



Mary K. King  
Principal Negotiator  
Labor Relations and  
Human Resources

Mail Code N2Z  
P. O. Box 770000  
San Francisco, CA 94177  
(415) 973-2578

10-20-ESC

July 13, 2010

Mr. Joshua Sperry, Sr. Union Representative  
Engineers and Scientists of California, Local 20  
IFPTE (AFL-CIO & CLC)  
835 Howard St. 2<sup>nd</sup> floor  
San Francisco, CA 94103

Dear Mr. Sperry:

In Letter of Agreement 06-08, the parties agreed to establish Exhibit S to cover the job description and job requirements for the Work & Resource Scheduler and the Scheduler-in-Training. Please find attached Exhibit S. Establishing this exhibit is consistent with the intent and agreement in Letter 06-08.

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: Mary K. King  
Mary K. King  
Principal Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO and CLC

8/10, 2010

By: Joshua Sperry  
Joshua Sperry  
Sr. Union Representative

**Exhibit S**  
**Work & Resource Schedulers**

In Letter Agreement 06-08, the ESC and Company agreed to create two new classifications at the RMC, the Work and Resource Scheduler, and the Scheduler-in-Training. Due to the importance of the scheduling function, the Company plans to implement a second shift under the provisions of Title 24, Shift Premiums. The Company may pursue extended hours or extended work weeks once the operational requirements are better established.

The parties agreed to create a new classification at the RMCs entitled Work and Resource (W&R) Scheduler. The entry classification is W&R Scheduler-in-Training. Current ESC W&R Planners will be moved into this classification as the RMCs become operational. The Scheduler-in-Training and Schedulers will work Monday through Friday and first and second shifts will be established per Title 24. Company may pursue extended hours and/or an extended work week once there exists a better sense of the operational requirements

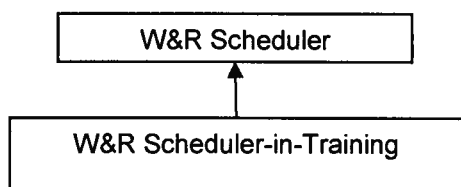
Prior to letter of agreement 06-08, 150+ ESC-Represented Associate Distribution Engineers (ADE), Field Engineers Technicians (FET), 20+ W&R Planners (now ESC-represented positions) and various management positions (Planners, Supervisors, Distribution Specialists, etc.) in CGT, Field & Metering Services and Electric Transmission had the role of scheduling work. The ADEs currently schedule work in CGT, Electric Transmission and Gas & Electric Distribution. FETs currently schedule work for GC. In order to implement the proposed changes, we will need to modify the job descriptions for the affected positions (ADE, FET).

The proposed W&R Scheduler job exists today as the W&R Planner position and has been identified to be an ESC-represented job. The proposal is to change the job title to match the roles identified in the Work and Resource Management job profiles; the new job title would be W&R Scheduler. Additionally, the W&R Scheduler will take on the responsibilities that the ADEs and FETs have today in regards to scheduling work. Company will attempt to identify industry benchmarks for comparing ratios of Schedulers to work.

To ensure there is strong scheduling foundation necessary to meet our customer commitments and customer service metrics, we will:

- 1) Establish two levels: W&R Scheduler-In-Training & above entry level W&R Scheduler. The line of progression will be as follows:

**W&R Scheduler Line of Progression**



- 2) Scheduler job duties will be to create and manage a work schedule that while generally will be a 4 week window, may extend as needed to place projects in the schedule to meet and guarantee customer and internal PG&E requirements.
- 3) Schedulers may schedule all work for all lines of business.
- 4) Company may establish a static second and potential third shift to ensure full-time coverage.
- 5) W&R Scheduler-in-Training will be an entry level position and will progress to the above entry level W&R Scheduler position upon successful completion of the 12-month training program.
- 6) Progression to W&R Scheduler will require completion of the training program and testing requirements.
- 7) Schedulers will interact with the W&R Dispatcher and others to validate that dependencies are complete (e.g., safety and job planning).
- 8) Schedulers rotate thru work types being scheduled (i.e., crew, GSR / T-men, design / customer contact, etc).
- 9) Staffed appropriately (level) including relief (backfill) so that vacations/time off can be covered.

- 10) Scheduler Qualification School to be negotiated.
- 11) At the discretion of the business, the Scheduling Qualification School may be attended by management employees to ensure they are competent in the overall work and resource management process.
- 12) Schedulers can be assigned to schedule work throughout the system. Incumbent W&R Planners will be considered qualified for the above-entry level Scheduler positions. Responsibilities and level of scheduling activity may be different within work types being scheduled (i.e., crew, GSR / T-men, design / customer contact, etc).

