



**Pacific Gas and
Electric Company.**

LETTER AGREEMENT NO. 06-50-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
(707) 452-2700

STEPHEN A. RAYBURN,
DIRECTOR AND CHIEF NEGOTIATOR

TOM DALZELL,
BUSINESS MANAGER

October 26, 2006

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 is proposing to revise the Senior Maintenance Assistant Test (attached) to make the material more relevant to the work performed today. This test is required to hold the classification of (0048) – Senior Maintenance Assistant. A committee consisting of Kent Lamb from the Company and Peggy Daniel and Debbie Clement representing the Union met and reviewed the proposed changes. The committee members had suggested additional changes and modifications to the test presented by the Company. Those changes and modifications have been incorporated into the final version.

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

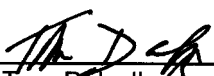
By: 

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

16 March, 2006

By: 

Tom Dalzell
Business Manager

TCS Maintenance Assistant Computer Skills Test

Test Construction Set – SrMA10-06.tst

1 *Only employees who do not have Lan ID numbers can use Microsoft Outlook.*

- A. True
- B. False

Test Construction Set – SrMA10-06.tst

2 *When using the PLM program, what screen would you use to add a new piece of equipment?*

- A. Add/Edit Equipment and Jobs
- B. Compose
- C. New
- D. Undo

TCS Maintenance Assistant Computer Skills Test

Test Construction Set – SrMA10-06.tst

3

When using the PLM program, both the Facility and Department must be selected to add new equipment?

- A. True
- B. False

Test Construction Set – SrMA10-06.tst

4

When using the PLM program, what report shows the work that must be done within a given period of time?

- A. Time clock
- B. Work Schedule
- C. CPUC Audit Listing
- D. High Priority, Required

TCS Maintenance Assistant Computer Skills Test

Test Construction Set -- SrMA10-06.tst

5 *When using the PLM program, what report will show all the equipment in a district?*

- A. System Review List
 - B. Equipment and Jobs Details
 - C. Preventive Maintenance List
 - D. Both A and B
-

Test Construction Set -- SrMA10-06.tst

6 *While using PLM, what must be entered to post completed work, after work has been completed.*

- A. Date
 - B. Lan ID
 - C. Actual hours
 - D. All of the above
-

TCS Maintenance Assistant Computer Skills Test

Test Construction Set – SrMA10-06.tst

7 *When using the PLM program, the Anniversary date is used to ensure a job is completed in a specific month, as with CPUC required work.*

- A. TRUE
- B. FALSE

Test Construction Set – SrMA10-06.tst

8 *When an employee goes to a doctor appointment for 8 hours the correct payroll code is?*

- A. 8 hour code 2014
- B. 8 hour code 2003
- C. 8 hour code 2005
- D. 8 hour code E

TCS Maintenance Assistant Computer Skills Test

Test Construction Set -- SrMA10-06.tst

9

For any of the desktop icons shown below, how would you go about changing the icon?



- A. Cut and paste a new icon to the desktop
- B. Using the mouse, point at the icon and right click on the mouse. Then select properties to change icon.
- C. Change the icon in the Start menu

Test Construction Set -- SrMA10-06.tst

10

Which icon from the desktop would to select to run a setup.exe file?

- A. Word
- B. Start
- C. PLM

TCS Maintenance Assistant Computer Skills Test

Test Construction Set – SrMA10-06.tst

11

Within Excel, what is the cell address of the active cell in the screen shot below?

	North	East	South	West
qtr 1	100	190	90	220
qtr 2	110	200	93	225
qtr 3	105	198	94	221
Totals	315	588	277	666

- A. A1
- B. C2
- C. C1
- D. B1

Test Construction Set – SrMA10-06.tst

12

What is the single character that all formulas begin with in Microsoft Excel?

	North	East	South	West
qtr 1	100	190	90	220
qtr 2	110	200	93	225
qtr 3	105	198	94	221
Totals	315	588	277	666

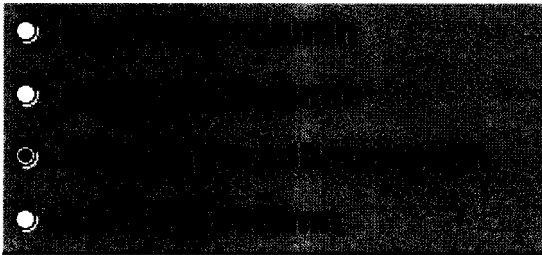
=c2

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

13

Double-clicking this cursor on a column heading border does what?

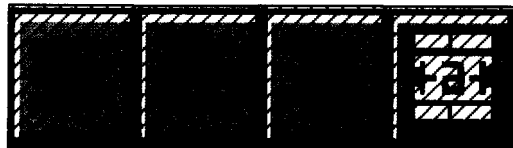


North	East	South	V
100		90	
110		93	
105		94	

Test Construction Set — SrMA10-06.tst

14

Text automatically aligns to the left in a cell. Which button(s) in the standard toolbar could you use to center align the contents of a cell?

