



# LETTER AGREEMENT NO. 24-28-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
300 LAKESIDE DRIVE  
OAKLAND, CA 94612  
650.832.8674

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W.  
P.O. BOX 2547  
VACAVILLE, CALIFORNIA 95696  
707.452.2700

---

MATTHEW LEVY  
SENIOR DIRECTOR

BOB DEAN  
BUSINESS MANAGER

---

September 16, 2024

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:

The Company and Union met to discuss the challenges with providing clerical support to Electric Distribution Field Operations, specifically the Electric Maintenance & Construction and Restoration groups (herein referred to as Electric Distribution Field Operations), including retaining and attracting qualified employees into these pivotal roles.

Currently the Clerical Services department is utilizing Leader's Clerk (More than 2 Assistants), Assistant Leader's Clerk, First Field Clerk, Operating Clerk, Operating Clerk-Typist, and Senior Operating Clerk I classifications to provide daily clerical support to Electric Distribution Field Operations. This includes providing daily on-site clerical support to Electric Distribution Field Operations Superintendent's as assigned by the Clerical Services department.

In an effort to enhance daily clerical support to Electric Distribution Field Operations employees, crews, and Superintendents, and to ensure continuity of service to our customers, the parties have discussed the classifications that should be utilized prospectively, including physical clerical support to our field employees and crews.

Based on the above, the parties have agreed to the following:

1. The parties agree to meet to discuss the consolidation of LA 06-19, LA 07-10 and LA 07-57 into one updated letter agreement within 90 days after execution of this agreement.
2. The Leader's Clerk - More than 2 Assistants (50010119) classification will be delimited and deleted from Letter Agreement 24-18-PGE and Exhibit X of the IBEW Physical Collective Bargaining Agreement. Any existing incumbents will be placed into Present Incumbent Only (PIO) status.
3. The job definitions contained within Letter Agreement 24-18-PGE will be revised as follows:

**LEADER'S CLERK**  
**0250 (50010117)**

An experienced employee who has a comprehensive knowledge of the operation and procedures for the Electric Distribution Field Operations group and is engaged in performing clerical work and assisting in the administrative work for the department. This may include clerical/administrative tasks directly in support of an Electric Distribution Field Operations Superintendent (or equivalent). This work includes, but may not be limited to, such duties as coordinating various functions to facilitate the completion of jobs, assigning jobs to crews, receiving and dispatching customer complaints, preparing reports, reviewing timecards, processing work orders for the crews or for accounting purposes, and maintaining office files and records. May coordinate the work of Assistant Leader's Clerks.

A Leader's Clerk may make deliveries to crews in the field or at a jobsite, be required to operate a forklift, when properly trained, and travel to other locations as needed.

Physical Test Battery and Clerical Test Battery required.

Must maintain a valid Class "C" California Driver's License.

| Pay Scale Code | SAP Job Code | Next Lower Classifications |
|----------------|--------------|----------------------------|
| 0252           | 50010118     | Assistant Leader's Clerk   |
|                |              |                            |
|                |              |                            |
|                |              |                            |

| Pay Scale Code | SAP Job Code | Same or Higher Classifications                 |
|----------------|--------------|--|
| 0246           | 50010115     | First Field Clerk – GC                         |
| 0250           | 50010117     | Leader's Clerk                                 |
| 0253           | 50010119     | Leader 's Clerk (More than 2 Assistants) - PIO |
| 0254           | 50010120     | Utility Leader's Clerk                         |

NOTE: If there are no qualified "B" and "C" bidders, management may consider Assistant Leader's Clerks who are not at the top wage rate of Assistant Leader's Clerk.

**ASSISTANT LEADER'S CLERK**  
**0252 (50010118)**

An employee who has knowledge of the Electric Distribution Field Operations group and may assist the Leader's Clerk by performing clerical work for the Electric Distribution Field Operations group requiring a basic knowledge of department office procedures and accounting principles. This work includes, but may not be limited to, such duties as coordinating various functions to facilitate the completion of jobs, assigning jobs to crews, receiving and dispatching customers' complaints, preparing reports, reviewing timecards, processing work orders for the crews or for accounting purposes, and maintaining office files and records.