**Benefit to Organization:** Leverage the use of technology (ClickSchedule), increase the consistency of scheduling, ensure we are following work priorities more closely, improve customer service and reduce the effort of scheduling across the company. Improved coordination of work within and across geographies. Improved scheduling and management of design work in conjunction with field work. Ability to consistently measure and improve scheduling performance. Full utilization of resources, ability to make and meet customer commitments (both internal and external).

Additionally, by removing scheduling work from the ADEs and FETs, this will increase the availability of these employees for other duties. Similarly, FETs should realize an increased utilization of their core tasks associated with construction activities in the job description. While this position was initially implemented during Supervisor in the Field (SITF), the proposed changes discussed in this document will further support our future state.

Performance Standards

The Company and Union agree that within 6 months of the establishment of this position to establish a joint committee to fully develop and implement performance standards for this position. The agreed to standards will support the Company reaching industry leading performance.

Hours of Work

Company may establish a second shift for the Scheduler or Scheduler-in-Training classifications.

Rate of Pay

<u>W&amp;R Scheduler</u>		<u>W&amp;R Scheduler-in-Training</u>	
<u>Progression</u>	<u>2006 Hourly Rate</u>	<u>Progression</u>	<u>2006 Hourly Rate</u>
Start	34.15	Start	30.00
6 mos	35.01	3 mos	31.05
12 mos	35.89	6 mos	32.10
18 mos	36.79	9 mos	33.30
24 mos	37.71	12 mos	34.15
30 mos	38.65		

Incumbent employees currently in the W&R Planner classification (now the W&R Scheduler) who are above the top of the range will maintain their rate of pay for up to three years or until such time as the rate of pay in the Scheduler is equal to or greater than that of the employee's frozen rate of pay, whichever comes first. If at the end of three years from when they first became a Planner, an employee is still paid above the top of the rate of Scheduler, the employee will be placed at the top of the Scheduler rate.

If such incumbent employee during the three year period, bids or transfers to another classification, the employee will be placed at an appropriate wage step in that new classification.

The ADE, Sr. Engineering Estimator, and Sr. Field Engineering Tech classifications can bid into the Scheduler position and will be considered under Subsections 21.2(a)(b) and (d). All successful bidders will need to successfully complete the 12 month Scheduler-in-Training requirements.

Wages placement and progression will be treated per Section 15.4. The wage placement of Routine Estimators and Field Engineering Techs who are appointed to a SIT position will be placed in the range closest to their rate of pay at that time.

Routine Engineering Estimator  
30 mo progression  
\$975 - \$1180

Field Engineer Tech Range  
\$946 - \$1332

Scheduler-In-Training  
Start - \$1200  
End 3 months \$1242  
End 6 months \$1284  
End 9 Months \$1332  
End of 12 months \$1366

Sr. Engineering Estimator  
30 mo progression  
\$1180 - \$1482

Sr. Field Engineer Tech Range  
\$1332 - \$1518

Scheduler  
30 mo progression  
\$1366 - \$1546

Sr. Engineering Estimator (P-test)  
30 mo progression  
\$1280 - \$1519

ADE  
12 mo progression  
\$1558 - \$1631

Job Description  
ESC – Scheduler - RMC

A. DUTIES

An employee who schedules work and resources using technology that will enable the matching of work to available resources for construction, service & design functions of CGT, Electric Transmission, Gas & Electric Distribution, Field & Metering Services, and other functions and any associated support as required by the business (i.e., Power Generation, ISTS). The schedule will generally be in a 4-week window, but scheduling may extend as needed to place projects in the schedule to meet and guarantee customer and internal PG&E requirements. Confirms the completion of dependencies related to work requests prior to scheduling. Coordinates with Dispatchers and Planners as required for work that may affect daily or long term work plans. Scheduling positions will be consolidated at designated Resource Management Centers.

