



**Pacific Gas and
Electric Company**

Matthew Levy
Principal Negotiator
Labor Relations

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Walnut Creek, CA 94598
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15-21-ESC

September 17, 2015

Joshua Sperry, Senior Union Representative
Engineers and Scientists of California, Local 20
IFPTE (AFL-CIO & CLC)
810 Clay Street
Oakland, CA 94607

Dear Mr. Sperry:

PG&E Power Generation has identified a need for more Power Generation Maintenance Planners ("PGMP"), but has had difficulty in finding candidates who meet the full requirements of the journey position. As discussed with the Union, the Company also considers the PGMP to be a good option to open a line of progression to hire in new employees with a technical background through the Power Pathways program and possibly other venues to recruit new talent to PG&E. Additionally, the Company and Union have an outstanding disagreement over whether PGMP is a "beginning level job" or not, and the creation of a full line of progression for PGMP would resolve this dispute. Therefore, the Company proposes the following:

1. A new Associate Power Generation Maintenance Planner will be added to Exhibit A and the Power Generation classification group of Exhibit D. The Company will also create a Non-Union classification of Entry Power Generation Maintenance Planner.
 - a. The 2015 Salary range for Entry PGMP will be 5,566 – 6,336 per month.
 - b. The 2015 Salary range for Associate PGMP will be 5,994 – 7,449 per month.
2. See Attachment 1 of this Letter for modifications to Subsection 18 of Exhibit D.IV regarding the PGMP line of progression.
3. See Attachment 2 of this Letter for the job description for Associate PGMP and modifications to the journey PGMP to be included in Appendix 1 of the ESC-PG&E contract.
4. Attachment 3 of this Letter is the job description for the Non-Union Entry PGMP, which will not be included in the Appendix but is intended to limit the work of the Entry PGMP to the functions described.
5. Associate PG Maintenance Planner is agreed to be a beginning level job.
6. Filling of new Associate PG Maintenance Planner positions

According to Section 21.9, upon execution of this Agreement the Company will attempt to fill one Associate Maintenance Planner vacancy at each headquarters where there is currently a Journey Maintenance Planner.

- a. These beginning level positions will be filled in accordance with Section 21.17 with the first vacancy filled through joint selection.

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,

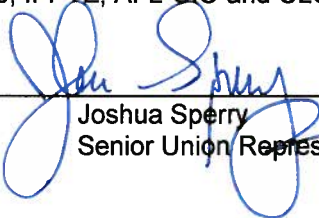
PACIFIC GAS & ELECTRIC COMPANY

By: 
Matthew Levy
Principal Negotiator

The Union is in agreement.

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

9/17, 2015

By: 
Joshua Sperry
Senior Union Representative

Modifications to Exhibit D

J. Maintenance Planner provisions

1. Associate Maintenance Planners who meet the job qualifications of a journey Maintenance Planner and who are performing the job duties of their current classification satisfactorily shall advance to Journey.
2. Entry Maintenance Planner is a non-union position which may perform all the duties of the Associate Maintenance Planner, under the training, guidance and direction of a journey Maintenance Planner. Entry Maintenance Planners who meet the job qualifications of an Associate Maintenance Planner and who are performing the job duties of their current classification satisfactorily shall be reclassified to Associate Maintenance Planner within the ESC bargaining unit. No individual will remain as an Entry Maintenance Planner for more than accumulative total of 18 months.
3. Vacancies in the Maintenance Planner line of progression will be filled as follows: .
 - a. Any vacancy will first be posted at the appropriate level to ensure that there is one Journey level and one Associate level Maintenance Planner at a headquarters.
 - b. After attempting to ensure the requirements of subsection a above are met, subsequent vacancies will be posted at the Journey level for the sole purpose of providing existing Journey level Maintenance Planners the opportunity to make lateral movement.
 - c. If the position is not filled through lateral movement, the Company may post the vacancy at the journey or Associate level at its option.
 - d. During any Title 22 action, any vacancies for Entry Maintenance Planner will be converted to Associate Maintenance Planner vacancies and made available to affected employees who meet the qualifications for the Associate position.
4. Associate Maintenance Planners will not be assigned to work in an office without a journey Maintenance Planner as much as practicable; if circumstances require that an Associate MP works in an office without a journey MP, the Company will provide for remote guidance and direction by a journey MP and as much face-to-face time with the journey MP as deemed necessary.

