



**Pacific Gas and
Electric Company**

LETTER AGREEMENT NO. 17-22-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS DEPARTMENT
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WALNUT CREEK, CALIFORNIA 94598
(925) 974-4461
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

August 11, 2017

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:

Pursuant to Title 400 and section 204.4(b) the Company and Union established a joint committee to negotiate new classifications, job definitions, wage rates and lines of progression within the Division Electric Maintenance Department, Exhibit VI-L and section 600.12. The joint committee has reached agreement and recommends the following:

1) Oversight Committee

Upon execution of this agreement the parties will establish a joint oversight committee to review any matters that may arise from this agreement. The Oversight Committee will meet as required and will be limited to two members from management and two members from the bargaining unit.

2) Training Programs

The Oversight Committee will appoint a joint sub-committee, consisting of no more than four members from each side, to develop any training and/or testing requirements for each classification as described herein. In addition, the sub-committee will develop entry exams for the Computer Field Analyst classification. Such training or testing requirements and any entry exams shall be subject to review and approval of the Joint Apprenticeship Training Committee.

3) Job Definitions and Lines of Progression

- a) Attachment I describes Job Definitions for four new classifications within the Division Electric Maintenance Analyst Department and work jurisdiction addendum.
- b) Attachment II describes the Lines of Progression for the purposes of Title 205 Job Bidding, Promotion and Transfer.

4) Transition of Incumbent Employees

- a) The Company will place incumbent employees who are designated as Computer Client Field Analyst (CCFA) – Expert into the Computer Field Analyst (CFA) – Technical Expert classification and wage rate upon **ratification** of this agreement. Future vacancies shall be filled as described under the job definition and lines of progression for the purposes of Title 205 for the CFA – Technical Expert.
- b) The Company will identify six (6) incumbent employees who are designated as CCFA – Senior **or CCFA** and place such employees into the Lead Computer Field Analyst (CFA) classification and wage rate upon **ratification** of this agreement. Selection of these incumbents will be at the Company's discretion. Future vacancies shall be filled as described under the job definition and lines of progression for the purposes of Title 205 for the Lead CFA.
- c) Incumbent CCFA employees who have five or more years of service, and who are willing to accept the expanded job duties described herein, will be placed into the Senior Computer Field Analyst classification and wage rate upon **ratification** of this agreement. The Company will notify such employees of this provision upon execution of this agreement.
- d) All other incumbent CCFA employees will be placed at the rate of pay based on their years of service within the wage steps for the Computer Field Analyst upon **ratification** of this agreement. Such employees may auto-progress to the Senior Computer Field Analyst upon completion of five years of service in the same manner as described in section c) above.
- e) DCPD employees will be placed at the appropriate wage rate **upon ratification of this agreement** based on years of service at the DCPD headquarters.
- f) **Special Note: No incumbent employee shall have their current wage rate reduced as a result of this agreement. In such cases, an incumbent employee covered under this section shall maintain their current wage rate until such time the employee has advanced to a higher rate of pay by step progression, promotion to a higher classification in the line of progression, or a general wage increase.**

5) Bidding Units and Filling Future Vacancies

- a) Bidding Units One through Thirteen shall be utilized for the purposes of Title 205 – Job Bidding, Promotion and Transfer. **Special Note: Bidding Unit Two, Area Six shall include San Francisco General Office headquarters.**
- b) The Centralized Job Bidding Team (CJBT) shall establish bid codes for each classification and headquarters for employees covered under this agreement, and when necessary, shall post new classifications at headquarters pursuant to 205.4 (h).

6) Demotion Units

- a) Demotion Units One through Six shall be utilized for the purposes of Title 206 – Demotion and Lay Off Procedure. **Special Note: Demotion Unit Two, Area Six shall include the San Francisco General Office headquarters.**
- b) The Company and Union will develop reverse lines of progression consistent with the intent of this agreement and Title 206.

7) 2017 WAGE RATES:

The Company will establish SAP and Pay Scale Codes as soon as administratively possible. The 2017 Wage Rates shall be effective upon **ratification** of this agreement. If necessary, employees covered by this agreement shall be paid retroactive to the date of **ratification** of this agreement.

