



LETTER AGREEMENT LA 23-35-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
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INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
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MATTHEW LEVY
SENIOR DIRECTOR

BOB DEAN
BUSINESS MANAGER

November 27, 2023

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

Dear Mr. Dean:

This Letter Agreement captures the agreement reached by the Company and IBEW with respect to the newly organized Training & Simulation Specialist unit. The Training & Simulation Specialist role is pivotal in qualifying Apprentice System Operators to complete their Apprentice program (commonly referred to as the Initial Education (IE) Program by NERC) to become qualified to take shift and assist all NERC Certified employees with maintaining the needed credentials to operate the Bulk Electric Grid via the Continuing Education (CE) Program (NERC compliance requirement).

The following details the agreement of the parties:

Effective December 1, 2023, these positions will be covered by the IBEW Physical Agreement and those Titles and Exhibits, as appropriate, for Region or General Office employees. NLRB Case No. 20-RC-308754 will be added to Title 2 - Recognition, Section 2.1, of the Physical Agreement.

1. Classifications and Job Definitions

Training & Simulation Specialists must understand the System Operator/Transmission Owner function and System Dispatcher/Transmission Operator function to be able to provide relevant and timely training for each classification.

As outlined in the job descriptions below Training & Simulation Specialists design, develop, prepare, and provide training that is intended to qualify Apprentice Transmission System Operators (TSO), TSO, LSO, System Dispatchers or Operations Supervisors to meet the demands of the job.

The parties agree that management is responsible for reviewing results of all assessments and evaluations, making pass/fail determinations, and deciding appropriate next steps.

Any action (action plan, recommendation for removal, etc.) that might result from a failure to meet apprenticeship standards of achievement will not be delivered by Training & Simulation Specialists but would rather be addressed by Management (this does not include preparation of appropriate paperwork or gathering of appropriate data).

Except for incumbent employees, bidders and new hires will start as a Training & Simulation Specialist, Senior.

A. Training & Simulation Specialist, Senior (53200767)

1. Participates in and provides input on the assessment and/or evaluation of Apprentice TSO's, TSO's, LSO's, System Dispatchers and Operations Supervisors. As such, except for apprenticeship step progression assessments, the Training & Simulation Specialist will continue to conduct assessments of trainees (Apprentices, Provisionals, etc.) and evaluations of TSO's, LSO's, System Dispatchers and Operations Supervisors in accordance with established procedures.
2. May assist with the administration of step progression assessments at the discretion of management.
3. Utilizes management approved feedback methods to inform management of the results of non-step progression assessments and evaluations.
4. Assists in curriculum development, training delivery, and the development of technology-based training media for System Dispatchers, Transmission System Operators, Apprentices and Operations Support Personnel.
5. Participates in support for system restoration exercises.
6. Provides training support and guidance to the organization that adheres to North American Electric Reliability Corporation (NERC) Continuing Education requirements.
7. Designs and develops Apprentice Transmission System Operator (ATSO), Transmission System Operator (TSO) and System Dispatcher (SD) training programs, including but not limited to scenario-based training, simulation training.
8. Prepares the Training Simulator and associated tools to provide realistic scenarios to train and evaluate Electric Grid Operations (EGO) Realtime (RT) Personnel, (i.e., System Dispatchers, Transmission System Operators and Apprentices), Operations Support personnel and others relevant Operations personnel as required.
9. Trains and provides guidance and direction to EGO RT and Operations Support personnel on company's operational standards and procedures and the Company's vision and goals.
10. Ensures training exercises and knowledge assessments are relevant and measure the retention of the information.
11. Secures support for EGO RT and Operations Support Personnel training, including but not limited to materials, facilities and subject matter experts. Develops and maintains a close working relationship with, and solicits input from, technical staff in support of providing an effective training program.
12. Implements the usage of the Company's computer-based simulator, training simulator and remote tools for Electric Grid Operations.
13. Creates (Individual Learning Activity) ILA's using Company provided systems that adhere to the NERC Standard for Continuing Education.
14. Designs and develops authentic assessment tools for each training session that adhere to NERC Continuing and Initial Education requirements and collaborates with team members to maintain accurate and up-to-date NERC training records.
15. Implements the usage of the Company's computer-based simulator (BRICK) and training simulator for the Transmission ATSOs, TSOs & SDs.
16. Performs job task analysis for curriculum redesign initiatives.
17. Assists with designing, testing and implementing power system model changes to the Energy Management System (EMS), including power flow, state estimation, contingency analysis, generation, SCADA, communications and supporting applications.
18. Performs all Instructor and Training Coordinator tasks identified in the current and active Apprentice Transmission System Operator (ATSO) Administrative Procedures Manual (under the supervision of Training Management personnel).
19. Performs duties within the various training programs related to Transmission System Operations (ATSO Apprenticeship, NERC Certification, NERC Continuing Education, etc.) that are also performed in other training programs by various Company classifications (non-represented classifications, including supervisors).