Job Descriptions

<u>ASSOCIATE POWER GENERATION MAINTENANCE PLANNER (51790901)</u>	
Summary	<p>This Associate level Maintenance Planner position is the first in a progression. The job performs tasks of a limited scope under the guidance of more senior Maintenance Planners or O&M Supervisors. The job supports multiple a limited number of Supervisors, in a Hydro Area or Fossil power plant, in managing O&M and Construction work, coordinating outages and planning future work. The job is responsible for providing maintenance planning support associated with SAP Work Management, Cost Tracking on O&M orders, Updating Maintenance Plans, maintaining equipment record, and interfacing with the Work Management database. Job duties will vary by assignment.</p>
Job Duties:	<p>Initial assignments will require direction and supervision. With experience, independence to act and level of responsibility will expand and the need for supervision will decrease. Jobs duties will vary by assignment and include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Manage SAP Work Management system for multiple supervisors in a geographic area for all O&M work. 2. Assures that all notifications and orders are accurate and are opened, prioritized and closed out punctually. 3. Assists Supervisors with cost tracking on O&M orders. Reviews with the Supervisors all Compliance and Corrective Action notifications and orders. 4. Updates all Maintenance Plans to reflect current work required by standards and guidelines and to insure recurring orders are created at the appropriate intervals. 5. Close or delete old data from the WM database and maintain it in a current condition. 6. Work with other planners to achieve consistency in the WM system across all Hydro Areas, and coordination with fossil plants. 7. Assure that equipment records are maintained accurately and appropriate data, drawings and standards are included in database. 8. Assures that the Long Term Plan accurately reflects the work required in future years and that the costs for engineering, material procurement, construction, etc., are phased appropriately. 9. Insures that newly identified work is included in the LTP. 10. Plans future work based on utilizing data and findings from the Condition Assessment program. 11. Coordinates with other planners, outage coordinators and supervisors across multiple locations to optimize outages. 12. Works with the Power Generation Outage Coordinator to identify opportunities to coordinate outages across Business Lines. Identifies and acts on any opportunities for consolidating outage work to minimize outage durations and improve productivity. Coordinates outage plans with projects from the Long Term Plan. 13. Performs trend analysis on work backlog to improve planning process and inform supervision about past due work. 14. Report maintenance indicators on schedule attainment, past due work, etc. 15. Work with supervisors to develop potential improvement opportunities. 16. Review and assist Supervisors in identifying and preparing outage scope work packages and compile report for post outage work completed report. 17. Monitor and provide Supervisors with their Safety Notification backlog report. 18. Create and updates preventive maintenance schedules as appropriate. 19. Provides SAP WM training to field personnel who have the need to use the WM system. 20. Manage all aspects of procurement process, as assigned. 21. Will work with Supervisors and Principals for some duties. Other duties as assigned.

Scope	Resolves problems of routine to moderate scope. Assignments typically require standard solutions. Under general direction, independently plans work to meet assigned objectives; progress is reviewed periodically for technical accuracy and adequacy in process and upon completion.
Interaction	Supports a limited number of multiple Supervisors, Business Planners, Engineering and Project Management in Hydro/Fossil, in managing O&M and Construction work, coordinating outages and planning future work. Internal contacts are with clients and project team members and typically include discussing and reporting progress, exchanging and coordinating information, managing meetings and providing scope documents.
Job Qualifications:	
Education	<ul style="list-style-type: none"> • Minimum of three (3) years' experience in maintenance or operations and planning, AND a Two (2)-year AA Degree or higher in a technical discipline from an accredited curriculum in the US; • OR Five (5) years of relative experience in maintenance or operations and planning or other related technical experience • OR 18 months experience as an Entry Level Maintenance Planner • OR Four (4) years of military experience, with two (2) of those years in maintenance.
Licenses / Certifications	Valid driver's license.
Experience	Mastery of job duties or equivalent and demonstrated knowledge and ability to perform the basic duties of the Journey Level Planner. Meets specific technical requirements gained through a minimum of 10 years of cumulative experience in maintenance or operations and planning. SAP WM module experience Experience in planning work/line budget Business Understanding
Knowledge / Abilities	<ul style="list-style-type: none"> - Able to apply basic planning principles and theory. - Prioritizes, plans, and recommends solutions for routine projects. - Effectively communicates both written and orally. - Approaches and plans work in an organized manner to meet area commitments. - Demonstrates good judgment when making decisions and recommendations. - Frequently shows initiative and takes action proactively. - Work with limited supervision and guidance to meet project commitments