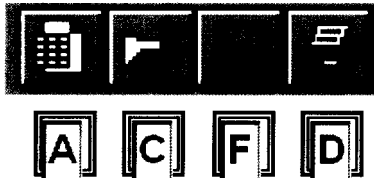


TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

15

Name these four buttons on the standard toolbar.



- A. New File
- B. Disk
- C. Open File
- D. Print
- E. View Page
- F. Save File

Test Construction Set — SrMA10-06.tst

16

Click on the cursor that allows you to Auto-Fill (for instance, copy the contents of a cell to the next five cells below it).



TCS Maintenance Assistant Computer Skills Test

Test Construction Set -- SrMA10-06.tst

17

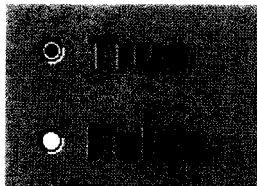
*Which statements best describe a relative reference?
More than one answer may be correct.*

- A. Relative references do not change when you copy to another cell.
- B. Relative references change when you copy to another cell.
- C. Relative references change when you copy to another row.
- D. Relative references change when you copy to another column.

Test Construction Set -- SrMA10-06.tst

18

The current version of Excel has a spell checker within it.



TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

19

*What is name of the mathematical expression used when performing the addition function to a range of cells?
(Just type the function name)*

	North	East	South	West
qtr 1	100	190	90	220
qtr 2	110	200	93	225
qtr 3	105	198	94	221
Totals	315	588	277	666

Sum

Test Construction Set — SrMA10-06.tst

20

Which keys can you use to move to a different cell on a worksheet?

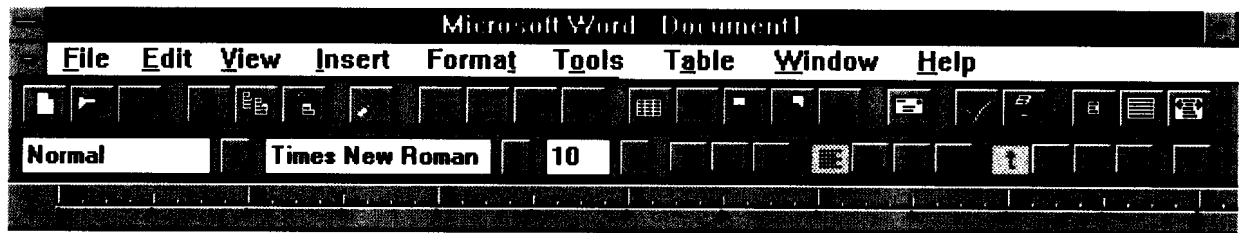
- A. The Tab key
- B. The Enter key
- C. The arrow keys
- D. The function keys

TCS Maintenance Assistant Computer Skills Test

Test Construction Set – SrMA10-06.tst

21

The Toolbar below (outlined in red) can be used to apply character or paragraph formats to a document.



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22

Where would you go to create a material purchase order:

- A. SAP
- B. Outlook
- C. Intranet

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

23

What Link would you use to input a training roster?

- A. Learning Services
 - B. Pathway Net
 - C. SAP
-

Test Construction Set — SrMA10-06.tst

24

What Link would you use to enter your personal business expenses?

- A. Pathway Net
 - B. SAP
 - C. Concur
 - D. Personal Expense Form
-

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25

When setting up travel arrangements what Link would you use:

- A. Concur
- B. SAP
- C. CWT
- D. Arrangement via phone

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26

Where would you get information on Maintenance Assistants responsibilities?

- A. PG&E Org Utility Operations
- B. Work Resource
- C. PGE.com
- D. My Stuff

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

27

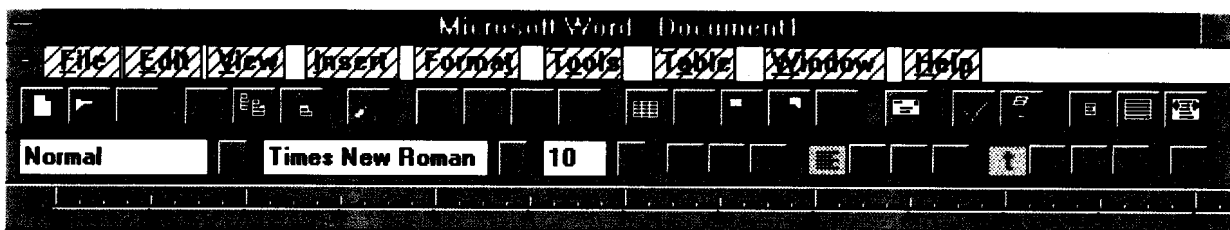
What program do we use to change a order/PCC27 for a C Card invoice/purchase?