Next Lower	Same or Higher
System Operator	Lead System Operator
	Transmission Outage Coordinator
	System Dispatcher

	System Dispatcher (PIO)
	Sr. System Dispatcher (PIO)
	Training & Simulation Specialist, Expert

B. Training & Simulation Specialist, Expert (53200768)

In addition to the Training & Simulation Specialist, Senior job duties, an Expert performs the following job duties:

1. Performs job task analysis, curriculum design for course, program, or session redesign initiatives.
2. Assists with designing, testing, and implementing power system model changes to the Energy Management System (EMS), including power flow, state estimation, contingency analysis, generation, (Supervisory Control and Data Acquisition) SCADA, communications and supporting applications.
3. Assists in managing Transmission Operations Standard Documentation updates per defined review schedule.
4. Reviews ILAs for accuracy and relevance and may be assigned to submit to NERC for approval and responds to requests for clarification or evidence of training.
5. Provides subject matter expertise in the development of applicable training materials to ensure accuracy and effectiveness in supporting the goals and standards of Transmission System Operations.
6. Assumes a lead role in designing, developing and implementing scenario-based training and simulation for EGO RT & Operations Support Personnel in the operation of the integrated PG&E transmission system to ensure the grid is operated in a safe and reliable manner while minimizing costs to customers and the company.
7. Oversees the usage of the Company's computer- based simulator (BRICK) and the training simulator for EGO RT & Operations Support Personnel.
8. Leads the design and development of authentic assessment tools for each training session that adhere to NERC Continuing Education requirements and collaborates with team members to maintain accurate and up-to-date NERC training records.
9. Partners with leadership to ensure the maintenance and accuracy of existing training programs.
10. Assists with designing, testing and implementing power system model changes to the Energy Management System (EMS), including power flow, state estimation, contingency analysis, generation, SCADA, communications and supporting applications.
11. Leads job task analysis for curriculum redesign initiatives.
12. Manages special projects as assigned.

Next Lower	Same or Higher
System Operator	Lead System Operator
Training & Simulation Specialist, Senior	Transmission Outage Coordinator
	System Dispatcher
	System Dispatcher (PIO)
	Sr. System Dispatcher (PIO)

2. Job Qualifications

All incumbent Training & Simulation Specialists who are currently NERC certified (as of December 1, 2023) must maintain their NERC Certification at their current level. The training required to maintain the NERC certification continuing education requirements will be provided by the Company. Any incumbent Training and Simulation Specialists who are not currently NERC certified will not be required to obtain NERC certification. However, for incumbents who desire to obtain NERC certification, the Company will provide training and test preparation resources and pay for up to two NERC Certification tests.

New Hires and Bidders to the Training & Simulation Specialist, Senior classification must have the following minimum qualifications:

- High School or GED-General Educational Development-GED Diploma
- NERC Certification

- A minimum of 4 years of experience in PG&E Transmission as a Journeyman System Operator, Lead System Operator, Transmission Outage Coordinator or System Dispatcher OR a minimum of 6 years of equivalent Journeyman System Operator experience outside of the department or Company.
- Advanced knowledge and use of computer systems and applications including, but not limited to, Microsoft Word, PowerPoint, EMS, Dispatcher Training Simulator (DTS), and SCADA
- Excellent written and oral communications skills

Desired Qualifications (For vacancies filled in accordance with 205.13)

- Bachelor's or Master's degree in mechanical or electrical Engineering, or Computer Science
- Experiencing using a Systematic Approach to Training (SAT) as an Instructor
- PG&E Academy Approved Instructor Certification

Advancement: In order to progress to the Expert classification level, management must determine an operational need exists for an Expert level, the employee must possess all required qualifications (including NERC Certification), be capable of performing the additional responsibilities outlined in the Expert Job Definition section and have three years of experience as a Training and Simulation Specialist Senior, which includes two years as an instructor. Successful bidders to the Expert classification level will be required to obtain a PG&E Academy Approved Instructor Certification within 12 months of the conditional job award.

Employees will be provided, at Company cost, up to two attempts to obtain the above certification as follows:

1. Such attempt(s) shall be made and taken within the 12 month requirement with reasonable flexibility allowed for training and testing windows.
2. In the event the employee is unsuccessful after two attempts and does not possess or maintain the required PG&E Academy Approved Instructor Certification, the employee will be returned to their previous classification/headquarters.

