



LETTER AGREEMENT NO. 10-15-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT
MAIL CODE N2Z
P. O. BOX 770000
SAN FRANCISCO, CA 94177
(415) 973-4310
STEPHEN RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
(707) 452-2700
TOM DALZELL
BUSINESS MANAGER

April 29, 2010

Mr. Tom Dalzell, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Dalzell:

The Company proposes reorganizing the Work and Resource Department and establishing new positions as follows:

- a) **50315042 - Maintenance and Construction ("M&C") Coordinator - Gas**
 - Line of progression, job qualifications, and roles & responsibilities are attached as Exhibit A1.
- b) **50315043 – Maintenance and Construction ("M&C") Coordinator - Electric**
 - Line of progression, job qualifications, and roles & responsibilities are attached as Exhibit A2.
- c) **50316500 – Maintenance and Construction ("M&C") Coordinator – Gas and Electric (T)**
 - An M&C Coordinator-Gas or an M&C Coordinator-Electric may be temporarily upgraded to M&C Coordinator – Gas and Electric, however this classification will not be filled on a regular basis.

Due to SAP programming, these positions cannot be filled before May 10, 2010.

Advancement

Recognizing the unique skills required for these positions, the Company and Union agree to the process below.

- When vacancies occur, qualified bidders will undergo skills assessment and be interviewed by the Company. Both the skills assessment and interview will be considered in determining a qualified bidder's abilities and qualifications for purposes of Section 205.14.
- In accordance with Section 205.11, employees who do not possess the knowledge, skill, efficiency, adaptability and physical ability required for the job on which the bid is made will be deemed not qualified.

- In accordance with Subsection 205.14(a) of the Agreement, the Company may place applicants into vacancies based upon the candidates' abilities and personal qualifications (as determined by the Company).

The following prioritized IBEW-represented classifications will be considered for the M&C Coordinator vacancies whether distribution electric or gas, transmission electric or gas, substation (future):

- For M&C Coordinator - Electric vacancies in distribution, consideration will be given to Lineman or journeyman positions above.
- For M&C Coordinator - Gas vacancies in distribution, consideration will be given to Gas Mechanic, Fitter or journeyman positions above.

Provisional Period

- After three months as an M&C Coordinator, the Company will determine if an M&C Coordinator is able to develop the skills or aptitude (i.e., SAP, interpersonal, communications, job coordination) needed to perform as a coordinator. If not, the Company has discretion to release the employee back to his/her previous classification and headquarters. At any time during this three month period, an employee may choose to return to his previous classification and headquarters.
- If, after the first three months of employment as an M&C Coordinator, the Company is unable to determine whether an employee will be able to develop the skills or aptitude (i.e., SAP, interpersonal, communications, job coordination) necessary to perform as a Coordinator, upon notification of the Union and the employee, the Company will have an additional three months to assess whether an employee can acquire the skills or aptitude needed to perform as a Coordinator.
- If at any time during this three month extension the Company determines such employee is unable to develop the skills or aptitude needed to perform as a M&C Coordinator, the Company has the discretion to release the employee back to his/her previous classification and headquarters. An employee who has received this notification may, at any time during this additional three month period, choose to return to his previous classification.

Performance Standards

- The Company and the Union have met in an Ad Hoc Committee and developed performance standards. Such performance standards will be applied to all M&C Coordinators and will be updated (via the Ad Hoc Committee) as needed.
- The Company has the discretion to evaluate the performance of an M&C Coordinators at any time.

Emergency Work

M&C Coordinators may be utilized to perform emergency work in other classifications within their LOP if qualified.

Rate of Pay

	<u>Initial</u>	<u>One Year</u>
Gas	\$43.42/hr	\$45.52/hr
Electric	\$45.78/hr	\$47.89/hr

Employees performing full coordination duties for both gas and electric jobs, shall be paid \$49.06/hr. Full coordination duties encompasses performing all duties for jobs being construction ready (CRDY) in a construction schedule.

Current WRC will be placed by management based on Company needs and the employee's current discipline Gas or Electric.