- Concur
- B. Pathway Net
- C. Commercial Card Transactions
- D. SAP

Test Construction Set — SrMA10-06.tst

28

Click on the menu you would you use to save your document.

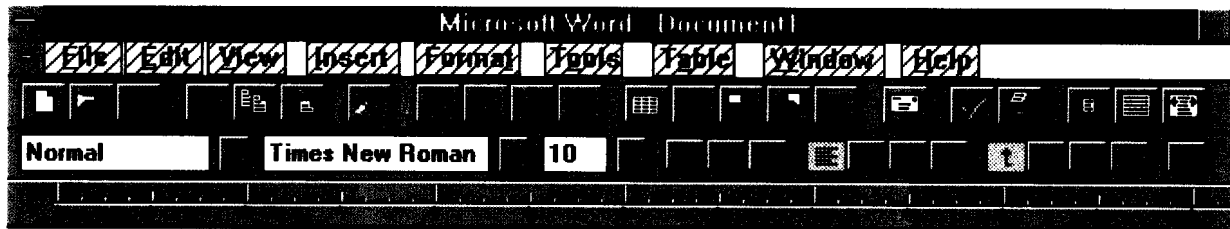


TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

29

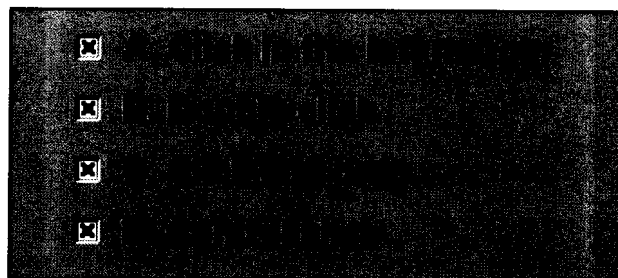
Click on the menu you would use to switch to another open document.



Test Construction Set — SrMA10-06.tst

30

*What methods can you use to select text in Microsoft Word?
(More than one answer may be correct)*

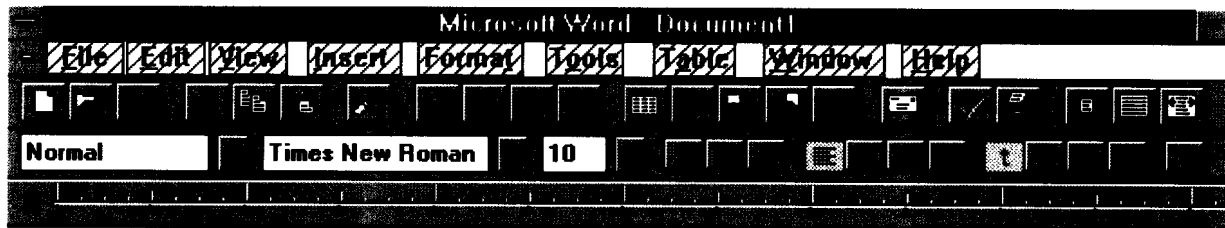


TCS Maintenance Assistant Computer Skills Test

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31

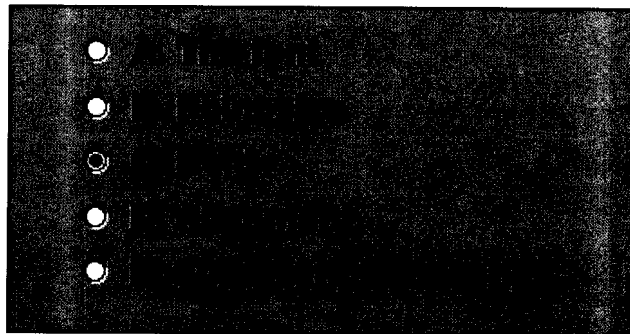
Click on the menu you would use to perform a cut, copy or paste operation.



Test Construction Set — SrMA10-06.tst

32

Which of the following is not an example of a character format?