2017 Wage Rates:

Computer Field Analyst – Technical Expert \$ 52.00
XXXXXXXX

Lead Computer Field Analyst \$ 48.50
52013507

Senior Computer Field Analyst \$ 44.20
52013505

Computer Field Analyst \$ 38.50 (60 months) Note: May elect to Auto Progress to Senior CFA
52013502 \$ 37.25 (End 48 months)
\$ 36.00 (End 36 months)
\$ 34.25 (End 24 months)
\$ 32.28 (End 12 months)
\$ 27.34 (Start)

DCPP 2017 Wage Rates:

Rate 1 applies after being regularly headquartered at DCP for 1 year.
Rate 2 applies after being regularly headquartered at DCP for 2 years.
Rate 3 applies after being regularly headquartered at DCP for 3 years.

Computer Field Analyst Technical Expert - DCP Start \$ 52.00
XXXXXXXX
Rate 1 \$ 54.60
Rate 2 \$ 55.64
Rate 3 \$ 57.20

Lead Computer Field Analyst – DCP Start \$ 48.50
52013508
Rate 1 \$ 50.93
Rate 2 \$ 51.90
Rate 3 \$ 53.35

Senior Computer Field Analyst - DCP Start \$ 44.20
52013506
Rate 1 \$ 46.41
Rate 2 \$ 47.29
Rate 3 \$ 48.62

Computer Field Analyst – DCP
52013504
\$ 38.50 (60 months) Note: May elect to Auto Progress to Senior CFA
\$ 37.25 (End 48 months)
\$ 36.00 (End 36 months)
\$ 34.25 (End 24 months)
\$ 32.28 (End 12 months)
\$ 27.34 (Start)

8) With respect to the Computer Field Analyst employees covered under this agreement and employees within the Telecommunication Lines of Progression, the Company shall not utilize Title 206 as a result of this agreement.

9) Short Term Incentive Plan (STIP):

Employees' participation in the Short Term Incentive Plan (STIP) will continue until the date this letter of agreement is signed, following which they will no longer participate in STIP. The STIP payout will be prorated based on the number of months participating in 2017.

10) Exhibit XVI - Special Agreement

The parties agree to the following modifications to Exhibit XVI for the CFA classifications identified under this agreement. This section shall expire on December 31, 2019 and the full provisions of Exhibit XVI will apply thereafter.

NOTE: EXCEPT AS NOTED HEREIN, ALL OTHER PROVISIONS OF EXHIBIT XVI SHALL APPLY

Departmental Contracting Out of Work Provisions

The Company shall not be required to comply with section 1 below for the duration of this special agreement.

- 1. On a quarterly basis, Company shall hire additional bargaining unit employees in the event hours worked by hiring hall personnel and contractors exceed 20% of the total numbers of hours worked by bargaining unit employees for the previous twelve months. The number of employees to be hired will be equivalent to the numbers of hours worked by contractors and hiring hall personnel in excess of 20% divided by 2080.

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

This agreement is subject to ratification by the Computer Field Analyst unit membership as identified herein and shall not become effective until the ratification vote is completed and approved by the membership.

The Computer Field Analyst ad hoc committee recommends a YES vote.

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*
Robert Joga
Senior Director

The Union is in agreement.

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

11 August, 2017

By: *Tom Dalzell*
Tom Dalzell
Business Manager

ATTACHMENT I

Job Definitions – Analyst Department

Computer Field Analyst - Technical Expert

XXXX - XXXXXXXX

Computer Field Analyst - Technical Expert - DCP

XXXX – XXXXXXXX

An employee who works with minimal supervision to develop, deliver and/or support complex technologies and/or critical clients with high stakes impact. The employee is expected to provide strategic/visionary recommendations for end user and/or line of business computing environments. The Computer Field Analyst (CFA) Expert shall have technical, leadership and supervisory ability and will be required to perform duties of classifications lower in the lines of progression. As well, the employee is expected to work across multiple support areas, departments and levels of management. The employee shall have extensive knowledge of Company's computer systems, processes, accounting procedures and other applicable policies and procedures. The employee is responsible for research and development for work associated with hardware/software relative to their area of expertise. The employee will help define the support model for any new IT system that is put in place or modified within their area of expertise. The employee is responsible for recommendations and/or delivery of requisite training for other CFA job classifications. The employee is responsible for documentation of any new IT system that is put in place or modified within their area of expertise.

Special note: The opportunities and need for a CFA Expert will be determined by the Company based on a clear business requirement for a CFA Expert in a particular technology and/or LOB critical site.