Incumbents

- The Company will evaluate the performance of current M&C Coordinators.
- The Company will assess incumbents who are not performing satisfactorily and determine if more training is needed.
- If it is determined that the incumbent needs more training, the Company shall develop a training program that the incumbent shall follow as a condition of employment as M&C Coordinator. If they fail to complete or unsatisfactorily pass the training program, they will be subject to Section 206.12 or Section 206.15 of the Physical Agreement.
- If it is determined the employee will not perform satisfactorily even with training (formal or informal), such employee will be subject to Section 206.12 or Section 206.15.
- The Union maintains its right to grieve any adverse employment action. Any employment action grieved pursuant to this Letter of Agreement will be fast-tracked and determined by a committee made up of one IBEW staff and one PG&E Labor Relations staff.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: /s/ Stephen A. Rayburn
Stephen A. Rayburn
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

May 11, 2010

By: /s/ Tom Dalzell
Tom Dalzell
Business Manager

50315042 M&C Coordinator- Gas

This employee will ensure that work packages and any other preparation is done in advance so work in the field can be performed when scheduled and updates the scheduler and supervisor about progress and delays. This employee must communicate regularly with others involved with Work and Resource planning, engineering, project management, first line supervision, customers and contractors as per roles and responsibilities of the M & C Coordinator outlined in the "Client Communications Doc." Will be required to work in PG&E computer applications including but not limited to SAP Work Management, DART, Microsoft Word and Excel, and Outlook.

Responsible for attendance at regularly scheduled scheduling meetings. Responsible for attendance at gas compliance meetings to provide status or update on outage information or other compliance information to help inform the scheduler if additional work needs to be integrated in schedule and assist in completing Help Tickets.

Must maintain a valid Class "C" California Drivers License.

Organize, problem solve Gas Maintenance & Construction or Gas T&R jobs with a high level of expertise. Keeps current on all standards, procedures and policies of the same. Possess and utilizes knowledge of local codes and ordinances as applicable to deliver successfully coordinated jobs for execution by construction. Works with Customer Connect Desk (CCD) to review and coordinate "Fast Flow" work as needed. Requests job packages from Centralized Job File as they appear on ClickSchedule.

Participates in safety tailboards. Keeps current on safety issues. Utilizes safety best practices proactively in coordination prior to turning over to local headquarters.

next lower class code	classification	same or higher class code	classification
		0560 (0563)	Fitter (Un)
		0562	Fitter - Arc
		0640	Gas Crew Leader - Welding
		0641	Gas Crew Leader - Non Welding
			Underground Construction Crew Foreman - Electric
		0737	Electric
		0738	Underground Construction Crew foreman - Gas
		0850	Working Foreman A
		0853	Working Foreman B
		1002	Work And Resource Coordinator
		1077	UG Construction Journeyman - Elect.
		1078	Underground Construction Journeyman - Gas
		1300	Gas Mechanic
		2617	Welder GC Gas
		50315042	M&C Coordinator-Gas

Notes:

1. Employee who held a journeyman or higher classification will be "B" bidders back to their immediate former line of progression within the Bidding Unit. An example would be a former (0560) Fitter would be a "B" bidder back to (0560) Fitter and (0640) Gas Crew Leader in the Bidding Unit if that was their immediate former line of progression and meet the qualifications. If they are bidding outside of the bidding unit they will be "c" bidders. Employees from General Construction will be treated as a Title 200 employee returning to General Construction, Subsection 305.7 (b) (3).
2. Employees in this classification will be considered as being in the same classification as it is applied in subsection 206.1 (d) of the Agreement when applying the provisions of Section 206.5. In other words, if a Work & Resource Coordinator is being displaced and was formerly a Fitter, that employee can be displaced into a Fitter position.

