



**Pacific Gas and
Electric Company™**

LETTER AGREEMENT NO. 12-05-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT
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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

February 15, 2012

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 to continue the Gas Transmission M&C Coordinator classification beyond the pilot as outlined in Letter Agreement No. 10-17-PGE: **503150401 - Gas Transmission Maintenance and Construction ("GTM&C") Coordinator**. Line of progression, job qualifications, and roles & responsibilities are attached as Exhibit 1.

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).

Provisional Period

- After three months as a GTM&C Coordinator, the Company will determine if a GTM&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/her previous classification and headquarters.

- If, after the first three months of employment as a GTM&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 GTM&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/her previous classification.

Performance Standards

- The Company and the Union have developed performance standards as outlined in LA 10-17-PGE and incorporated herein. Such performance standards will be applied to all GTM&C Coordinators and will be updated (via the Ad Hoc Committee) as needed.
- The Company has the discretion to evaluate the performance of GTM&C Coordinators at any time.

Emergency Work

GTM&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>
GTM&C Coordinator	\$45.16/hr	\$47.34/hr

Incumbents

- The Company will evaluate the performance of current GTM&C Coordinators (Pilot). Coordinators who are currently performing satisfactorily will have the option of remaining in the GTM&C Coordinator position going forward.
- 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 a GTM&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 of the Physical Agreement.
- 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.

Mr. Tom Dalzell

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February 15, 2012
L/A 12-05-PGE

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: 

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

April 10, _____, 2012

By: 

Tom Dalzell
Business Manager

Exhibit 1

503150401 Gas Transmission M&C Coordinator

This employee will ensure that work packages including resources, material, equipment 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 GTM&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, PLM, Microsoft Word and Excel, and Outlook.

Responsible for attendance at regularly scheduled scheduling meetings. Responsible for attendance at monthly district planning 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 managing resources.

Must maintain a valid Class "C" California Drivers License and Operator Qualifications.

This position is covered under the DOT program and is subject to all provisions under the Company's DOT Drug and Alcohol Testing Program.

Organize, problem solve Gas Transmission Maintenance & Construction jobs with a high level of expertise. Keep current on all standards, procedures and policies of the same. Work with project management, local supervision, and GC supervision to facilitate successful completion of construction projects.

Participate in safety tailboards. Keep current on safety issues. Assist supervisor with management of work requests generated by the IBEW Safety Walk-around. Utilize safety best practices proactively in coordination prior to turning over to local headquarters.

Next lower Class code	Classification	Same or higher Class code	Classification
		50010294	Transmission Mechanic
		50010298	Mechanic - Welder
		50010329	PIO Operator-Mechanic
		50010409	PIO Gas Technician
		50010416	Gas Technician
		50010418	Gas Transmission Technician
		50010427	Gas Control Technician - Gas Supply
		50010428	Gas Control Technician - Meas & Control
		50210203	Operator
		50010309	PIO Senior Gas Transmission Operator
		50010328	PIO Senior Operator-Mechanic
		50315041	GTM&C Coordinator

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 (1406) Transmission Mechanic would be a "B" bidder back to (1406) Transmission Mechanic and (1440) Mechanic Welder 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 GTM&C Coordinator is being displaced and was formerly a Transmission Mechanic, that employee can be displaced into a Transmission Mechanic position.

- 3) 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.

Roles and Responsibilities (not exclusive):

- Coordinate scheduled maintenance and construction work to be performed by GTM&C crews.
- Review Gas work for permit requirements and notify appropriate departments.
- Must be familiar with the PLM program.
- Communicate with contractor on jobsite and understand roles and responsibilities.
- Communicate material needs, develop solutions for backorders with Remote Materials Leads and warehouse personnel.
- Initiate Contract Services through the established procurement process.
- Liaison duties between Job Owner / Customer / WRM / Engineering.
- Ensure job packages are complete when handing over to Frontline Supervisor.
- Provide digital pictures or sketches in packages as needed for clarity.
- Facilitate communication between scheduler and GTM&C regarding resource availability.
- Identify need for Vegetation 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.

1. Qualifications - Required or to be fulfilled within the 6 month probationary period.

- a. 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.
- b. Possess a Class C license (required).
- 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 and maintenance sites, facility rights-of-ways or other operating areas 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 climb ladders to a height of 15 feet.
- d. Gas Construction Skills:
 - i. Basic understanding of 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. Understand how to use a pipe locator to determine unidentified work area in the field.
 - iv. Understand and is able to reference gas standards.
 - v. Basic understanding and knowledge of appropriate pressure control equipment needed to perform work on gas transmission and distribution facilities.
 - vi. Basic understanding of necessary excavation dimensions, shoring requirements and equipment space requirements (ref. Excavation Safety Manual).
- e. Construction knowledge: Gas Transmission
 - 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.
 - x. Ability to identify when a clearance is required.
 - xi. Ability to help prepare and/or submit clearances.
- f. Technology Systems – activate and attain during six month probationary period.
- i. PipeLine Maintenance (PLM)
 - 1. Work Management – Work Requests (header and planning sections), Scheduling & Reports modules, and pop lists.
 - ii. SAP – GT Coordinator Profile
 - 1. Materials Management – ZMRSR transaction (materials status).
 - iii. General Computer skills-
 - 1. Ability to send e-mail and manage calendar in Microsoft Outlook.
 - 2. Ability to review and attach Microsoft Word documents to e-mail.
 - 3. Ability to review and attach Microsoft Excel documents to e-mail.
 - 4. Ability to use digital cameras, downloading and printing pictures.
 - iv. **FUTURE** - SAP – WRC Profile
 - 1. Work Management – Order Status Screen (ZORDER).
 - 2. Materials Management – Components Tab within a PM Order (coded materials\services), ZMRSR transaction (materials status).
 - 3. Schedule report – Monitor work schedules.
- g. Job Coordination Management
- i. Effective interpersonal skills to include:
 - 1. Communication skills
 - a. Ability to interact effectively with internal construction departments, project management, 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.
 - iii. Ability to learn and understand local Code or Ordinance restrictions which may be applicable to a specific project in your assigned area.
 - iv. Actively engaged with local meetings with Construction and project management to understand future work and prompt for the submission of work requests into PLM.
 - v. Ability to learn and understand facilities environmental issues and permit conditions including Title V, basic manifesting, habitat, etc.
 - vi. Understand and utilize Gas Maintenance Roadmap as necessary.