Class C driver's license is required

FILLING COMPUTER FIELD ANALYST – TECHNICAL EXPERT VACANCIES

Recognizing the unique skills required for this position, the Company and Union agree to the process below.

- When vacancies occur, the Company may award the job to the senior qualified bidder pursuant to section 205.7 or,
- When vacancies occur, senior qualified bidders may be interviewed by the Company. The interview will be used 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. When this section is utilized, the Company will interview a minimum of two but no more than four candidates.
- The Union maintains its right to grieve any adverse employment action. Any employment action grieved pursuant to this section will be fast-tracked and determined by a committee made up of one IBEW staff member and one PG&E Labor Relations staff member.

Lead Computer Field Analyst

52013507

Lead Computer Field Analyst - DCPP

52013508

An employee who performs defined and limited scope leadership, supervisory and/or team oversight role for employees lower in the lines of progression within their Support Team Area.

The Lead Computer Field Analyst is a key partner for the team supervisor or above and will be required to act as an assistant to the supervisor in charge. The Lead Computer Field Analyst shall have technical, leadership and supervisory ability and will be required to perform the duties of classifications lower in the lines of progression. The employee will be required to assist the supervisor in making the appropriate emergency call-out notifications before, during or after an event, and shall also take appropriate action to contact responsible support personnel to handle system wide events. The employee shall have extensive knowledge of Company's computer systems, processes, accounting procedures and other applicable policies and procedures. The employee will assist supervisors with planning and scheduling work as necessary. The employee will be required to report on Team metric data and provide assessments of trends and opportunities. The employee will also assist with identification and implementation of process improvement opportunities, assist with the hiring process, and help coordinate specialty support efforts and various aspects of project support. The employee will also be required to partner and collaborate with other Support Team Area Leads.

Class C driver's license is required

FILLING LEAD COMPUTER FIELD ANALYST VACANCIES

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

- When vacancies occur, the Company may award the job to the senior qualified bidder pursuant to section 205.7 or,
- When vacancies occur, senior qualified bidders may be interviewed by the Company. The interview will be used 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. When this section is utilized, the Company will interview a minimum of two but no more than four candidates.
- The Union maintains its right to grieve any adverse employment action. Any employment action grieved pursuant to this section will be fast-tracked and determined by a committee made up of one IBEW staff member and one PG&E Labor Relations staff member.

Senior Computer Field Analyst

52013505

Senior Computer Field Analyst – DCP

52013506

An employee who is required to perform the same and additional job duties as a Computer Field Analyst (CFA). In addition, the employee shall provide basic CFA process and procedure training and mentorship for newly hired CFA's, and provide feedback and help identify process/procedure improvement opportunities regarding CFA support. The employee will help with the Team workload management and work ticket management and escalation. The Senior Computer Field Analyst will create and update process documentation, and will help discover business solutions for specific issues brought forth by leadership, clients and peers. They will work closely with project management to help develop, deliver and maintain solutions. The employee will be a Safety champion and may schedule and/or lead team Safety discussions.

Special Notes:

1. Computer Field Analyst employees are eligible to auto progress to the Senior Computer Field Analyst classification after five years as a Computer Field Analyst, and after demonstrating proficiency in all aspects of CFA job scope by successfully completing the Computer Field Analyst "Training Checklist", and successful completion of the agreed-to training. Such training will be determined by the joint sub-committee and shall be reviewed and approved by the Joint Apprenticeship and Training Committee (JATC). Incumbent employees will be grandfathered in if they have met the five-year requirement and they agree to perform the expanded job duties of a Senior Computer Field Analyst.
2. In the event the training program is not completed or is not provided in a timely manner to an employee who is eligible for auto-progression to the Senior Computer Field Analyst classification, such promotion shall not be delayed and the employee will be required to complete the training program when available.
3. Further, the employee will not be eligible for auto-progression to Senior Computer Field Analyst if they have been under active counseling for poor work performance during the previous 12 months. Active counseling for the purpose of this Section is defined as: during the previous twelve month period, (1) two or more instances in which the employee has received written reminders, (2) a decision-making leave, or (3) a demotion with cause.