3. Roles and Responsibilities (not exclusive):

- Coordinate scheduled maintenance and construction work to be performed by division gas crews
- Request job packages from Central Job File as they appear on 5 week Click Schedule
- Review CCD work packages to ensure they are truly CCD
- Identify those that are not based on need for coordination so customer expectations can be met
- Complete Job Site Readiness Checklist as required to ensure coordination is complete and recorded on a consistent document recognizable by all crews
- Review Gas work for permit requirements and update SAP as appropriate.
- Must be familiar in SAP including ZORDER, Task Management, Materials Components, Material Partner, User Status Updates (secondary and tertiary statuses), Notification Long Text, System Condition, Operation Long Text, and export of data from SAP to Excel, access and running of ClickSchedules.
- Communicate with contractor on jobsite and understand roles and responsibilities from Client Communications document
- Communicate materials needs, develop solutions for backorders with Remote Materials Leads and warehouse personnel
- Initiate Contract Services through SAP on the components tab process including Patch Paving, Traffic Control, Crane Truck, etc.
- Liaison duties between Job Owner / Customer / WRM / Engineering
- Valid USA Notification accountability on all excavation
- No Parking sign placement in advance of crew
- Working local knowledge of governmental work requirements in franchise
- Ensure job packages are complete when handing over to Frontline Supervisor, including Task Completions in SAP – PC02 (i.e. CRDY\CONS)
- Provide digital pictures or sketches in packages as needed for clarity
- Facilitate communication between Centralized Scheduling and Construction regarding committed vs. non-committed work and plenty of work available for crews
- Identify need for Veg Management and resolve as appropriate
- Understand need and coordinate G or E work with other departments
- Provide complete job information / alternative options for prudent OT decisions

4. Qualifications:

- a. Required or to be fulfilled within the 6 month probationary period
- b. Preferred Bidders - Journeyman status or above

0640 Gas Crew Leader (Welding)
0641 Gas Crew Leader (Non-Welding)
1300 Gas Mechanic
0738 UG Construction Crew Leader (Gas)
1078 UG Construction Journeyman (Gas)
0562 Fitter – Arc
0560 Fitter
0563 Unassigned Fitter

*Note: Upon exhaustion of all confirmed priority A, B, and C bidders, as in accordance with the Agreement, the company shall retain right to identify and interview candidates possibly including those listed as D or E bidders, RTW or external candidates at company discretion.

- c. Ability to perform duties to work in a physical environment (required)
 - i. Qualified and able to open underground enclosures
 - ii. Physically capable to walk around construction sites of uneven ground
 - iii. Ability to lift 25 lbs. at work sites
 - iv. Physically capable to set no parking signs and other required worksite signage
- d. Gas Construction Skills
 - i. Basic understanding of and ability to execute USA (ref. Underground Service Alert) procedures
 - ii. Basic understanding for non electrical workers of Arc Flash Hazard standard. Knowledge/ability to recognize and work safely around exposed energized electrical equipment

