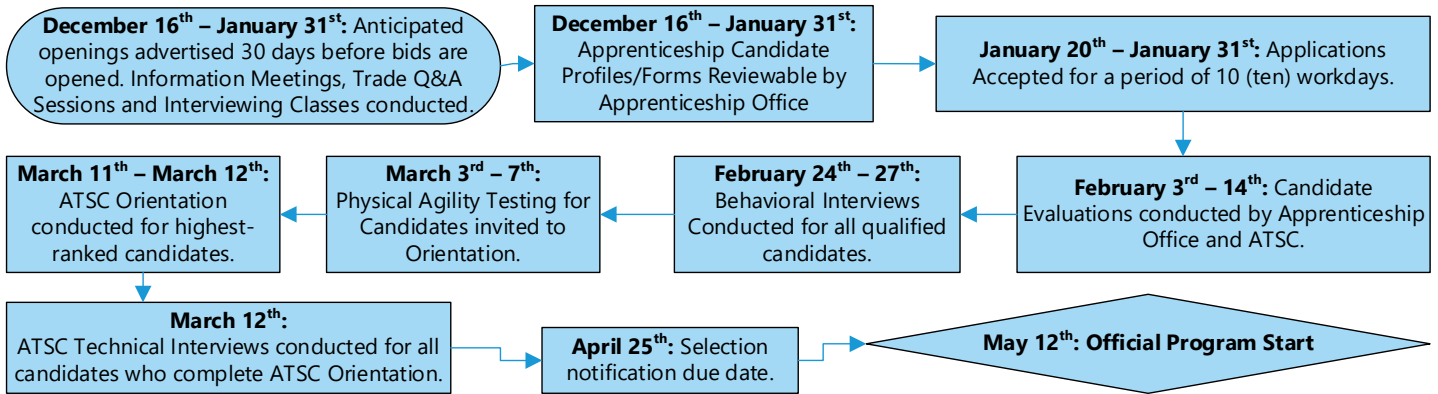
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Spring 2025 Apprenticeship Selection Process Timeline



Minimum Qualifications for Technician Apprenticeships

Apprentice and Pre-Apprentice Selections are 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 a Pre-Apprentice or 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). Candidates who do not submit a formal application are disqualified.
3. Provide proof of completion or enrollment in 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 completion or enrollment in required prerequisite classes by close of bids (1/31/2025) are disqualified from participating in the Spring 2025 Technician Apprentice Selections.
4. Provide documentation proving you meet the minimum requirement for previous education and work experience. Candidates who do not provide documentation proving they meet the minimum requirement for previous education and work experience by close of bids (1/31/2025) are disqualified from participating in the Spring 2025 Technician Apprentice Selections.
 - a. Previous education and work experience must be documented as part of your Profile in the [Apprenticeship Candidate Site](#) (SRP Employees) or as part of your [External Candidate Form](#) (external candidates).
5. Pass a Physical Agility Test. This test is administered and verified by the Human Resources' Talent Acquisition Department after the behavioral Interview. Candidates who score below the minimum requirement are disqualified from participating in the Spring 2025 Technician Apprentice Selections.
6. Review the [ATC Standards of Apprenticeship](#).

ADDITIONAL QUALIFICATIONS FOR SRP EMPLOYEES

In addition to the qualifications above, SRP employees must:

1. Receive a complete Spring 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 (12/16/2024-1/31/2025). Candidates who do not receive a completed Spring 2025 Candidate Referral meeting expectations in both Job Performance and Attendance and Reliability by close of bids are disqualified from participating in the Spring 2025 Technician Apprentice Selections. Spring 2025 Candidate Referrals are requested and completed using the [Apprenticeship Candidate Site](#).
2. Have no active discipline for entirety of selection process (1/31/2025 – 5/12/2025). Candidates on active discipline at close of bids or who are placed on active discipline during the selection process are disqualified from participating in Spring 2025 Technician 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 (7/31/2024- 5/12/2025). 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 Spring 2025 Technician Apprentice Selections.

Educational Prerequisites

Completion of or enrollment in educational prerequisites is required to qualify for selection.

1. **Educational prerequisites for the Technician Apprenticeship are:**
 - a. **College-Level Basic Electricity or Equivalent**
 - b. **Introductory College Algebra or Equivalent**
2. Candidates must provide proof they either have completed or are enrolled in prerequisite classes to be considered eligible to participate in ATC Technician Apprenticeship Selections.

3. Documentation proving completion or enrollment in 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.
4. Candidates who are selected have 90 days from the indenture date (8/9/2025) to provide proof of completion with a grade of “C” or better on an official transcript.
5. Candidates who do not provide proof of completion of educational prerequisites with a grade of “C” or better on an official transcript within the 90 days of program start will be removed from the apprenticeship program. Vacancies created by these removals may be filled by the next highest-scoring candidates.
6. 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.**

Education and Work Experience

Experience is evaluated on a point scale, with the minimum requirement for combined education and work-related experience being nine (9) points. Candidates not meeting the minimum requirement are disqualified. Candidates meeting the minimum requirement are invited to the behavioral interview. Reference the following Education and Work Experience Point tables for education and work experience categories, points awarded for each category, and the documentation required for receiving points. Documentation of education and work experience must be submitted using the [Apprenticeship Candidate Site](#) / [ATC External Candidate Form](#) prior to the close of bids. **Late documentation will not be accepted.**

| Education Experience Points Table (25 point maximum) | |
|---|--|
| Education points will only be awarded for classes and training recorded on transcripts or from the appropriate internal reporting system (i.e. OneWorkforce). | |
| Education Category for Course | Points Awarded |
| College-level | 1 point for each trade-related credit hour earned with a grade of “C” or better |
| Correspondence and non-college online | 0.5 points for each trade-related unit successfully completed and documented |
| Military and Trade School Training | 1 point for every 40 hours of trade-related training successfully completed and documented |
| ATC Information Meeting | 1 point (Meeting must be for current selection) |