Computer Field Analyst

52013502

Computer Field Analyst - DCP

52013504

An employee who, without direct supervision, performs but is not limited to second- and third-tier **software** support, deployment, installation, troubleshooting, repair, testing, configuration and maintenance of all end-user computing devices, software and systems that affect their respective functionality; such as, but not limited to, computers, mobile devices, audio/video (AV) systems, operating systems, presentation systems, enterprise software, specialized software, asset management processes, end-user device networking software, release management, directory services, imaging devices, end-user device peripherals, and critical Line of Business computer systems and facilities. The employee orders hardware/software for end users where applicable. The employee must possess excellent customer service skills. The employee's background of experience must be such as to qualify the employee to perform these duties with skill and efficiency.

Job Definitions do not include PBX (phone) systems or software/hardware related to telecommunication systems, equipment or devices.

Class C driver's license is required.

WORK JURISDICTION / DUTIES IN COMMON FOR TELECOMMUNICATIONS AND COMPUTER FIELD ANALYST CLASSIFICATIONS

The parties agree that the historical work assignments associated with hardware shall remain as part of the primary duties of the Telecommunication Technicians and historical work assignments associated with software shall remain as part of the primary duties of the Computer Field Analysts. It is not the intent of the Company to assign work to any other classification within the Telecommunications or Computer Field Analyst Lines of Progression with the exception of the following:

- 1) Either workgroup may perform semi-skilled work of receiving, delivering, replacing, and disposal of mobile devices, laptops, desktop computers, monitors, and PC peripherals as part of a work ticket. Work assignments will be at the discretion of the Supervisor.
- 2) Either workgroup may perform non-project associated work on end-user hardware computing upgrades or computer configuration. Work assignments will be at the discretion of Supervisor.

ATTACHMENT II

LINES OF PROGRESSION FOR THE PURPOSES OF TITLE 205

COMPUTER FIELD ANALYST – TECHNICAL EXPERT

XXXX- XXXXXXXXX

COMPUTER FIELD ANALYST – TECHNICAL EXPERT – DCP

XXXX- XXXXXXXXX

Pay Scale Code	SAP Job Code	Next Lower Classifications
XXXX	52013507	Lead Computer Field Analyst
XXXX	52013508	Lead Computer Field Analyst - DCP
XXXX	52013505	Senior Computer Field Analyst
XXXX	52013506	Senior Computer Field Analyst - DCP

Pay Scale Code	SAP Job Code	Same or Higher Classifications
XXXX	XXXXXXXX	Computer Field Analyst – Technical Expert
XXXX	XXXXXXXX	Computer Field Analyst – Technical Expert - DCP

Note: See Job Definition for filling vacancy.

LEAD COMPUTER FIELD ANALYST

52013507

LEAD COMPUTER FIELD ANALYST – DCP

52013508

Pay Scale Code	SAP Job Code	Next Lower Classifications
XXXX	52013505	Senior Computer Field Analyst
XXXX	52013506	Senior Computer Field Analyst - DCP

Pay Scale Code	SAP Job Code	Same or Higher Classifications
XXXX	52013507	Lead Computer Field Analyst
XXXX	52013508	Lead Computer Field Analyst - DCP
XXXX	XXXXXXXX	Computer Field Analyst – Technical Expert
XXXX	XXXXXXXX	Computer Field Analyst – Technical Expert – DCP

Note: See Job Definition for filling vacancy.

SENIOR COMPUTER FIELD ANALYST – AUTO PROGRESSION

52013505

SENIOR COMPUTER FIELD ANALYST – DCPD - AUTO PROGRESSION

52013506

COMPUTER FIELD ANALYST

52013502

COMPUTER FIELD ANALYST – DCPD

52013504

Pay Scale Code	SAP Job Code	Next Lower Classifications

Pay Scale Code	SAP Job Code	Same or Higher Classifications
XXXX	52013507	Lead Computer Field Analyst
XXXX	52013508	Lead Computer Field Analyst - DCPD
XXXX	XXXXXXXX	Computer Field Analyst – Technical Expert
XXXX	XXXXXXXX	Computer Field Analyst – Technical – Expert - DCPD
XXXX	52013505	Senior Computer Field Analyst
XXXX	52013506	Senior Computer Field Analyst - DCPD
XXXX	52013502	Computer Field Analyst
XXXX	52013504	Computer Field Analyst - DCPD

Note: CFA-Tech Expert, Lead CFA or Senior CFA who is awarded and accepts a CFA vacancy shall be placed into the Senior CFA classification and wage rate.