- iii. Ability to use a pipe locator to determine unidentified work area in the field
 - iv. Understands and is able to reference gas standards
 - v. Understands and is able to reference gas service standards (ref. Green Book)
 - vi. Basic understanding and knowledge of appropriate pressure control equipment needed to perform work on gas distribution facilities.
 - vii. Basic understanding of necessary excavation dimensions, shoring requirements and equipment space requirements (ref. Excavation Safety Manual)
 - viii. Understanding Gas / UG Electric / Joint Trench Construction & Maintenance methods & procedures
- e. Construction knowledge: Gas and Underground Electric
- i. Basic jobsite coordination skills
 - ii. Good understanding of a job package
 - iii. Ability to review drawings for accuracy and determine if job can be built
 - iv. Ability to ensure project has identified proper labor resources
 - v. Ability to review materials list
 - vi. Ability to understand appropriate work procedures to conduct work
 - vii. Ability to identify work that can be performed safely pressurized
 - viii. Ability to understand when worksite is construction ready
 - ix. Ability to proactively communicate construction workable schedules
- f. Technology Systems – activate and attain during six month probationary period
- i. SAP – WRC Profile
 - 1. Work Management – Order Status Screen (ZORDER)
 - 2. Materials Management – Components Tab within a PM Order(coded materials\services)
 - 3. Schedule report – Monitor work schedules
 - ii. General Computer skills-
 - 1. Ability to send email and manage calendar in Microsoft Outlook
 - 2. Ability to review and attach Microsoft Word documents to email
 - 3. Ability to review and attach Microsoft Excel documents to email
 - 4. Ability to use digital cameras, downloading and printing pictures
- g. Job Coordination Management
- i. Effective interpersonal skills to include
 - 1. Communication skills
 - a) Ability to interact effectively with internal construction departments, third-party contractors, permitting agencies, and customers
 - b) Ability to effectively communicate in a timely manner with supervisor regarding jobs with issues that the M&C Coordinator cannot resolve
 - c) Ability to effectively communicate with customers during preconstruction coordination efforts
 - d) Ability to proactively and promptly escalate issues to the right individuals for timely resolution and adjustment to the schedule when necessary
 - ii. Effective decision-making skills.
 - 1. Time Management Skills
 - a) Ability to simultaneously coordinate numerous jobs (Task Management)
 - b) Understand communicated prioritization of work
 - c) Ability to coordinate deadlines for various overlapping job package requirements (i.e. USA, permits, etc.)
 - d) Ability to work and meet deadlines in a fast-paced/high pressure environment
 - e) Resolve scheduling conflicts and recognize optimization opportunities
- h. Ability to learn and understand local Code or Ordinance restrictions which may be applicable to a specific project in your assigned area
- i. Actively engaged with local meetings with Construction Schedule Verification
- j. Clear understanding of safety related issues that may occur on job site, in office and in vehicle for both self and others in order to help company meet its Zero OSHA, LWD, Training and Safety Incident goals

5. Testing Requirements:

Employees must have passed the Physical test battery.

50315043 Maintenance and Construction Coordinator - Electric

This employee will ensure that work packages and any other preparation is done in advance so work in the field can be performed when scheduled and updates the scheduler and supervisor about progress and delays. This employee must communicate regularly with others involved with Work and Resource planning, engineering, project management, first line supervision, customers and contractors as per roles and responsibilities of the M & C Coordinator outlined in the "Client Communications Doc." Will be required to work in PG&E computer applications including but not limited to SAP Work Management, DART, Microsoft Word and Excel, and Outlook.

Coordinates customer shut downs for jobs to be done, working with Distribution Outage Coordinator and Distribution Operations in the planning process.

Employees when qualified will prepare clearance requests to be sent to Distribution Operations.

May be assigned to assist Supervisor in raptor outage investigations and document results with the Raptor Protection Program.

Responsible for attendance at regularly scheduled scheduling meetings. Responsible for attendance at electric compliance meetings to provide status or update on outage information or other compliance information to help inform the scheduler if additional work needs to be integrated in schedule and assist in completing Help Tickets.

Must maintain a valid Class "C" California Drivers License.

Organize, problem solve Electric Maintenance & Construction jobs with a high level of expertise. Keeps current on all standards, procedures and policies of the same. Possesses and utilizes knowledge of local codes and ordinances as applicable to deliver successfully coordinated jobs for execution by construction. Works with Customer Connect Desk (CCD) to review and coordinate Electric "Fast Flow" work as needed. Requests job packages from Centralized Job File as they appear on ClickSchedule.

Participates in safety tailboards. Keeps current on safety issues. Utilizes safety best practices proactively in coordination prior to turning over to local headquarters.

next lower class code	classification	same or higher class code	classification
	none	0140	Cableman
		0650	Subforeman A - Overhead
		0651	Subforeman A
		0653	Subforeman B
		0683	Night Cable Crew Foreman Underground Construction Crew Foreman -
		0737	Electric
		0738	Underground Construction Crew foreman - Gas
		0739	Electric Crew Foreman 5
		0740	Electric Crew Foreman
		0746	Electric Crew Foreman - Transmission
		0747	Electric Crew Foreman + 5 - Transmission
		0820	Cable Crew Foreman
		0998	Compliance Inspector
		0999	Compliance Inspector - Underground
		1002	M&C Coordinator
		1077	UG Construction Journeyman - Elect.
		1078	Underground Construction Journeyman - Gas
		1094 (1093)	Transmission Lineman (Un)
		1100(1103)	Lineman (Un)

