



# LETTER AGREEMENT NO. 15-22-PGE



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
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ROBERT JOGA  
SENIOR DIRECTOR

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

June 24, 2015

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:

In 2014, the parties began a joint assessment of operating clerical employees who support the critical clerical work of PG&E's gas operations. To best achieve this, the parties established a steering committee to oversee all aspects of the assessment and two sub-committees comprised of clerical bargaining unit members and frontline supervisors. The sub-committees spent several months developing joint recommendations regarding improvements to bring the clerical workforce current with PG&E's operational demands. As described below, representatives from these committees will be appointed to an oversight committee to oversee implementation of this Agreement.

One of the sub-committees' recommendations, which is also supported by the steering committee, is to establish a lead clerk position within Gas Support Services. The parties agree to use an existing bargaining unit classification that already functions as a clerical lead, the "Senior Operating Clerk I-II."

The committees have recommended that the parties jointly develop a training and written exam for the Senior Operating Clerk I-II position as provided for under section 18.11(b). The training and assessment will be jointly developed by the oversight committee that is being established under this letter agreement and once developed will be incorporated into this Agreement. The passing score will be reached by joint agreement.

This Letter Agreement will outline the classification and associated job duties of the Operating Clerk I-II position supporting Gas Operations, initial and future staffing commitments, and bidding process:

## **1. Classification-Job Duties**

The parties developed from the existing operating clerical benchmark duty statements a list of the primary desk duties for the Senior Operating Clerk – I-II position. Attached as Attachment 1 (and incorporated by this reference) are the jointly developed Senior Operating Clerk – I-II job duties. It is the parties' expectation that the Senior Operating Clerk – I-II employees will spend their time performing these duties; however they may be assigned other Operating Clerk duties as needed.

## **2. Initial and Future Staffing of Senior Operating Clerk – I-II Positions**

The Company may establish as many Senior Operating Clerk – I-II positions as desired, however, the Company will initially fill 18 Senior Operating Clerk – I-II positions under the normal provisions of Title 18 as follows:

At least one Senior Operating Clerk – I-II will be established within each division to function as the lead of the gas

support services clerical employees within that division. The oversight committee will be apprised of the headquarters where these positions will be assigned. Additional Senior Operating Clerk – I-II positions will be filled based on needs determined by the Company. The Company will discuss the location of these additional lead positions with the oversight committee.

**3. Filling of Senior Operating Clerk – I-II Positions:**

- A. Following execution of this Agreement, the Company will post the Senior Operating Clerk – I-II positions as new classifications at headquarters as soon as is practicable.
- B. Employees who are the successful bidders to a Senior Operating Clerk – I-II position will be given the opportunity to complete the Senior Operating Clerk – I-II training and assessment program as described above. The job will be awarded pending successful completion of the training and assessment program.
- C. Upon successful completion of the training and assessment program, the employee will be awarded the Senior Operating Clerk – I-II position, and upon reporting to the appropriate headquarters, they will be retroactively paid Senior Operating Clerk I-II wages back to the date that they passed the assessment. (Conversely, if the successful bidder does not successfully complete the training and assessment program, they will remain in their original classification.)
- D. An employee who does not successfully complete the training and assessment will be precluded from bidding a Senior Operating Clerk I-II position within Gas Support Services for a period of six months. If an employee does not successfully complete the training and assessment after a second try, they will be precluded from bidding a Senior Operating Clerk I-II position system-wide for a period of six months and should they desire to bid for a Senior Operating Clerk I-II position in the future, the employee will be responsible for reviewing the training materials and passing the assessment on their own time.

**4. Future Vacancies**

An employee who has valid bids on file and is the senior bidder to a Senior Operating Clerk – I-II and is otherwise qualified, will not be bypassed if such employee has not had the opportunity to participate in or complete the training program. The job will be awarded pending successful completion of the training program. If the employee is removed from the training program for reasons beyond his or her control, s/he will retain the job award pending rescheduling and successful completion of the training program.

In anticipation of future vacancies, the Company agrees that it will offer the training and assessment for the Senior Operating Clerk – I-II position consistent with operational needs. To expedite the filling of vacancies, the Company will offer additional refresher training to those with bids on file who have already passed the training and assessment, consistent with operational needs.

**5. Oversight Committee**

As noted above, the parties agree to establish an oversight committee to oversee the implementation of this agreement and to monitor and address any issues that may arise as a result of this agreement. This includes development of the training and assessment as well as any operational issues or changing business needs to ensure continuing dialogue regarding any unintended omissions that require modifications to this Agreement.

