



**Pacific Gas and  
Electric Company.**

# LETTER AGREEMENT NO. 12-21-PGE

**IBEW**



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS AND HUMAN RESOURCES DEPARTMENT  
MAIL CODE N2Z  
P. O. BOX 770000  
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STEPHEN A. RAYBURN,  
DIRECTOR AND CHIEF NEGOTIATOR

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 8, 2012

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:

Under the provisions of **Letter Agreement 10-23**, an ad hoc committee consisting of Chuck Mackey, Mark Taylor, Mike Haentjens, Carol ~~Waltos~~, Micah Van Bogelen and Joe DeMartini met to negotiate changes to clerical classifications at Diablo Canyon Power Plant.

The Committee met on **several** occasions and reached the recommended changes:

**1. New Classifications, job definitions and line of progression:**

50462905 Administrative Associate – Nuclear

An employee who performs administrative tasks such as typing, basic data entry (e.g. PIMS, Workforce, etc.), copying, mail distribution, filing, document scanning, record indexing, document destruction, and other similar tasks. May be required to use standard computer software for basic word processing, record retention, and reporting. May be required to audit documents (e.g. procedures, drawings, etc.). Employees assigned to the Dosimetry office may be required to determine dose histories, issue and control TLD's, maintain NRC dosimetry records, log employees into Radiological Controlled Areas, read and re-zero dosimeters, and perform other clerical work. May be required to type with reasonable speed and accuracy (net 35 WPM). Works under the supervision of experienced administrative personnel or department supervisor. Must pass all pre-employment tests.

Beginner's classification

50462906 Administrative Specialist – Nuclear

An employee who has all the qualifications of an Administrative Associate - Nuclear, and performs diverse administrative duties which require a working knowledge of Nuclear plant policies and procedures. May require advanced proficiency with business software products (Microsoft Office Suite, SAP, etc.), calendar management, travel planning, expense reporting, supply ordering and related tasks. May review or edit correspondence. May prepare complex forms, reports, records, and reference data including statistical records and computations required for reports and audits. May be required to assign and maintain program schedules and overtime lists. May be required to research and retrieve records from databases. May require knowledge of basic accounting practices and principles. May be required to obtain a working knowledge of Management, A&T, Represented Employee, Federal, and State pay policies and contract provisions. Works under general supervision and may train and assist Administrative Associates. Must be able to type with reasonable speed and accuracy (net 35 WPM).

Next Lower Classification

50462905 Administrative Associate – Nuclear  
0059 Scheduling Assistant  
2662 Operating Clerk\*  
2664 Operating Clerk - Steno\*  
2667 Operating Clerk - Typist\*

Same or Higher Classification

50462907 Senior Administrator - Nuclear  
0243 Senior Field Clerk (G.C.)\*  
0246 Field Clerk – (G.C.)\*  
0263 Senior Hydro Clerk\*  
0264 First Hydro Clerk\*  
0310 Senior Shop Clerk\*  
0313 First Shop Clerk (G.C.)\*  
2645 Senior Operating Clerk – Steno II\*  
2646 Senior Operating Clerk – Typist II\*  
2654 Senior Operating Clerk – Steno I\*  
2655 Senior Operating Clerk – Typist I\*  
2723 Senior Operating Clerk – II\*  
2789 Senior Operating Clerk I\*

\*Must have spent at least 30 months in a clerical classification at DCP

50462907 Senior Administrator – Nuclear

An employee who has all qualifications of an Administrative Specialist - Nuclear, and directs the work and training of other administrative employees. Provides advanced administrative and technical support to supervisors, managers or departments with limited supervision. May interface directly with senior management and external agencies. May be required to manage administrative employee schedules, including vacation sign-ups, arranging coverage, and maintaining PAOT/EOT call out lists.