| Work Experience Points Table (25 point maximum) | | |
|---|---------------------|---|
| Work Category | Points (Per/Year) | Documentation Required |
| SRP Trade-Specific | 6 | Documentation proving SRP work experience is not required as SRP work history is verified by Apprenticeship Office. |
| SRP Trade-General | 5 | |
| SRP Non-Trade-Related | 1 (5-point maximum) | |
| External Trade-Specific | 5 | Documentation of external work experience is required and must include dates of employment (at least month/year), job title, job description and verifiable contact information from employer. |
| External Trade-General | 3 | |
| External Physical/Manual | 1 (5-point maximum) | |
| Military | 3 | Must be documented with DD-214. Points are awarded in addition to possible points awarded in other external work categories. |

Technician 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).
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.
3. The Apprenticeship Office will review profiles and forms in the order they are received.
 - a. Approved documentation will qualify 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. Qualified SRP Employees are encouraged to apply for both the JACC and ATC apprenticeships.
6. The Apprenticeship Office and Apprenticeship & Training Subcommittee (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. Qualified Candidates are invited to a behavioral interview conducted by the ATSC worth a maximum of 50 selection points.
 - a. Interviews are conducted by the Apprenticeship Office and evaluated by the ATSC. The average scores obtained from the behavioral interview will make up the behavioral interview score.
8. Highest-ranking candidates from ATSC Interviews are invited to Orientation.
 - a. Candidates are scheduled to complete the physical agility test prior to orientation and must pass the test to attend the ATSC orientation. Candidates who do not pass the physical agility test are disqualified.
 - b. At least double the number of candidates for available positions are invited to attend ATSC orientations.
 - c. Candidates may be awarded up to 100 points for evaluations given during orientation.
 - d. Up to 10 additional selection points may be awarded to each candidate for evaluator observations. These points are awarded for observed performance in specified categories.
 - e. Candidates not invited to attend ATSC orientation are unconsidered and do not continue in the selection process. Candidates who do not successfully complete ATSC orientation are also unconsidered.
9. Candidates who complete orientation receive a ATSC technical interview worth a maximum 50 selection points.
 - a. Technical Interview questions are based solely on material presented during orientation.
 - b. Technical Interviews are conducted in the same manner as the behavioral interviews (see Section 5-a of Apprenticeship Selection Process) but are evaluated by the relevant ATSC.

10. Candidates with the highest-combined scores from the Behavioral Interview, Orientation and Technical Interview are selected for the apprenticeship.
11. Candidates receiving a total score of less than 75% of the total number of points available may be unconsidered for selection.

| Selection Points Available | |
|-----------------------------------|-------------------------|
| Activity | Points Available |
| Behavioral Interview | 50 |
| Orientation | 110 |
| Technical Interview | 50 |
| Total | 210 |

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 Relay Technician Trade

The following outline is provided for individuals who are considering applying for an SRP Relay Technician Apprenticeship. The information is specifically designed to help a potential candidate determine whether the **Relay Technician** 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 candidate's decision to make a career commitment to a specific trade. *This position requires that a valid Physical Agility Test be on file with HR Talent Acquisition with a passing score.*

Summary of Functions

The basic functions of the Relay Technician are to install, maintain, trouble-shoot and repair various types of relay equipment that is used primarily for protection purposes in SRP's power generation, transmission and distribution systems. This includes: Relays, Transformer Monitoring Equipment, Capacitor Controls, Annunciators and Digital Fault recorders.

Primary Characteristics and Conditions

- ✓ Involves high levels of technologies that are both complex and rapidly changing
- ✓ Includes work in both the field and the shop, to the extent that about 75-80% of the relay work is done in the field, with only 20-25% in the shop
- ✓ Includes emergency call-outs, that can result in long hours under adverse conditions of weather, fatigue and stress
- ✓ Can involve travel to remote locations and overnight stays as long as 2 to 3 weeks at a time
- ✓ Requires a mixture of some physical strength and endurance; along with high levels of mental skills and a high degree of precision and accuracy

Key Requirements

- ✓ Good health, body strength and physical endurance to carry and handle heavy tools and test equipment, and perform other field work
- ✓ Both the physical motor skills (eye-hand coordination, etc.) and mental attitude and patience to do high precision work
- ✓ Good aptitudes for both mechanical principles and abstract concepts, in order to understand how various devices operate physically, electro-mechanically, electronically and in microscopic elements
- ✓ The desire, inquisitive mind and self-motivation needed to continue to seek out new developments and learn new technologies in a field that is changing and expanding constantly and rapidly

Knowledge/Skills/Abilities

- ✓ Knowledge of electric power generation, transmission and distribution systems
- ✓ Knowledge of advanced theory of direct current & alternating current electricity and electronics
- ✓ Knowledge of the concepts, construction and operation of the various types of relaying equipment, including computers & micro-processors, relays, CTs, PTs
- ✓ Skill in using various basic hand and power tools, as well as specialized tools for relay maintenance and repair
- ✓ Skill in setting up, calibrating and operating various types of test equipment and monitoring devices
- ✓ Read and apply highly technical manuals, procedures, diagrams, charts, tables, SRP blue prints and schematics
- ✓ Analyze and diagnose complex problems in a logical, methodical and precise manner
- ✓ Perform moderately complex math calculations, including ratios, decimals, algebra and some trigonometry
- ✓ Work independently, including planning and organizing the work and making own decisions, with limited direct supervision
- ✓ Write technical reports