The Company and Union recognize that future changes in organizational alignment with respect to gas operations clerical work may impact IBEW represented employee and may require continued negotiations. With that in mind, the parties agree to meet should any issues arise on this agreement.

**6. Lines of Progression Update**

As provided for in Letter Agreement 06-19, the Senior Operating Clerk I-II is considered the same as a Senior Operating Clerk I for purposes of bidding (Title 18) and demotion/displacement (Title 19).

The parties will also update the OPERATING CLERICAL Lines of Progression to include the Senior Operating Clerk – I-II and once completed, it will be as follows:

Legacy Code	SAP Job Code	Next Lower Classifications	Legacy Code	SAP Job Code	Same or Higher Classifications
2662	50010450	Operating Clerk	2723	50010467	Senior Operating Clerk II
2664	50010452	Operating Clerk-Steno - (PIO)	2646	50010443	Senior Operating Clerk-Typist II
2667	50010454	Operating Clerk-Typist	2789	50010477	Senior Operating Clerk I
0252	50010118	Assistant Foreman's Clerk	2655	50010447	Senior Operating Clerk-Typist I
0277	50010126	Parts Clerk	2801	50073091	Senior Operating Clerk I-II
2703	50010466	E&P Operating Clerk - (PIO)	2802	50073094	Senior Operating Clerk-Typist I-II
*0524	50010161	Fieldperson	0250	50010117	Foreman's Clerk
			0253	50010119	Foreman's Clerk (More than 2 Assistants)
			0254	50010120	Utility Foreman's Clerk
			0247	50073096	Field Clerk - Water
			0243	50010113	Senior Field Clerk - G.C.
			0246	50010115	First Field Clerk - G.C.
			0293	50010129	First Plant Clerk (PIO)
			0263	50010121	Senior Hydro Clerk
			0264	50010122	First Hydro Clerk
			0310	50073103	Senior Shop Clerk - G.C.
			0313	50010134	First Shop Clerk - G.C.
			4906	50010772	Reprographics Job Coordinator
			0266	50010124	First Hydro Clerk - Helms
			1631	50462907	Senior Administrator - Nuclear
			1630	50462906	Administrative Specialist

Clerical position within Gas Support Services Department will be established in the Operating Clerical Line of Progression as Senior Operating Clerk II, Senior Operating Clerk I-II, Senior Operating Clerk I, Operating Clerk, Utility Clerk. (This includes those incumbent positions with the typist designation.)

The Company shall not utilize Title 19 as a direct result of this agreement.

This agreement has been discussed with Senior Assistant Business Manager Jenny Marston.

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 & ELECTRIC COMPANY

By:

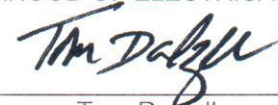


Robert Joga  
Senior Director

The Union is in agreement.

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

By:



Tom Dalzell  
Business Manager

July 3, 2015

CLERICAL EVALUATION SYSTEM  
BENCHMARK DUTY STATEMENT LIST - LEAD CLERK  
OPERATING DEPARTMENT

<b>BENCHMARK ID#</b>	<b>BENCHMARK DUTY STATEMENT - LEAD CLERK</b>
3173	Assist and/or coordinate clerical functions and/or procedures of employees and/or department and ensure clerical positions are covered.
NB	Serve as change management liason to assigned clerical employees, Gas Support Services Supervisor for training needs, manpower challenges, process improvements, upcoming projects, etc.
NB	Serve as subject matter expert Gas Ops Disciplines for assigned clerical employee engagement tasks, serve as train the trainer to train, implement and maintain consistent process/procedures.
3027	Audit clerical work to ensure compliance with company procedures.
NB	Make recommendations/collect supporting data for Gas Support Services supervisor regarding manpower, clerical functions, training needs, performance standards, employee engagement, etc.
3134	Assist in budget preparation for General Services, Electric, Gas Departments, be researching & compiling information, i.e. manpower, material & supplies, equipment, etc.
3055	Research and compile information and prepare complex reports, e.g.: Jobs, manpower, inventory, budget, backlog, safety statistics, performance standards, BTUs and gravities, etc.
3132	Prepare weekly report on amount of overtime worked by employees, e.g.: log, post and distribute.
3179	Maintain and prepare report of employee nonproductive time, e.g.: sick, vacation, etc.
3182	Prepare and maintain vacation schedules.