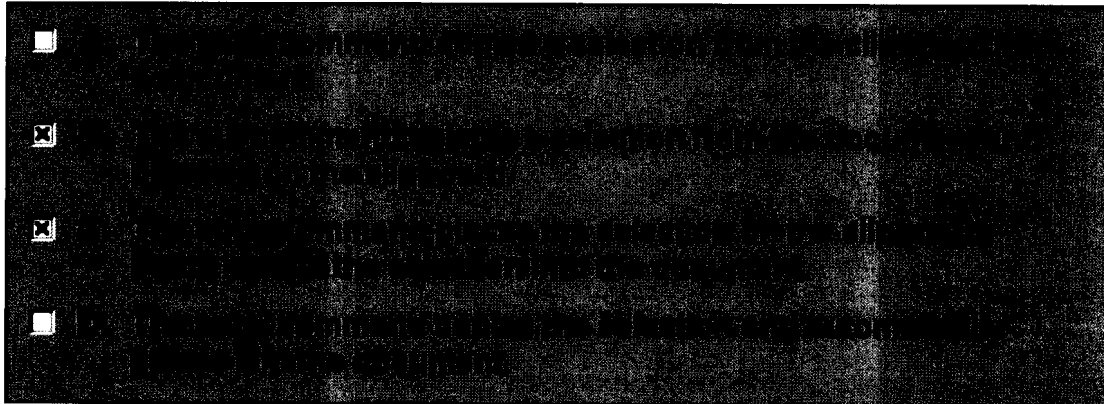


TCS Maintenance Assistant Computer Skills Test

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33

*Which of the following statements are true?
There may be more than one true statement.*



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34

Select the TWO keys that must be pressed together in order to perform a COPY command on the selected text.

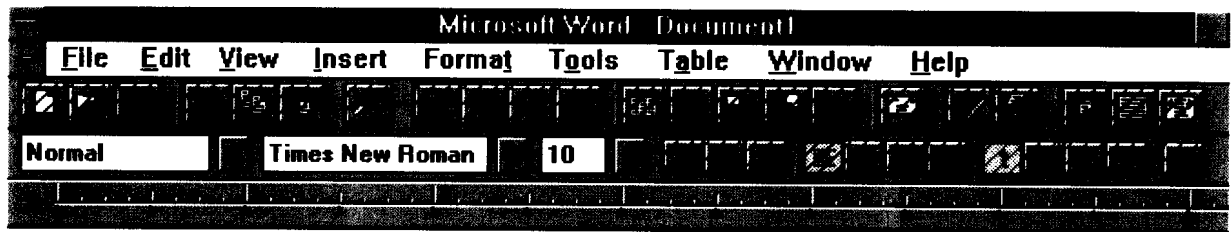
- | | |
|---|--|
| <input checked="" type="checkbox"/> The Control Key | <input type="checkbox"/> The Delete Key |
| <input type="checkbox"/> The Alt Key | <input type="checkbox"/> The Backspace Key |
| <input type="checkbox"/> The Shift Key | <input checked="" type="checkbox"/> The Insert Key |
| <input type="checkbox"/> The Space Bar | <input type="checkbox"/> The F10 Key |

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Test Construction Set — SrMA10-06.tst

35

Click on the icon you would use to place a left-justified tab in the current paragraph.



Test Construction Set — SrMA10-06.tst

36

When using a right tab, text will align along the right edge. Click on the right tab icon.



TCS Maintenance Assistant Computer Skills Test

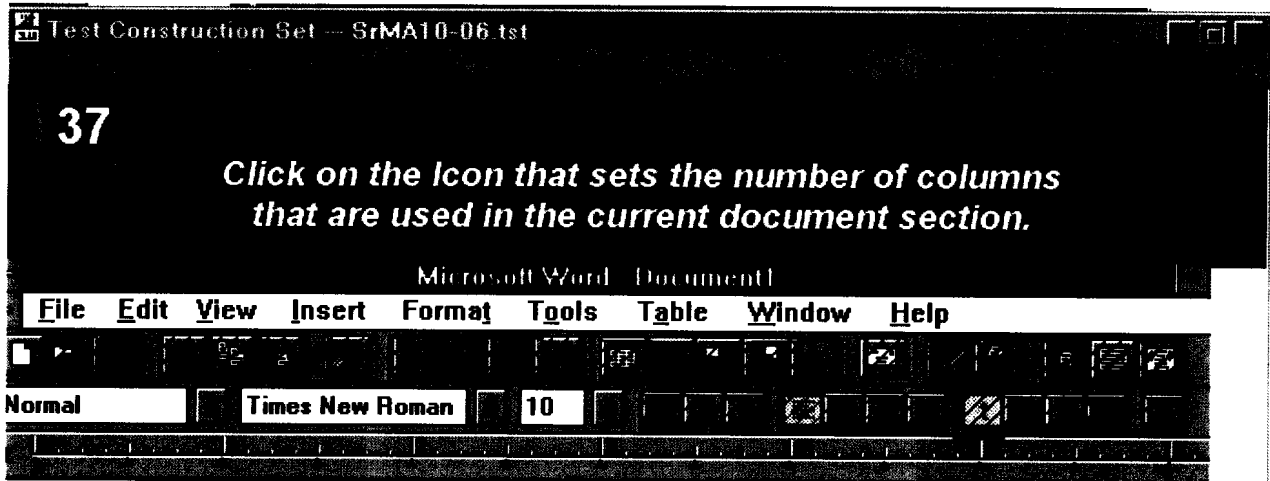
Test Construction Set -- SrMA10-06.tst

37

Click on the icon that sets the number of columns that are used in the current document section.