- Receive and review work requests and develop a schedule based on priority, work type, resource availability, equipment availability and optimization opportunities
- Ensure all required dependencies are completed before finalizing the schedule
- Review scheduled work requests for needed resources
- Assign resources to work requests (including design, field work, and emergencies) while ensuring high priority commitments are met first
- Ensure that resources are available to be scheduled for appointment windows
- Work with W&R Planner to resolve discrepancies with work requests and available resources
- Finalize and convey the work and resource schedule
- Coordinate with W&R Planner to ensure the 6 month and rolling 1 month plans are updated to reflect changes due to unplanned work (differences between the forecasted work and actual work available to be scheduled)
- Accountable for scheduling all G&E maintenance tags (EPCM, leaks, etc) for compliance work meeting established guidelines, standards and compliance requirements deadlines. In addition, coordinates scheduling of ongoing routine maintenance
- Track work orders to completion, taking appropriate corrective action for work not completed as scheduled
- Manage daily exceptions and make modifications to the schedule based on feedback from W&R coordinators, dispatchers, designers and supervisors.
- Assign resources to enable the safe accomplishment of the monthly work plan within budget.

B. REQUIREMENTS

Requires a comprehensive knowledge of Company's Customer Service Policies and gas and electric system.

C. APPLICATION

Testing Requirements

The Company and Union agree that within 6 months of the establishment of Scheduler classification, Company will determine the appropriate qualification test for new hires and bids/transfers to this position. The Company will be working with our existing test vendor (PSI) to determine and validate the appropriate test elements, which are expected to be similar to the existing physical and clerical test batteries. The Company will review the final test with the ESC prior to implementation and involve them in validation.

Schedulers-in-Training will be given two attempts at passing the Final Scheduler-in -Training test for progression to Scheduler. Following a second failure, removal will be via Section 22.4 (another entry-level position or termination)

Job Description  
ESC - Scheduler-in-Training - RMC

A. DUTIES

Scheduler-in-Training is an employee who has successfully completed the Scheduler Qualification School and is in the course of completing 12 months of on-the-job training. Upon successful completion of these requirements and a satisfactory supervisory assessment, the employee will progress to W&R Scheduler, receive the next higher wage step, and be required to fulfill the following:

An employee who schedules work and resources using technology that will enable the matching of work to available resources for construction, service & design functions of CGT, Electric Transmission, Gas & Electric Distribution, Field & Metering Services, and other functions and an associated support as required by the business (i.e., Power Generation, ISTS). The schedule will generally be in a 4-week window, but scheduling may extend as needed to place projects in the schedule to meet and guarantee customer and internal PG&E requirements. Confirms the completion of dependencies related to work requests prior to scheduling. Coordinates with Dispatchers and Planners as required for work that may affect daily or long term work plans. Scheduling may be required on a 7-day basis with varied shift arrangements. Scheduling positions will be consolidated at designated Resource Management Centers.

- Receive and review work requests and develop a schedule based on priority, work type, resource availability, equipment availability and optimization opportunities
- Ensure all required dependencies are completed before finalizing the schedule
- Review scheduled work requests for needed resources
- Assign resources to work requests (including design, field work, and emergencies) while ensuring high priority commitments are met first
- Ensure that resources are available to be scheduled for appointment windows
- Work with W&R Planner to resolve discrepancies with work requests and available resources
- Finalize and convey the work and resource schedule
- Coordinate with W&R Planner to ensure the 6 month and rolling 1 month plans are updated to reflect changes due to unplanned work (differences between the forecasted work and actual work available to be scheduled)
- Accountable for scheduling all G&E maintenance tags (EPCM, leaks, etc) for compliance work meeting established guidelines, standards and compliance requirements deadlines. In addition, coordinates scheduling of ongoing routine maintenance
- Track work orders to completion, taking appropriate corrective action for work not completed as scheduled
- Manage daily exceptions and make modifications to the schedule based on feedback from W&R coordinators, dispatchers, designers and supervisors.
- Assign resources to enable the safe accomplishment of the monthly work plan within budget.

B. REQUIREMENTS

Requires a comprehensive knowledge of Company's Customer Service Policies and gas and electric system.

C. APPLICATION

Scheduler- in-Training (SIT) is an entry level position filled by transfers of existing employees and unrestricted appointments.

LETTER AGREEMENT TRANSMITTAL

DATE: July 14, 2010

ATTENTION: Mr. Joshua Sperry

Dear Josh:

Attached is a proposed Letter Agreement which is not to be implemented until Company and Union have reached agreement on this matter:

Letter Agreement Number: 10-21-ESC

Subject: L/A 10-21-ESC cancels and supersedes LA 06-08 and includes changes negotiated during 2009 General Negotiations (Mapper, Estimator, and Scheduler positions).

Contact person's Name/Phone Number: Mary K. King  
(415) 973-2578

Contact person's comments:

*Mary K. King*  
Principal Negotiator

**RECEIVED**

**JUL 22 2010**

**ESC, LOCAL 20, IFPTE**