An Assistant Leader's Clerk may make deliveries to crews in the field or at a jobsite, be required to operate a forklift, when properly trained, and travel to other locations as needed.

Physical Test Battery and Clerical Test Battery required.

Must maintain a valid Class "C" California Driver's License.

| <b>Pay Scale Code</b> | <b>SAP Job Code</b> | <b>Next Lower Classifications</b> |
|-----------------------|---------------------|-----------------------------------|
| **2676                | 50010458            | Utility Clerk, Operating*         |
| **2684                | 50010462            | Utility Clerk-Typist, Operating*  |

| <b>Pay Scale Code</b> | <b>SAP Job Code</b> | <b>Same or Higher Classifications</b>         |
|-----------------------|---------------------|---|
| 0245                  | 50010114            | Routine Field Clerk - GC                      |
| 0246                  | 50010115            | First Field Clerk - GC                        |
| 0250                  | 50010117            | Leader's Clerk                                |
| 0252                  | 50010118            | Assistant Leader's Clerk                      |
| 0253                  | 50010119            | Leader's Clerk (More than 2 Assistants) - PIO |
| 0254                  | 50010120            | Utility Leader's Clerk                        |
| 0314                  | 50070762            | Routine Shop Clerk - GC                       |
| 0458                  | 50010147            | Field Clerk - Electric T&D (PIO)              |
| 0277                  | 50010126            | Parts Clerk                                   |
| 2646                  | 50010443            | Senior Operating Clerk – Typist II            |
| 2655                  | 50010447            | Senior Operating Clerk - Typist I             |
| 2662                  | 50010450            | Operating Clerk                               |
| 2664                  | 50010452            | Operating Clerk-Steno (PIO)                   |
| 2667                  | 50010454            | Operating Clerk-Typist                        |
| 2723                  | 50010467            | Senior Operating Clerk II                     |
| 2789                  | 50010477            | Senior Operating Clerk I                      |
| 2801                  | 50073091            | Senior Operating Clerk I-II                   |
| 2802                  | 50073094            | Senior Operating Clerk-Typist I-II            |

\* Includes employees at Clerk D rate of pay as of 1980 General Negotiations.

\*\*The 30-month wage step of Utility Clerk will be considered as top rate of pay when bidding to Assistant Leader's Clerk.

**Notes:** Employees in Leader's Clerk or Assistant Leader's Clerk classifications shall be considered as next lower to Senior Operating Clerk II, Senior Operating Clerk I or Senior Operating Clerk I-II (including Typist) vacancies, respectively, in the Electric Department as indicated in the appropriate Division Clerical Lines of Progression.

When filling an Assistant Leader's Clerk vacancy in any headquarters, there must be at least one (1) existing Leader's Clerk assigned at the same headquarters.

4. **Bid Lock:**

All employees who are hired, assigned, placed, or bid, (including existing Leader's Clerks or Assistant Leader's Clerks who voluntarily bid to a new headquarters) into a Leader's Clerk or Assistant Leader's Clerk position within the Clerical Services department supporting Electric Distribution Field Operations, will be subject to a "bid lock" for one (1) year, except as noted below:

- Employees (future and incumbent) may bid for promotions that are within their line of progression (i.e., Assistant Leader's Clerk may bid to Leader's Clerk) and same headquarters without incurring a "new" bid lock.
- Employees "assigned" to a Leader's Clerk or Assistant Leader's Clerk position outside of the bidding or unrestricted appointment process; for example, due to a title 206 or RTW placement, will be exempt from the bid lock requirement.

While subject to the "bid lock" referenced above, employees shall remain in their headquarters for twelve (12) months before being allowed to bid or transfer to another position outside of their current headquarters. Such employees may still bid Leader's Clerk or Assistant Leader's Clerk vacancies within their current headquarters without triggering a new bid lock as noted above. If, following the twelve (12) month "bid lock", an employee bids to a Leader's Clerk or Assistant Leader's Clerk position in a different headquarters, they will be subject to a new twelve (12) month "bid lock" upon reporting to the new headquarters.