<u>POWER GENERATION MAINTENANCE PLANNER (50216535 / 3677)</u>	
Summary	This is a journey level position that supports multiple Supervisors, in a Hydro Area or Fossil power plant, in managing O&M and Construction work, coordinating outages and planning future work. The job is responsible for providing maintenance planning support associated with SAP Work Management, Cost Tracking on O&M orders, Updating Maintenance Plans, maintaining equipment record, and interfacing with the Work Management database.
Job Duties:	<ol style="list-style-type: none"> 1. Manage SAP Work Management system for multiple supervisors in a geographic area for all O&M work. 2. Assures that all notifications and orders are accurate and are opened, prioritized and closed out punctually. 3. Assists Supervisors with cost tracking on O&M orders. Reviews with the Supervisors all Compliance and Corrective Action notifications and orders. 4. Updates all Maintenance Plans to reflect current work required by standards and guidelines and to insure recurring orders are created at the appropriate intervals. 5. Close or delete old data from the WM database and maintain it in a current condition. 6. Work with other planners to achieve consistency in the WM system across all Hydro Areas, and coordination with fossil plants. 7. Assure that equipment records are maintained accurately and appropriate data, drawings and standards are included in database. 8. Assures that the Long Term Plan accurately reflects the work required in future years and that the costs for engineering, material procurement, construction, etc., are phased appropriately. 9. Insures that newly identified work is included in the LTP. 10. Plans future work based on utilizing data and findings from the Condition Assessment program. 11. Coordinates with other planners, outage coordinators and supervisors across multiple locations to optimize outages. 12. Works with the Power Generation Outage Coordinator to identify opportunities to coordinate outages across Business Lines. Identifies and acts on any opportunities for consolidating outage work to minimize outage durations and improve productivity. Coordinates outage plans with projects from the Long Term Plan. 13. Performs trend analysis on work backlog to improve planning process and inform supervision about past due work. 14. Report maintenance indicators on schedule attainment, past due work, etc. 15. Work with supervisors to develop potential improvement opportunities. 16. Review and assist Supervisors in identifying and preparing outage scope work packages and compile report for post outage work completed report. 17. Monitor and provide Supervisors with their Safety Notification backlog report. 18. Create and updates preventive maintenance schedules as appropriate. 19. Provides SAP WM training to field personnel who have the need to use the WM system. 20. Manage all aspects of procurement process, as assigned. 21. Will work with Supervisors and Principals for some duties. Other duties as assigned. 22. Train, guide, mentor and direct the work of Entry and Associate Maintenance Planners.
Scope	Resolves problems of moderate scope. Assignments typically require standard solutions. Under general direction, independently plans work to meet assigned objectives; progress is reviewed periodically for technical accuracy and adequacy in process and upon completion.
Interaction	Supports multiple Supervisors, Business Planners, Engineering and Project

	<p>Management in Hydro/Fossil, in managing O&M and Construction work, coordinating outages and planning future work. Internal contacts are with clients and project team members and typically include discussing and reporting progress, exchanging and coordinating information, managing meetings and providing scope documents.</p>
Job Qualifications:	
Education	<p>Minimum of eight (8) years' experience maintenance or operations and planning or other related technical experience OR Six (6) years of relevant experience in maintenance or operations and planning and a 2-year AA Degree or higher in a technical discipline from an accredited curriculum in the US or the equivalent from outside the US is desirable. OR Two (2) years' experience as an Associate PG Maintenance Planner</p> <p>Minimum of 10 years experience maintenance or operations and planning. A 2-year AA Degree or higher in a technical discipline from an accredited curriculum in the US or the equivalent from outside the US is desirable.</p>
Licenses / Certifications	Valid driver's license.
Experience	<p>Mastery of job duties or equivalent and demonstrated knowledge and ability to perform the basic duties of the Journey Level Planner. Meets specific technical requirements gained through a minimum of 10 years of cumulative experience in maintenance or operations and planning.</p> <p>SAP WM PM module experience Experience in planning work/line budget Business Understanding</p>
Knowledge / Abilities	<ul style="list-style-type: none"> - Able to apply basic planning principles and theory. - Prioritizes, plans, and recommends solutions for routine projects. - Effectively communicates both written and orally. - Approaches and plans work in an organized manner to meet area commitments. - Demonstrates good judgment when making decisions and recommendations. - Frequently shows initiative and takes action proactively. - Work with limited supervision and guidance to meet project commitments