3. Selection Process for Bidders

Qualified bidders to Training & Simulation Specialist, Senior vacancies must meet the minimum Job Qualifications outlined above. Company and Union will establish a committee to jointly develop a selection process for qualified bidders to Training & Simulation Specialist. The selection process will include the following provisions:

- A. A written exam to assess technical knowledge will be developed, with a pool of technical questions to draw from to protect the integrity of the testing process.
- B. An oral interview panel to assess leadership abilities will be used as part of the selection process. Company and Union will select an equal number of participants on the interview panel. A pool of interview questions/scenarios will be developed to protect the integrity of the interview process.
- C. The candidates' scores on both the written exam and the interview will be standardized on a 100-point scale and combined such that each is given equal weight in the overall score (50% based on interview, 50% based on written test). The candidate with the highest score will be offered the position, except that if the two or more candidates with the highest scores are within ten percentage points of each other, the position will be offered to the candidate with the greatest service. Candidates scoring below the established minimum qualifying score will not be considered. A candidate may only test once for each opportunity to fill a Training & Simulation Specialist vacancy.
- D. The Overview Committee (below) will discuss any disputes over the administration of the selection process. If the Committee is unable to resolve the issue, grievances filed under Subsection 205.14(a) of the Agreement will be limited to issues relating to the administration of the agreed-to selection process.

4. Provisional Period

- A. Within the first three months as a Training & Simulation Specialist, Senior, the Company will determine if the employee is able to develop the skills needed to perform as a Training & Simulation Specialist, Senior. If the employee is not able to develop the skills needed to perform as a Training & Simulation Specialist, Senior, the Company has discretion to release the employee back to his/her previous classification/headquarters. At any time during this three-month period, an employee may choose to return to their previous classification/headquarters.
- B. If, after the first three months as a Training & Simulation Specialist, Senior, the Company is unable to determine whether an employee will be able to develop the skills necessary to perform as a Training & Simulation Specialist, Senior, 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 needed to perform as a Training & Simulation Specialist, Senior.
- C. If at any time during this three-month extension the Company determines such employee is unable to develop the skills needed to perform as a Training & Simulation Specialist, Senior, the Company has the discretion to release the employee back to his/her previous classification/headquarters. An employee who has received this notification may at any time during this additional three-month period choose to return to their previous classification/headquarters.

5. Line of Progression

"Next Lower" or "Same or Higher" classification to the vacancy shall be considered equally pursuant to Section 205.7. In accordance with 205.13, if there are no qualified bidders, the vacancy may be filled by Company at its discretion with an internal or external candidate.

Training & Simulation Specialists will be part of the Electric Operating – Transmission and Distribution Line of Progression.

6. Seniority Application

Company Service will be applied as defined in Section 106.3 and Subsection 106.5(a).

7. Timing of Benefits Conversion

Conversion from management benefits to the bargaining unit platform shall occur on the first of the month following ratification of this agreement or if ratification occurs too late in the month to make the conversion, conversion shall occur the first of the next month.

8. Compensation

A. 2023 Hourly Wage Ranges

Classification Title	2023 Hourly Wage Rate
Training & Simulation Specialist, Senior (53200767)	\$83.26
Training & Simulation Specialist, Expert (53200768)	\$87.42

B. Training & Simulation Specialists (Senior and Expert) will no longer be eligible to participate in the Company's Short Term Incentive Plan (STIP) as of the effective date of the agreement, December 1, 2023.

9. Hours of Work

Incumbent Training & Simulation Specialists will remain on 9/80 work schedules. Local Agreements will be established that will codify the terms of the work schedule and hours in accordance with 202.16(b) of the Physical Agreement and LA 93-97. In addition, the 9/80 work schedules may be cancelled by either party by providing a 30-day written notice.

10. Company Headquarters Assignments

Incumbent Training & Simulation Specialists will have their current reporting location, the Vacaville Grid Control Center (VGCC), established as their regular company headquarters.

11. Minimum Standard for Work Attire

Training & Simulation Specialists shall maintain a minimum standard for work attire, consistent with maintaining a safe and professional environment. Such attire will require long pants, skirts/dresses, closed-toed hard-soled shoes, and shirts or blouses/dresses that cover shoulders and midriff (IBEW clothing consistent with the criteria above and fire-resistant (FR) clothing acceptable).

12. Shared Work Jurisdiction

The parties agree that Training & Simulation Specialists perform job duties within the various training programs related to Transmission System Operations (ATSO Apprenticeship, NERC Certification, NERC Continuing Education, etc.) that are also performed in other Training Programs by various Company classifications (non-represented classifications, including supervisors). Those job duties will continue to be performed by the respective classifications. As such, this agreement is not intended to transfer work currently being performed in other training programs to Training & Simulation Specialists, nor is it intended to transfer work currently being performed by Training and Simulation Specialists to other classifications.

13. Joint Oversight Committee

A joint Company-Union Oversight Committee will be created and will include up to three members selected by the Union and up to three members selected by the Company. This Committee will address issues related to the implementation of this Agreement.

All other provisions of the collective bargaining agreement and supplements thereto shall apply.

This proposal has been discussed with Senior Assistant Business Manager Bob Gerstle and Assistant Business Manager Roberto Balistreri.

If you agree, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By: 
Matthew Levy
Senior Director

The Union is in agreement.

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

November 30, 2023

By: 
Bob Dean
Business Manager