Microsoft Word - Document1

File Edit View Insert Format Tools Table Window Help



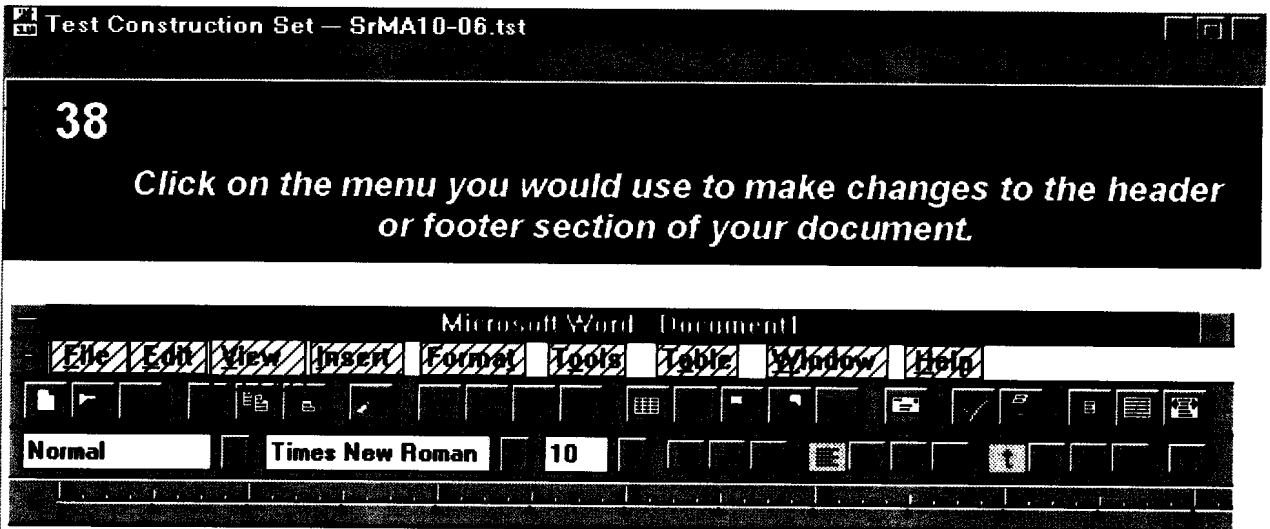
Normal Times New Roman 10

Test Construction Set -- SrMA10-06.tst

38

Click on the menu you would use to make changes to the header or footer section of your document.

Microsoft Word - Document1



File Edit View Insert Format Tools Table Window Help

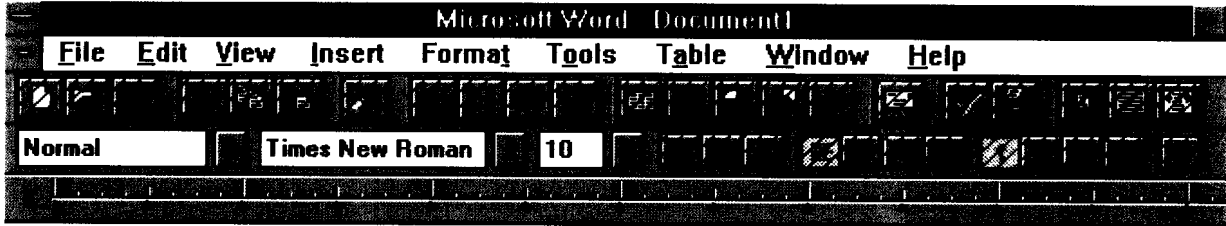
Normal Times New Roman 10

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

39

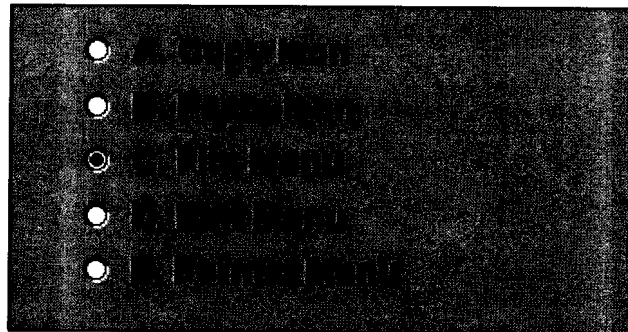
Click on the icon you would use to view spaces, tabs, and carriage returns.



Test Construction Set — SrMA10-06.tst

40

Where would you find the command to open or close a file?

