



PACIFIC GAS AND ELECTRIC COMPANY  
LABOR RELATIONS  
375 N. WIGET LANE, SUITE 130  
WALNUT CREEK, CA 94598  
925.974.4461  
MATTHEW LEVY  
SENIOR DIRECTOR



ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO AND CLC  
810 CLAY STREET  
OAKLAND, CA 94607  
510.238.8320  
CARL HARLAND  
ASSISTANT EXECUTIVE DIRECTOR

**R1-22-30-ESC**

January 18, 2023

Carl Harland, Assistant Executive Director  
Engineers and Scientists of California, Local 20  
IFPTE (AFL-CIO & CLC)  
810 Clay Street  
Oakland, CA 94607

Dear Mr. Harland:

The Company and Union have concluded negotiations for newly represented Electric Contract Administrators in the Contract Administration and Order Management group. The agreed upon contract language and job descriptions are included as attachments to this agreement.

**1. Implementation Date, GWI and PWI**

All Electric Contract Administrator employees will be included in the general ESC-PG&E contract as of the implementation date of January 1, 2023. All current incumbents will receive the 3.75% General Wage Increase (or lump sum as described below) retroactive to January 1, 2023 to be paid as soon as possible.

Effective upon implementation, each employee's current hourly or salaried wage rate will be moved into the salary range for their respective classification; however, no employee's hourly or salaried wage shall go beyond the maximum of their respective pay range.

Employees whose current wage rate is greater than the maximum of their respective pay range shall have their current wage rate "grandfathered," (i.e., they will continue to reside outside the pay range for their classification), but they will not receive any hourly or salaried wage increases (i.e. general wage increases) until the maximum pay range for their classification surpasses their current hourly or salaried wage, at which time their hourly or salaried wage will be increased to the maximum pay range for their classification and the employee will receive all future general wage increases. For those employees who do not receive a general wage increase due to their current hourly or salaried wage rate being greater than the maximum of their respective pay ranges, they will receive a lump sum payment equal to the percentage increase they did not receive as a base salary increase for the given year in question.

**2. Classification Groups**

All Classifications will be part of one Classification Group in the Contract, to be called "Electric Contract Administrators."

**3. Seniority**

Seniority shall be determined per Title 13 using each employee's date of hire at PG&E.

**4. Short Term Incentive Plan (STIP)**

STIP target participation rate will remain at current rates: 10% for Career, Senior, and Expert level positions. Future hires' STIP target will be 10% for all classifications, except Associate.

Contract Administrator, Associate, an hourly paid classification, is not eligible to participate in the Short Term Incentive Plan.

**5. Recognition Clause**

The parties agree to modify Title 3 of the Contract to reflect the inclusion of this group by referring to the NLRB case number as shown below and adding the next number to the list in section 3.1:

**TITLE 3. RECOGNITION  
3.1 RECOGNITION**

...  
XX. NLRB Case 20-RC-260942, August 21, 2020, Electric Contract  
Management Group

**6. Exhibit A, Exhibit D and Appendix 1**

The new Classification Group will be added to Exhibit A with salary ranges as shown in Attachment 1. Pre-bid codes will be established for all positions. Classification-specific working conditions (Attachment 2) will be added to Exhibit D and job descriptions (Attachment 3) will be added to Appendix 1.

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.

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

January 19th, 2023

By:   
Carl Harland  
Assistant Executive Director

**Attachment 1 – New Classification Group and Hourly/Salary Ranges**

**2022 Hourly/Salary Ranges**

<b>Classification Level</b>	<b>2022 Minimum</b>	<b>2022 Maximum</b>
Electric Contract Administrator, Associate* (53024893)	\$29.01	\$34.82
Electric Contract Administrator (53024894)	\$73,104	\$93,000
Electric Contract Administrator, Senior (53024895)	\$89,160	\$107,004
Electric Contract Administrator, Expert (53024896)	\$102,540	\$128,820

**2023 Hourly/Salary Ranges**

<b>Classification Level</b>	<b>2023 Minimum</b>	<b>2023 Maximum</b>
Electric Contract Administrator, Associate* (53024893)	\$30.10	\$36.13
Electric Contract Administrator (53024894)	\$75,840	\$96,492
Electric Contract Administrator, Senior (53024895)	\$92,508	\$111,012
Electric Contract Administrator, Expert (53024896)	\$106,392	\$133,644

\* Hourly Paid classification. Not eligible to participate in the Short Term Incentive Plan.