## **5. Incumbent Employee Voluntary Option**

Current incumbent Clerical Services department employees (as of September 15, 2024) regularly assigned to provide clerical support to the Electric Distribution Field Operations group will be provided a one-time, 14-day period to exercise the option of maintaining their current classification, headquarters and bidding rights, or volunteer to be reclassified, effective October 28, 2024, to a Title 200 Leader's Clerk or Title 200 Assistant Leader's Clerk position. The appropriate classification for each position offered to current Clerical Services department employees will be determined by management in accordance with this agreement. Incumbent employees who accept the reclassification will be "bid locked" in their existing headquarters for one (1) year.

- A. Any current incumbent Clerical Services department employees who are regularly assigned to provide clerical support to an Electric Distribution Field Operations Superintendent will be reclassified to Leader's Clerk (50010117) if they voluntarily elect to do so on their election form.
- B. Any current incumbent Clerical Services department employee who is regularly assigned to provide clerical support to the Electric Distribution Field Operations group will be reclassified to either Leader's Clerk (50010117) or Assistant's Leader's Clerk (50010118), as determined by management, if they voluntarily elect to do so on their election form. The Leader's Clerk position in a headquarters with multiple employees providing clerical support to the Electric Distribution Field Operations group will be offered by Company seniority.
- C. After Section 5B has been completed, any remaining incumbent Clerical Services department employees currently holding the classification of Leader's Clerk (50010117), or Assistant Leader's Clerk (50010118) will remain in their present classification.
- D. Any employees currently holding the classification of Leader's Clerk - More than 2 Assistants (50010119) will be placed into Present Incumbent Only (PIO) status.
- E. Those incumbent Clerical Services department employees who do not voluntarily elect to be reclassified will remain in their existing classification and headquarters and will be reassigned to other job assignments within the Clerical Services department as soon as practicable but shall not exceed 30 days.

For those incumbent Clerical Services department employees who voluntarily elect to be reclassified to Leader's Clerk or Assistant's Leader's Clerk, the employee will be placed at the employee's same wage rate or placed at the next higher wage rate above their current wage rate within the salary range of the employee's new classification if they are in between wage rates.

**6. Physical Test Battery Testing Requirement**

An incumbent employee who voluntarily accepts a reclassification to Leader’s Clerk or Assistant Leader’s Clerk and who has not previously passed the Physical Test Battery (PTB) will be given twelve (12) months to pass the PTB. If an employee does not pass the PTB within twelve (12) months the employee will be returned to their previous clerical classification and headquarters.

**7. Existing Letter Agreements**

The parties have reviewed Letter Agreement 06-19-PGE, Letter Agreement 07-10-PGE, and Letter Agreement 07-57-PGE and acknowledge the provisions contained in these letter agreements will remain in place, except clerical work in support of the Electric Distribution Field Operations group will be the work jurisdiction of Leader’s Clerk and Assistant Leader’s Clerk classifications and will no longer be shared duties with other clerical classifications.

**8. Oversight Committee**

The Company and Union shall each appoint three members to be part of an Oversight Committee. The Oversight Committee will attempt to resolve any issues that may arise regarding this Letter of Agreement within forty-five (45) days. Issues regarding this letter agreement that the Oversight Committee cannot resolve will be subject to the party’s grievance procedure. Subsection 102.3(a)(2) timelines will be waived for the forty-five (45) day period.

This letter agreement does not apply to employees providing clerical support in other Company functional areas or clerical assignments within the Clerical Services department including, but not limited to, Land and Environmental, Gas Operations and Engineering, Third Party Notifications, Purchase Order Central, Dependency Management and General Construction.

This proposal has been discussed with Senior Assistant Business Manager Bryan Carroll and Assistant Business Manager Dave Sankey.

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



By: \_\_\_\_\_  
Bob Dean  
Business Manager

September 16  
\_\_\_\_\_, 2024