Next Lower Classification

50462906 Administrative Specialist – Nuclear  
2645 Sr. Operating Clerk – Steno II\*  
2646 Sr. Operating Clerk – Typist II\*  
2723 Sr. Operating Clerk – II\*  
0293 First Plant Clerk (PIO)

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)\*  
0310 Senior Shop Clerk (G.C.)\*

\*Must have spent at least 30 months in a clerical classification at DCP

Employees in the Senior Administrator role are expected to demonstrate good knowledge, skills, efficiency, adaptability, and teamwork. In accordance with 205.11(b), the Company may subject employees to an interview process to determine an employee's capability and qualification for this classification. The Company may reject the bid of an employee under 205.11 and/or 205.14 when the employee lacks the knowledge, skill, efficiency, or adaptability to perform the administrative functions of the job, or the ability to perform supervisory duties. When the Company plans to reject the bid of an employee, they will notify the local union business representative prior to the rejection.

After three months as a Senior Administrator, the Company will determine if the employee has demonstrated or is adequately developing the skills and aptitudes to be successful in the role of Senior Administrator. If the employee has not or will not develop the skills or aptitudes needed to be a Senior Administrator, subject to the grievance process, the employee may be released back to their previous classification and headquarters, and may be bypassed for future opportunities in this classification for 12 months. At any time during this three month period, an employee may choose to return to their previous classification and headquarters.

## 2. Wage Rates (2011):

### 50462905 Administrative Associate – Nuclear

Start	\$21.15
6 mo.	22.64
12 mo.	24.20

### 50462906 Administrative Specialist – Nuclear

Start	\$24.65
6 mo.	27.27
12 mo.	29.91
18 mo.	32.54
24 mo.	33.50
30 mo.	34.82
36 mo.	35.48
42 mo.	36.69

### 50462907 Senior Administrator – Nuclear

Start	\$38.19
6 mo.	39.04
12 mo.	39.82
18 mo.	40.71

## 3. Deleted and/or revised classifications

- a. 0293 First Plant Clerk (changed to present incumbent only)
- b. 0301 Control Room Assistant (changed to present incumbent only)
- c. 0298 Routine Plant Clerk
- d. 0296 Utility Plant Clerk
- e. 0297 Shift Utility Plant Clerk
- f. 0290 Senior Plant Clerk

## 4. Placement of incumbents:

- a. Employees holding the classification of 0298 Routine Plant Clerk will be placed into the 50462906 Administrative Specialist – Nuclear classification at each employee's same wage step, or at a higher pay step within the range being given credit for time at the top pay step of Routine Plant Clerk.
- b. Employees holding the classification of 0293 First Plant Clerk or 0301 Control Room Assistant will remain in each employee's present classification on a present incumbent only basis. Such classifications shall be deleted when the last employee vacates. Employees shall perform the duties of Administrative Specialist – Nuclear.
- c. Employees holding the classification of 0290 Senior Plant Clerk will be placed into the 50462907 Senior Administrator – Nuclear classification.

**5. Transition**

- a. The parties closely reviewed the present work load and reporting structure and agreed that, based on current needs, the Company will fill five (5) more 50462907 Senior Administrator – Nuclear positions from the existing staff upon SAP implementation of this agreement. Additionally and again based on current workload, the Company will fill no fewer than six (6) 50462905 Administrative Associate positions as vacancies occur. This agreement is based on current workload only, and is not to be construed as a commitment to maintain a certain compliment of classifications moving forward. The Company will meet and confer with the Union before establishing more than six Administrative Associate classifications.

**6. Shift Work**

Up to six employees may be placed on an established shift schedule on a regular basis to support shift work. Shift work will be assigned to Control Room Assistants first. If there are no CRA's, or less than the number needed by the Company, then the Company will request volunteers from the Administrative Specialist population. If there are not sufficient volunteers, the Company will assign the work, by reverse seniority, to an Administrative Specialist.

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

6-4, 2012

By:   
 Tom Dalzell  
 Business Manager