**Attachment 2 – Additions to Exhibit D**

**ELECTRIC CONTRACT ADMINISTRATORS**

**A. Shared Work Jurisdiction**

The parties agree that Contract Administrators perform some job duties that are also performed by other Company classifications (Contract Administrators, other ESC represented classifications, clerical classifications, and non-represented classifications, including supervisors) and these job duties will continue to be performed by these classifications. This agreement is not intended to transfer work currently performed by other classifications to or from the Contract Administrators. This provision shall not be used by the Company solely to reduce bargaining unit positions.

The number of supervisors performing shared jurisdictional job duties will not exceed the historical practice of the number of supervisors who perform such work, and the percentage of shared jurisdictional job duties those supervisors perform as compared to their total workload will also be consistent with historic practice. In no event will shared jurisdictional job duties comprise more than 50% of a supervisor's job duties.

**B. Alternative Work Schedules**

The Company and Union have discussed alternative work schedules within the Electric Contract Administrator group and have agreed that incumbents may either select a five-day, eight-hour work week schedule or an alternative work schedule consisting of eight nine-hour days and one eight-hour day in a two week period, with management approval.

Either the Company or Union reserves the right to return all incumbents to a five-day, eight-hour work schedule by giving a thirty (30) day written notice to the other party.

**C. Advancement from Associate to Career**

A Contract Administrator, Associate who meet the requirements for advancement to the Career level is performing satisfactorily in their Associate classification shall advance to Journey upon reaching the minimum qualifications in the job description for the Career level.

**Attachment 3 – Job Descriptions**

<b>Electric Contract Administrator, Associate (53024893) and Career (53024894)</b>	
<b>Summary</b>	<p>Supports contract management in Electric Operations with contract administration functions related to newly awarded contracts and the ongoing maintenance of contracts in support of Electric Operations.</p> <p>Incumbents are responsible for the management of Electric Operations purchase orders and collaborating with the PG&amp;E Sourcing Team supporting governance to ensure contract compliance.</p> <p>The Associate classification:</p> <ul style="list-style-type: none"> <li>• Works in a developmental stage.</li> <li>• Seeks guidance from higher level employees to develop skills and expertise.</li> <li>• Responsibility increases with experience.</li> <li>• Uses established processes and practices to complete work assignments within established parameters.</li> </ul> <p>The Career classification:</p> <ul style="list-style-type: none"> <li>• Completes assignments of moderate scope and complexity.</li> <li>• Takes ownership of complex problems and seeks to develop solutions with broad applicability.</li> <li>• Uses an analytical approach to problem solving and demonstrates good judgment in arriving at decisions and recommendations.</li> <li>• Uses independent judgment in applying appropriate principles and techniques in a broad range of situations to arrive at optimum solutions from the standpoint of practicality and cost-effectiveness.</li> </ul>
<b>Job Duties</b>	<p><b><u>Invoice Review &amp; Processing</u></b></p> <ol style="list-style-type: none"> <li>1. Reviews invoices to ensure that rates, scope and terms are consistent with contracts. Confirms actual work performed with Line of Business. (Shared Duty).</li> <li>2. Primarily responsible for facilitating meetings with vendors and LOB to resolve invoice discrepancies of rates charged against the CWA and Catalogue contract pricing structure and elevating issues to management as appropriate for resolution.</li> <li>3. Primarily responsible for reconciling vendors' accounts receivable reports and resolving issues required to complete payment.</li> <li>4. Identifies and escalates contract errors or inconsistencies. (Shared Duty)</li> <li>5. May post goods receipts (GRs) and support allocation of funds in partnership with the Accrual Owner and Budget Owner. (Shared Duty)</li> <li>6. Provides metrics, overview and guidance to the Line of Business (LOB) to ensure accuracy of GRs posted by others. (Shared Duty)</li> <li>7. Proactively maintains balanced purchase orders (POs) to ensure vendor payments are processed timely. Analyzes PO imbalances using various tools (e.g., SAP, Ariba, Microsoft Excel, etc., and various other financial reports) working to resolve any issues. (Shared Duty)</li> <li>8. Works with Budget Owner to reduce payment cycle times and capture early payment discounts.</li> </ol>

