

## Pre-Apprentice FAQs 2017

### Application Related Questions:

**Q: How and when do I apply?**

Do not apply at this time – this is an announcement only.

External Application filing period begins: **Tuesday, February 28, 2017 (6:30 am PST)** through Tuesday, March 14, 2017, or until 850 applications are received, whichever comes first. Please visit our website at [www.mwdh2o.com](http://www.mwdh2o.com) to apply on-line on February 28, 2017.

**Q: Do you accept hard-copy applications?**

All applications are to be submitted online. However, if you need an accommodation, contact the Human Resources Department in advance and they will make every attempt to offer a reasonable accommodation.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities, who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email [jobs@mwdh2o.com](mailto:jobs@mwdh2o.com). The Metropolitan Water District of Southern California is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition or disability.

**Q: How are notifications sent?**

Notifications are sent via e-mail. Please check your Spam Filter – when you apply please make sure your resume has a mobile or day time phone number listed. If your address or email changes, please contact and update us.

**Q: I applied for apprenticeship in the past. Is my application still valid?**

Apprenticeship recruitment eligibility lists are valid for two years. This is a recruitment to establish a new list. If you were not called previously, you can/should apply again.

**If not selected this time, when is the next opportunity for apprenticeship?**

Metropolitan typically recruits to establish eligibility lists every two to three years.

## Pre-Apprentice FAQs 2017

### Pay and Benefit Related Questions:

**Q: What is the starting and ending pay?**

Starting pay for this recruitment is \$16.86 per hour. Apprentices receive pre-established pay increases at approximately six-month intervals. Pay for apprentices upon program completion is currently \$36.37 per hour. Apprentice pay increases are dependent upon meeting the academic and on-the-job standards established in the Apprentice Policies and Procedures. All pay is subject to cost of living adjustment.

**Q: What is the pay increase every six months?**

Pay increases are pre-determined based on salary grade step advancements. Increases average approximately 8% per six month period. Apprentice pay increases are dependent upon meeting the academic and on-the-job standards established in the Apprentice Policies and Procedures.

**Q: How is vacation and time off scheduled during the apprenticeship?**

Time is set aside for breaks and vacation throughout the course of the apprenticeship program.

**Q: Is there overtime available?**

Overtime is likely but not guaranteed. Overtime is based on business need, work load and/or individual circumstances. Overtime hours are paid but do not count toward program completion.

**Q: When do benefits start?**

Medical coverage will begin the first day of the month following hire. Should you be offered a position, we will review the comprehensive list of benefits MWD offers. [http://www.mwdh2o.com/PDF\\_Careers/benefits.pdf](http://www.mwdh2o.com/PDF_Careers/benefits.pdf)

**Q: What is the retirement rate for new employees?**

It is 2% at age 62.

### Testing

**Q: Are there accommodations made for candidates with learning disorders or testing issues?**

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**Q: Will you notify me if I do not pass the exam?** Yes, you will be notified via email.  
**Will I know where I rank on the list?** No.

**Q: Can I request a retest?**

No.

**Q: How will I know the date/time information for the upcoming testing?**

Notifications are sent via e-mail.

**Q: What are the details of the recruitment process?**

- Screen for Minimum Qualifications
  - All applicants will be screened for minimum qualifications listed on the job posting. Only applicants meeting the minimum qualifications will be allowed to proceed to the written exam.
- Written Exam
  - Applicants meeting the minimum qualifications will be invited to participate in a written entrance examination. The written exam is a 3-hour (approximately) multiple-choice examination on general aptitude and mathematical knowledge including algebra.
  - Applicants must receive a score of 70% or higher to move forward in the recruitment process.
  - Applicants will move forward based on their scores, from highest to lowest, on the Written Entrance Examination. The number of applicants moving forward in the process will be equal to the number of apprentice positions expected in that region (17), multiplied by ten (170 applicants will move forward to the Physical Abilities Test).
- Physical Abilities Test
  - The Physical Abilities Test will consist of job related activities. Only applicants that pass all parts of the Physical Abilities Test will move forward in the process. Applicants failing the Color Sightedness Test would only be excluded from the electrical apprenticeship positions.
- Oral Interview
  - The number of applicants receiving oral interviews will be equal to the number of apprentice positions expected in that grouping, multiplied by five. The 85 highest scoring applicants who pass the Physical Ability Test will move forward to Oral Interviews.
  - Oral interviews will be scored. Applicants must receive a score of 70% or more on the oral interview to move forward in the process.

## Pre-Apprentice FAQs 2017

- Interview scores will be combined with the written exam to obtain an eligibility ranking.

### Education Credits Earned and Student Accommodations:

**Q: I am in an existing program, can my credits be transferred?**

Metropolitan's Apprentice Policies and Procedures contain a provision to evaluate existing credits to determine placement above entry level within the program. The individual must already be employed with Metropolitan at a classification of pre-apprentice or higher and must petition the Joint Apprenticeship and Training Committee (JATC) for consideration. The individual must provide sufficient documentation and if approved by the JATC, complete an additional testing and evaluation process. Accommodation above entry level is not guaranteed.

**Q: Are there any benefits to being a veteran?**

Veterans will receive status points that count toward the total score. You will be asked for your DD214 at the appropriate time.

**Q: Are the 36 units transferable to a four-year degree?**

Apprentices earn 36 units which are applicable toward an Associate Degree in Applied Science. Additional general education units (not provided by the Apprenticeship Program) are required to obtain the degree. Applicability toward a four-year degree depends on the individual school. The local education agency issuing the 36 units is not a four year university.

**Q: If I am currently a full-time student, will my school hours be accommodated?**

No. Apprentices are full-time Metropolitan employees.

### Trade, Position, and Facility/Location Assignments:

**Q: How many positions are there?**

There are 11 mechanical positions and 6 electrical positions.

**Q: How are trade and facility assignments determined?**

## **Pre-Apprentice FAQs 2017**

The combined examination process scores determine the ranking on the eligibility list. Job selections are offered by ranking.

**Q: Do the mechanical positions maintain fleet vehicles?**

No.

**Q: Are these positions Union represented?**

Yes. Apprentices are represented by AFSCME – the American Federation of State, County and Municipal Employees.

**Q: How is Metropolitan's Apprenticeship different from other trade apprenticeships?**

Metropolitan's program is a single-employer apprenticeship. Pre-apprentices and apprentices are full-time employees with full benefits. Apprentices attend class on paid time and are paid during their on-the-job training. Those who maintain the required standards for academic and on-the-job training achieve journey-level status and remain full-time employees of Metropolitan.

**Q: Are tablets or laptops provided to complete the home study portion of the program?**

No. Tablets and/or laptops are not required for home study. Apprentices have access to Metropolitan-networked computers during the regular work day.

**Q: What is the toughest part of this program?**

This depends on the individual. The program is rigorous and requires a full-time commitment. Apprentices must maintain a minimum standard for academics and on-the-job training.