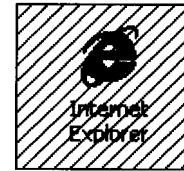
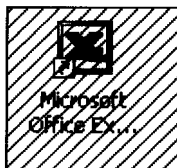
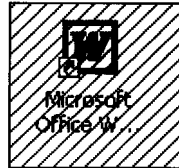
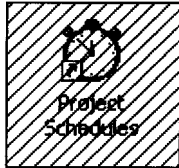


TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

41

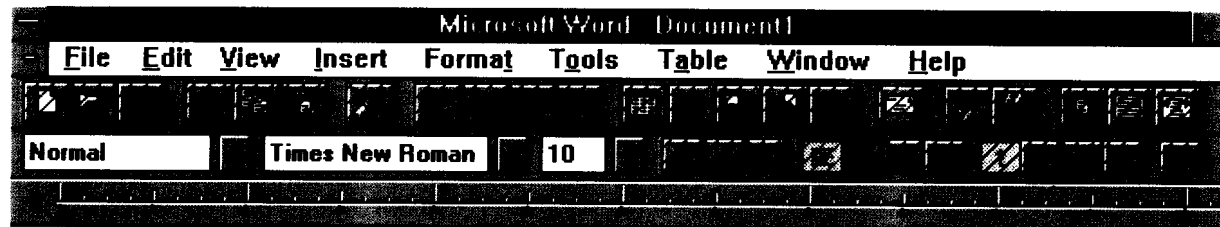
Select the icon that would be used to send out a meeting request in Outlook.



Test Construction Set — SrMA10-06.tst

42

Click on the icon you would use to center align the current paragraph.



TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

43

Select the link below that will take you directly to the Learning Services link so that you can register a student into a class.



Monday, July 25, 2005

[PG&E Organizations](#) [In The News](#) [Work Resources](#) [My Staff](#) [PGE.Com](#) [Search](#)

Test Construction Set — SrMA10-06.tst

44

Select the link below that will take you directly to the Utility Operations link that will eventually get you to the Gas System Maintenance Technical Support site.



Monday, July 25, 2005

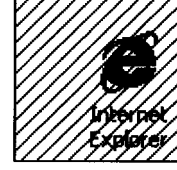
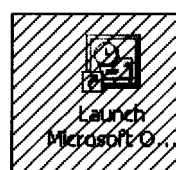
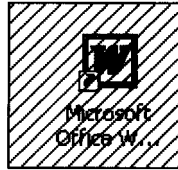
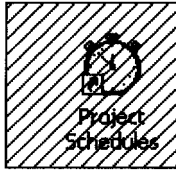
[PG&E Organizations](#) [In The News](#) [Work Resources](#) [My Staff](#) [PGE.Com](#) [Search](#)

TCS Maintenance Assistant Computer Skills Test

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45

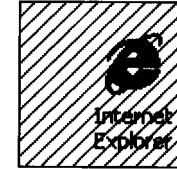
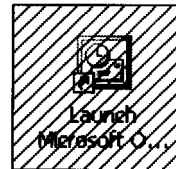
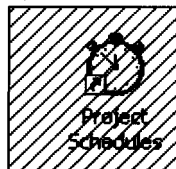
Select the icon that would be used to create a new e-mail message.



Test Construction Set — SrMA10-06.tst

46

Select the icon that would be used to create a new Word document.

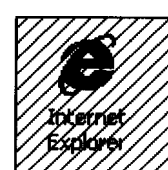
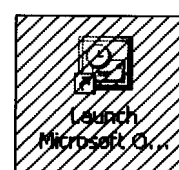
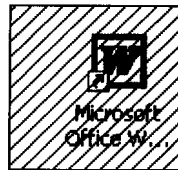
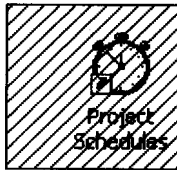


TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

47

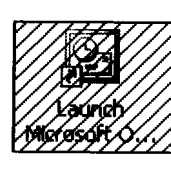
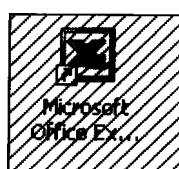
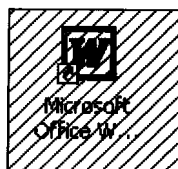
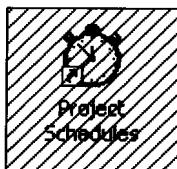
Select the icon that would be used to access the internet.



Test Construction Set — SrMA10-06.tst

48

Select the icon that would be used to send out a meeting request in Outlook.

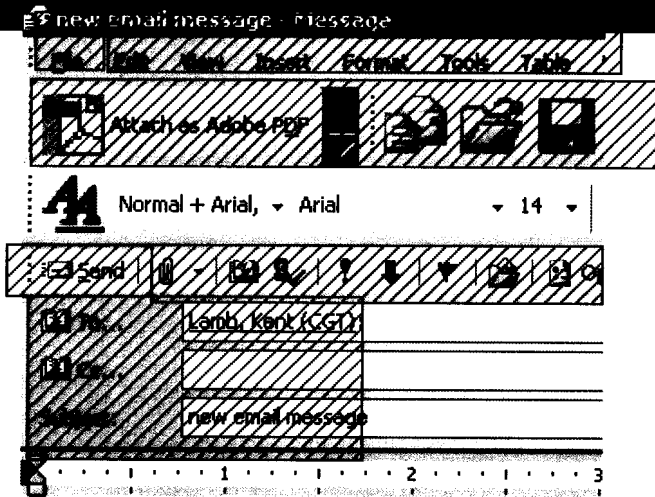


TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

49

Select the icon used to transmit the message with normal delivery after composing an email message.