1106	Lineman - GC
1108	Utility Lineman
2280	Cable Splicer
2282	Cable Splicer - GC
2283	Night Cable Splicer
2286	Unassigned Cable Splicer
2290	Transmission Cable Splicer
2535	Transmission Troublemán
2540	Troublemán
2550	Utility Troublemán
50086375	Service Lineman
50086376	Service Crew Foreman
50315043	M&C Coordinator-Electric

Notes:

1. Employee who held a journeyman or higher classification will be "B" bidders back to their immediate former line of progression within the Bidding Unit. An example would be a former (1100) Lineman would be a "B" bidder back to (1100) Lineman and (0740) Electric Crew Foreman in the Bidding Unit if that was their immediate former line of progression and meet the qualifications. If they are bidding outside of the bidding unit they will be "c" bidders. Employees from General Construction will be treated as a Title 200 employee returning to General Construction, Subsection 305.7 (b) (3).
2. Employees in this classification will be considered as being in the same classification as it is applied in subsection 206.1 (d) of the Agreement when applying the provision of Section 206.5. In other words if a M&C Coordinator is being displaced as was formerly a Lineman that employee can be displaced into a Lineman position.
3. Roles and Responsibilities (not exclusive):
 - Coordinate scheduled maintenance and construction work to be performed by division electric crews
 - Request job packages from Central Job File as they appear on 5 week Click Schedule
 - Review CCD work packages to ensure they are truly CCD
 - Identify those that are not based on need for coordination so customer expectations can be met
 - Complete Job Site Readiness Checklist as required to ensure coordination is complete and recorded on a consistent document recognizable by all crews
 - Review electric work for permit requirements and update SAP as appropriate.
 - Must be familiar in SAP including ZORDER, Task Management, Materials Components, Material Partner, User Status Updates (secondary and tertiary statuses), Notification Long Text, System Condition, Operation Long Text, and export of data from SAP to Excel, access and running of ClickSchedules.
 - Communicate with contractor on jobsite and understand roles and responsibilities from Client Communications document
 - Communicate materials needs, develop solutions for backorders with Remote Material Leads and warehouse personnel
 - Initiate Contract Services through SAP on the components tab process including Helicopter, Patch Paving, Traffic Control, Crane Truck, etc.
 - Liaison duties between Job Owner / Customer / WRM / Distribution Outage Coordinator / Distribution Operator / Engineering
 - Valid USA Notification accountability on all excavation
 - No Parking sign placement in advance of crew
 - Working local knowledge of governmental work requirements in franchise
 - Prepare and submit clearance / non-test requests to Distribution Operations. Ensure requests are timely and accurate
 - Ensure job packages are complete when handing over to Frontline Supervisor, including Task Completions in SAP – PC02 (i.e. CRDY\CONS)
 - Provide digital pictures or sketches in packages as needed for clarity
 - Work with Distribution Outage Coordinator to ensure customer notification time guidelines are met
 - Facilitate communication between Centralized Scheduling and Construction regarding committed vs. non-committed work and plenty of work available for crews
 - Identify need for Veg Management and resolve as appropriate

- Understand need and coordinate G for E work with other departments
- Provide complete job information / alternative options for prudent OT decisions

4. Qualifications:

a. Required or to be fulfilled within the 6 month probationary period.

b. Preferred Bidders – Journeyman status or above

- 0998 Compliance Inspector
- 0999 Compliance Inspector Underground
- 0740 Electric Crew Foreman
- 0741 Electric Crew Foreman (5 or more)
- 0737 UG Construction Crew Foreman (Electric)
- 1077 UG Construction Journeyman (Electric)
- 1100 Lineman
- 1103 Lineman (Unassigned)
- 1108 Utility Lineman
- 2540 Troubleman