Job Description for Entry Maintenance Planner

<u>ENTRY LEVEL POWER GENERATION MAINTENANCE PLANNER</u>	
Summary	<p>This is an Entry level position that is designed to develop the basic knowledge and skills over an 18 month period needed to advance to the Associate Level Maintenance Planner (ESC) position. This job will require significant targeted training, specific job assignments, and supervision from a more experienced Maintenance Planner or Supervisor to develop the necessary skills. The job supports a limited number of Supervisors based on their developing skill set, in a Hydro Area or Fossil power plant, in managing O&M and Construction work, coordinating outages and planning future work. The job is responsible for providing maintenance planning support associated with SAP Work Management, Cost Tracking on O&M orders, Updating Maintenance Plans, maintaining equipment record, and interfacing with the Work Management database. Job duties will vary by assignment.</p>
Job Duties:	<p>Initial assignments will require direction and supervision. With experience, independence to act and level of responsibility will expand and the need for supervision will decrease. Jobs duties will vary by assignment and include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Manage SAP Work Management system for a limited number of supervisors based on their developing skill set in a geographic area for all O&M work. 2. Assures that all notifications and orders are accurate and are opened, prioritized and closed out punctually. 3. Assists Supervisors with cost tracking on O&M orders. Reviews with the Supervisors all Compliance and Corrective Action notifications and orders. 4. Updates all Maintenance Plans to reflect current work required by standards and guidelines and to insure recurring orders are created at the appropriate intervals. 5. Close or delete old data from the WM database and maintain it in a current condition. 6. Work with other planners to achieve consistency in the WM system across all Hydro Areas, and coordination with fossil plants. 7. Assure that equipment records are maintained accurately and appropriate data, drawings and standards are included in database. 8. Assures that the Long Term Plan accurately reflects the work required in future years and that the costs for engineering, material procurement, construction, etc., are phased appropriately. 9. Insures that newly identified work is included in the LTP. 10. Plans future work based on utilizing data and findings from the Condition Assessment program. 11. Coordinates with other planners, outage coordinators and supervisors across multiple locations to optimize outages. 12. Works with the Power Generation Outage Coordinator to identify opportunities to coordinate outages across Business Lines. Identifies and acts on any opportunities for consolidating outage work to minimize outage durations and improve productivity. Coordinates outage plans with projects from the Long Term Plan. 13. Performs trend analysis on work backlog to improve planning process and inform supervision about past due work. 14. Report maintenance indicators on schedule attainment, past due work, etc. 15. Work with supervisors to develop potential improvement opportunities. 16. Review and assist Supervisors in identifying and preparing outage scope work packages and compile report for post outage work completed report. 17. Monitor and provide Supervisors with their Safety Notification backlog report. 18. Create and updates preventive maintenance schedules as appropriate. 19. Provides SAP WM training to field personnel who have the need to use the WM system.

	<p>20. Manage all aspects of procurement process, as assigned.</p> <p>21. Will work with Supervisors and Principals for some duties. Other duties as assigned.</p>
Scope	<p>Resolves problems of routine scope. Assignments typically require standard solutions. Under general direction of more experienced Maintenance Planner or Supervisor, independently plans work to meet assigned objectives; progress is reviewed periodically for technical accuracy and adequacy in process and upon completion</p>
Interaction	<p>Supports a limited number of multiple Supervisors, Business Planners, Engineering and Project Management based on their developing skill set in Hydro/Fossil, in managing O&M and Construction work, coordinating outages and planning future work. Internal contacts are with clients and project team members and typically include discussing and reporting progress, exchanging and coordinating information, managing meetings and providing scope documents.</p>
Job Qualifications:	
Education	<ul style="list-style-type: none"> • 2-year AA Degree or higher in a technical discipline from an accredited curriculum in the US • OR Two (2) years of experience in maintenance or operations and planning
Licenses / Certifications	<p>Valid driver's license.</p>
Experience	<p>Demonstrated knowledge and ability to perform the basic duties of the Entry Level Maintenance Planner. Meets specific technical requirements gained through a minimum of two (2) years of cumulative experience in maintenance or operations and planning; or four (4) years general military service. Ability to develop experience, knowledge & skills in:</p> <ul style="list-style-type: none"> • SAP WM module • Planning work/line budget • Basic Business Understanding
Knowledge / Abilities	<ul style="list-style-type: none"> – Able to apply basic planning principles and theory. – Prioritizes, plans, and recommends solutions for routine projects. – Effectively communicates both written and orally. – Approaches and plans work in an organized manner to meet area commitments. – Demonstrates good judgment when making decisions and recommendations. – Frequently shows initiative and takes action proactively. – Work with limited supervision and guidance to meet project commitments