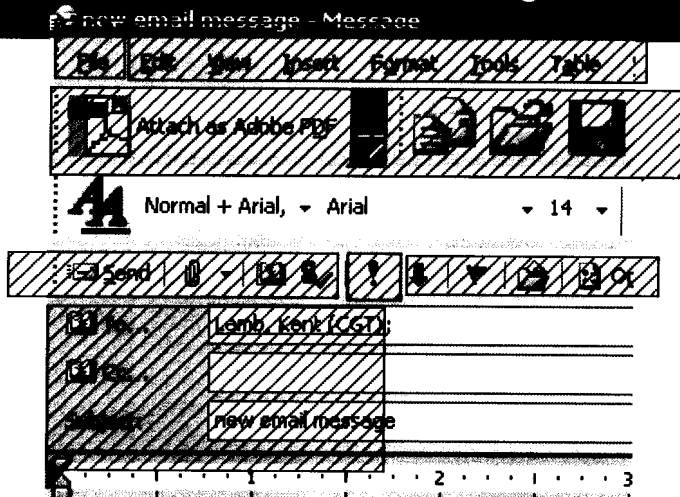


This is an email to Kent

Test Construction Set — SrMA10-06.tst

50

Select the icon used to mark the message as High Importance before sending.

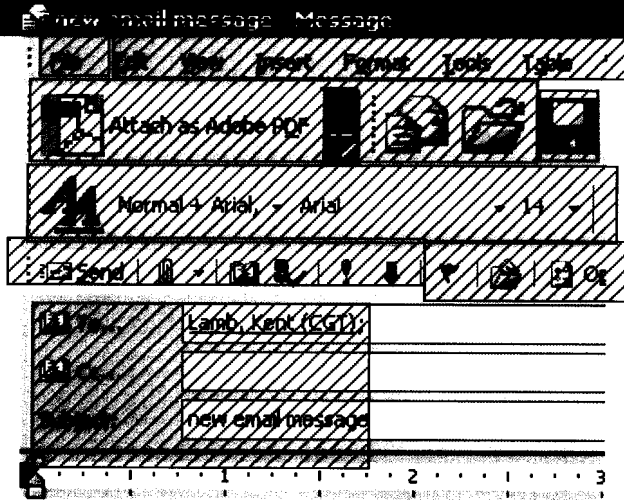


This is an email to Kent

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

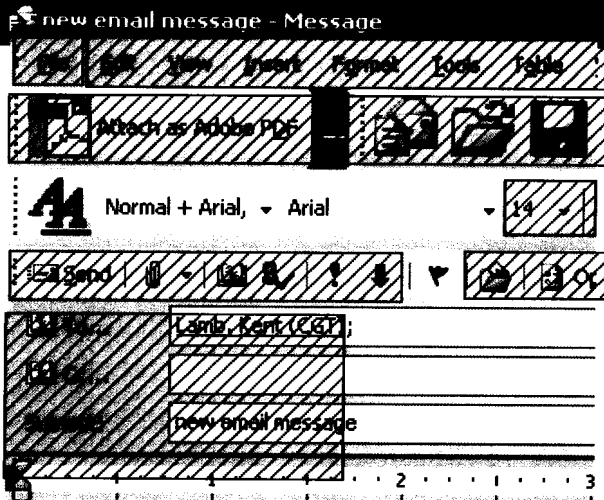
51 Select the icon used to save the message as a draft before finalizing and sending.



————— This is an email to Kent —————

Test Construction Set — SrMA10-06.tst

52 Select the pull down menu that will enable you to change the font size of the email text.



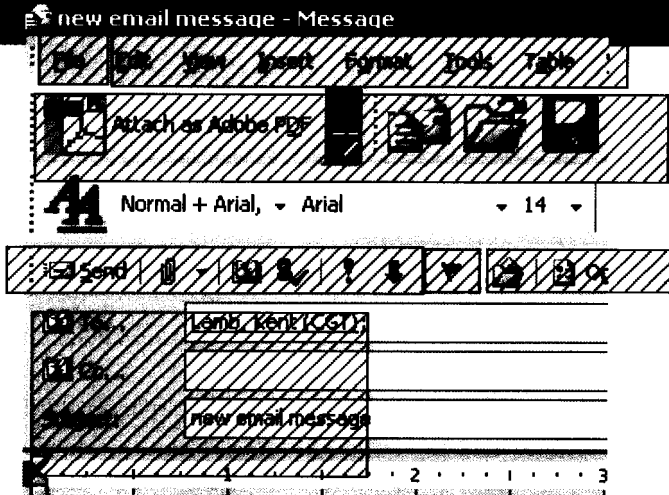
————— This is an email to Kent —————

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

53

Select the icon used to flag the message before sending.