* Upon exhaustion of all confirmed priority A, B, and C bidders, as in accordance with the Agreement, company shall retain right to identify and interview candidates possibly including those listed as D or E bidders, RTW or external candidates at company discretion

c. Must maintain a valid a Class C California Drivers License

d. Ability to perform duties to work in a physical environment (required)

- i. Qualified and able to open underground enclosures
- ii. Physically capable to walk around construction sites of uneven ground
- iii. Ability to lift 25 lbs. at work sites
- iv. Physically capable to set no parking signs and other required worksite signage
- v. Ability to look upward or downward for reasonable periods of time

e. Electric Construction Skills

- i. Understands Basic Electricity
- ii. Understands Transformer connections
- iii. Understands and is able to reference Electric Overhead standards
- iv. Understands and is able to reference Electric Underground standards
- v. Understands electric service standards (Green Book)
- vi. Understands and is able to reference OH / UG Construction methods\procedures (OM&C Manual)
- vii. Understands Planned Shutdown notification process
- viii. Understands Clearance application process
- ix. Understands Arc Flash Hazard standard
- x. Knowledge / ability to recognize and work safely around exposed energized electrical equipment
- xi. Basic understanding of and ability to execute USA (Underground Service Alert) procedures
- xii. Understanding Gas / UG Electric / Joint Trench Construction & Maintenance methods & procedures

f. Construction knowledge: Electric

- i. Basic jobsite coordination skills
- ii. Good understanding of a job package
- iii. Ability to review drawings for accuracy and determine if job can be built
- iv. Ability to ensure project has identified proper labor resources
- v. Ability to review materials list
- vi. Ability to understand appropriate work procedures to conduct work
- vii. Ability to identify work that could be safely performed energized.
- viii. Ability to conduct Raptor Outage Investigation
- ix. Ability to understand when worksite is construction ready
- x. Qualified to prepare accurate and timely primary clearance requests which have the least impact to our customers
- xi. Ability to determine when secondary shutdowns are required for job.
- xii. Ability to proactively communicate construction workable schedules

- g. Technology Systems – activate and attain during six month probationary period
 - i. SAP – M&C Profile
 - 1. Work Management – Order Status Screen (ZORDER)
 - 2. Materials Management – Components Tab within a PM Order(coded materials\services)
 - 3. Schedule report – Monitor work schedules
 - ii. General Computer skills-
 - 1. Ability to send email and manage calendar in Microsoft Outlook
 - 2. Ability to review and attach Microsoft Word documents to email
 - 3. Ability to review and attach Microsoft Excel documents to email
 - 4. Ability to use digital cameras, downloading and printing pictures
 - iii. DART
 - 1. Ability to navigate to retrieve information (i.e. transformer coordinates, source side devices, meter numbers, etc.)
- h. Job Coordination Management
 - i. Effective interpersonal skills to include
 - 1. Communication skills
 - a. Ability to interact effectively with internal construction departments, third-party contractors, permitting agencies, and customers
 - b. Ability to effectively communicate in a timely manner with supervisor regarding jobs with issues that the M&C Coordinator cannot resolve
 - c. Ability to effectively communicate with customers during preconstruction coordination efforts
 - d. Ability to proactively and promptly escalate issues to the right individuals for timely resolution and adjustment to the schedule when necessary
 - 2. Effective decision-making skills.
 - ii. Time Management Skills
 - 1. Ability to simultaneously coordinate numerous jobs (Task Management)
 - 2. Understand communicated prioritization of work
 - 3. Ability to coordinate deadlines for various overlapping job package requirements (i.e. USA, permits, etc.)
 - 4. Ability to work and meet deadlines in a fast-paced/high pressure environment
 - 5. Resolve scheduling conflicts and recognize optimization opportunities
- i. Ability to learn and understand local Code or Ordinance restrictions which may be applicable to a specific project in your assigned area
- j. Actively engaged with local meetings with Construction Schedule Verification
- k. Clear understanding of safety related issues that may occur on job site, in office and in vehicle for both self and others in order to help company meet its Zero OSHA, LWD, Training and Safety Incident goals

5. Testing Requirements:

Employees must have passed the Physical test battery.