



LETTER AGREEMENT NO. 20-35-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
375 N. WIGET LANE
SUITE 130
WALNUT CREEK, CA 94598
925.974.4461
MATTHEW LEVY
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

May 22, 2020

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 2010, the Work and Resource Department was reorganized and pursuant to Letter Agreement 10-15 the Maintenance and Construction ("M&C") Coordinator classifications were created. Since then, the Company and Union have identified the need for a dedicated M&C Coordinator classification to support specialized work in Electric Transmission Operations and have established the Maintenance and Construction Coordinator – Electric Transmission classification.

- **52489846 (3434) M&C Coordinator – Electric Transmission**
 - Line of Progression, job qualifications, and roles & responsibilities are attached as Attachment A.

In alignment with Letter Agreement 05-16, the rate of pay for the classification will be 5% above the equivalent M&C Coordinator – Electric classification. Additionally, employees bidding into the department after the effective date of this agreement will be required to remain in the Transmission Department for five years.

- **Rate of Pay**
 - Start \$64.91
 - End 1 Year \$67.91

In recognition of the Title 200 Transmission employees currently performing this work, the six employees listed in Attachment B will be placed into M&C Coordinator – Electric Transmission positions at their current headquarters at the beginning of the next pay period following the effective date of this agreement.

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.

Mr. Tom Dalzell

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- 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).

Consideration will be given to Lineman or journeyman positions above, with preference to Transmission classifications.

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/her 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/her 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 and Routine Work

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

Mr. Tom Dalzell

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This proposed agreement has been reviewed by Assistant Business Manager Bob Gerstle.

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: _____
Matthew Levy
Sr. Director

The Union is in agreement.

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



May 26, 2020
_____, 2020

By: _____
Tom Dalzell
Business Manager

Attachment A

52489846 M&C Coordinator – Electric Transmission

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, Microsoft Word and Excel, T-Line Maintenance Tracker, and Outlook.

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

Employees, when qualified, will prepare clearance requests to be sent to Distribution and Transmission 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 Driver’s 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.

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			Same or Higher		
Pay Scale Code	Job Code	Classification	Pay Scale Code	Job Code	Classification
		none	0140	50010091	Cableman
			0650	50010179	Sub foreman A - Overhead
			0651	50010180	Sub foreman A – Station/Hydro
			0653	50010181	Sub foreman B
			0683	50010184	Night Cable Crew Foreman
			0737	50010188	Underground Construction Crew Foreman - Electric
			0738	50010189	Underground Construction Crew Foreman - Gas
			0739	50010190	Electric Crew Foreman 5
			0740	50010191	Electric Crew Foreman
			0746	50010193	Electric Crew Foreman - Transmission
			0747	50070744	Electric Crew Foreman 5 - Transmission
			0820	50010199	Cable Crew Foreman
			0998	50010227	Compliance Inspector
			0999	50010228	Compliance Inspector - Underground
			1077	50010234	UG Construction Journeyman

					- Elect.
			1078	10010235	Underground Construction Journeyman - Gas
			1094	50010241	Lineman - Transmission
			1093	50072972	Unassigned Lineman - Transmission
			1100	50010244	Lineman
			1103	50010246	Unassigned Lineman
			1106	50010247	Lineman - GC
			1108	50070780	Utility Lineman - Burney
			2280	50010375	Cable Splicer
			2282	50010377	Cable Splicer - GC
			2283	50010378	Night Cable Splicer
			2286	50010380	Unassigned Cable Splicer
			2290	5001038	Transmission Cable Splicer
			2535	50010431	Transmission Troublemaker
			2540	50010432	Troublemaker
			2550	50072877	Utility Troublemaker
			3573	51784667	Lineman, Service
			3312	51784961	Electric Crew Foreman, Service
			1005	50315043	M&C Coordinator-Electric
			3434	52489846	M&C Coordinator-Electric Transmission

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 Transmission electric crews
 - Request job packages from Central Job File as they appear on T-Line Maintenance Tracker
 - 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 T-Line Maintenance Tracker.
 - Communicate with contractor on jobsite and understand roles and responsibilities
 - May coordinate work and submit AFW's for contract work crews.
 - 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 / Grid Control Center Operator / Engineering

- Valid USA Notification accountability on all excavation
- Place 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 and Transmission 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

0746	Electric Crew Foreman – Transmission
0747	Electric Crew Foreman +5 – Transmission
1094	Lineman – Transmission
1093	Lineman – Transmission (Unassigned)
2535	Transmission Troublemán

* 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 Driver’s 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, Electric Transmission Barehand Methods and Procedures, Insulator Washing Methods and Procedures, and Electric Transmission Live Line Work Methods
 - 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
- 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:

For all employees, employment tests as determined by the Company, which may include the Physical Test Battery, Industrial Skills Test, Post-Offer Physical Assessment, or other new tests deemed appropriate by the parties.

Attachment B

Incumbent Title 200 Transmission Employees Placed into
M&C Coordinator – Electric Transmission position:

	<u>Name</u>	<u>Personnel Number</u>	<u>Location</u>
1.	Dan Furtado	70488	Madera
2.	Robert Greenwood	113796	Bakersfield
3.	Michael Roben	108318	Pismo Beach
4.	Jesse Hacker	218995	Lincoln
5.	Justin Weaver	237916	Victor
6.	James Donnelly	8689	Moss Landing