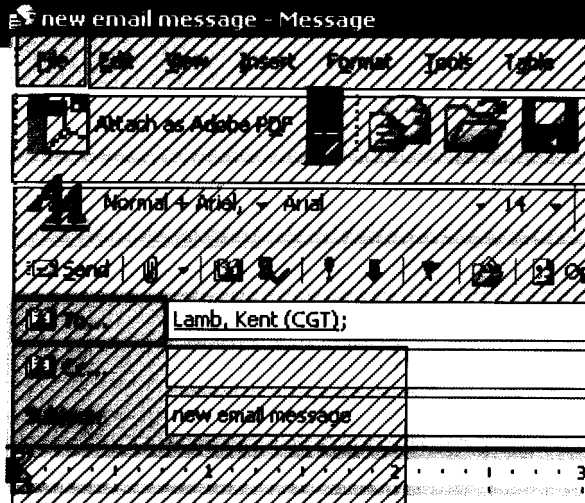


This is an email to Kent

Test Construction Set — SrMA10-06.tst

54

Which icon would you use to select an employees E-mail address?

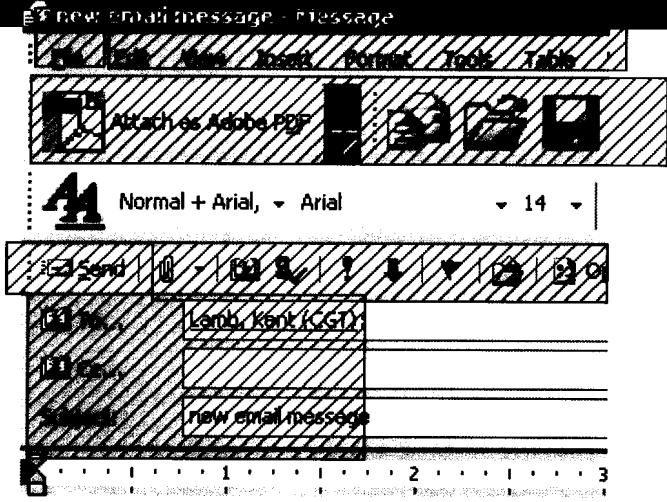


This is an email to Kent

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

55 *Select the icon used to transmitt the message with normal delivery after composing an email message.*




The screenshot shows an email composition window with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar. The toolbar includes icons for Attach as Adobe PDF, Send, Reply, Reply All, Forward, and Send Later. The 'Send' icon is highlighted with a red box. Below the toolbar, the 'To' field contains 'Kent, Kent (CGI)' and the 'Subject' field contains 'new email message'. A ruler is visible at the bottom of the window.

————— This is an email to Kent —————

Test Construction Set — SrMA10-06.tst

56 *You would like to send the e-mail meassage that you just received to another person. Select the proper Icon.*



The screenshot shows the Microsoft Outlook toolbar with the following icons: New, Open, Print, Reply, Reply All, Forward, Send/Receive, and Find. The 'Forward' icon is highlighted with a red box.

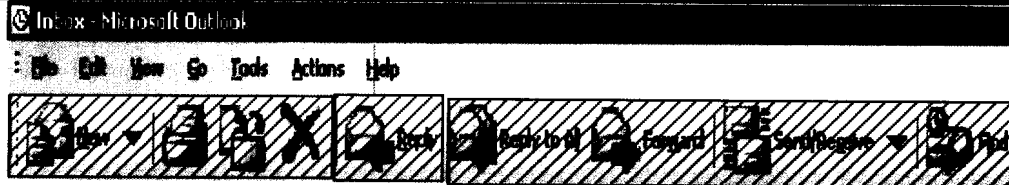
—————

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

57

You would like to respond to the e-mail message that you just read. Select the proper icon.



Test Construction Set — SrMA10-06.tst

58

If I receive an email message with an attached file, if I hit the reply button, the attached file is sent back to the sender.

- A. True
- B. False

TCS Maintenance Assistant Computer Skills Test

Test Construction Set — SrMA10-06.tst

59 *Microsoft Outlook is the only official email system to be used in the company.*

- A. True
- B. False

Test Construction Set — SrMA10-06.tst

60 *All employees must have a LAN ID before using the company email system.*

- A. True
- B. False

TCS Maintenance Assistant Computer Skills Test

Test Construction Set - SrMA10-06.tst

61 *In order to sign a manifest what class do you need to attend:*

- A. 8 hour refresher
- B. General Awareness
- C. EM workshop
- D. 40 hr. Haz Wopr.