	<p>9. Clears blocked invoices in accordance with the terms and conditions of the contract and/or purchase order. Coordinates with suppliers and accounts payable as needed. (Shared Duty)</p> <p>10. Develops and maintains vendor relationships for purposes of billing and invoicing for CWA's and Catalogue contracts. Works with vendors to improve timeliness and accuracy of invoicing. (Shared Duty)</p> <p><b><u>Contracts, Change Orders and Purchase Orders</u></b></p> <p>11. Supports the tracking of approval status of contracting documents from inception through approval and ensures that documents are routed expeditiously with the goal of avoiding After the Fact Purchase Orders and maintaining funding for approved work.</p> <p>12. Collaborates with LOB and Sourcing to ensure contracts are set up correctly to facilitate invoicing process with correct accounting and cost breakdowns.</p> <p>13. Assists in monitoring available funds against approved amounts for each contract and notifies Contract Specialist and/or LOB if a contract extension is needed. (Shared Duty)</p> <p>14. Close out purchase orders after verifying with LOB and vendor that all contractual obligations have been met. (Shared Duty)</p> <p>15. Provides secondary review of compliance information for vendor use, inclusive of but not limited to insurance, state licensing, gold shovel, ISN, and union signatory status.</p> <p><b><u>Cost Tracking</u></b></p> <p>16. Identify and record cost savings from invoice validation process.</p> <p>17. Perform KB61 transactions which reallocates costs to capital or expense orders (e.g., invoices at the PO level). (Shared Duty)</p> <p>18. As requested by internal stakeholders, prepares reports in Contract Management Data Base (CMDB)</p> <p><b><u>Records Management &amp; Reporting</u></b></p> <p>19. Logs invoices into appropriate systems such as CMDB. (Shared Duty)</p> <p>20. Helps maintain proper record keeping of all invoicing and related documents per company standards, ensuring accuracy and consistency of data.</p> <p><b><u>Accrual Process</u></b></p> <p>21. Assists with the monthly accrual process by providing information and guidance on the various accruals processes.</p> <p>22. Provides data on invoices in process to LOB partners, AO and/or contractors for their use in preparing their accrual.</p> <p>23. Posts requested accrual entries if the AO is not able to post the accrual.</p> <p>24. Supports proper cost accounting to eliminate SOX deficiencies.</p>
<p><b>Knowledge / Abilities</b></p>	<p><b><u>Associate</u></b></p> <ul style="list-style-type: none"> <li>• Microsoft Office and business computing skills (Word, Excel, Outlook, etc.)</li> <li>• Ability to learn and utilize LOB supported/required software.</li> <li>• Solid verbal and written communication skills.</li> <li>• Able to audit vendor invoices to ensure accuracy and compliance with contract terms and work performed on all work types.</li> <li>• Strong attention to detail.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work in a team environment.</li> <li>• Possesses general technical knowledge with ability to continue increasing business and technical knowledge base.</li> <li>• Strong ten (10) key ability.</li> <li>• Understanding of Generally Accepted Accounting Principles (GAAP).</li> </ul> <p><b><u>Career</u></b></p> <p>For Career level, in addition to those listed for Associate level:</p> <ul style="list-style-type: none"> <li>• Proficient with software such as SAP, Ariba (or similar procurement systems), ProjectWise, Power BI and CMDB.</li> <li>• Proficient Microsoft Office skills (Word, Excel, etc.).</li> <li>• Good interpersonal skills and team focus.</li> <li>• Effectively completes multiple tasks concurrently and on time.</li> <li>• Ability to interface effectively with the LOB up to the director level</li> <li>• Ability to prioritize, plan, perform and communicate activities, both in written and verbal form</li> <li>• Knowledgeable about company standards and laws governing the accrual process.</li> <li>• Strong understanding of GAAP (tracking costs, AP, trending of historical payments/billing, etc.)</li> </ul>
<p><b>Job Qualifications:</b></p>	<p><b><u>Associate</u></b></p> <p>BA/BS in Accounting/Business or similar financial related educational discipline (e.g., Economics, Finance, etc.) from an accredited college/university.</p> <p style="text-align: center;">OR</p> <p>AA/AS in Accounting/Business or similar financial related educational discipline (e.g., Economics, Finance, etc.) from an accredited college/university <b>and</b> two (2) years of job-related experience.</p> <p style="text-align: center;">OR</p> <p>Four (4) years of job-related experience.</p> <p><b><u>Career</u></b></p> <p>Same job qualification requirements as Associate Contract Administrator</p> <p style="text-align: center;"><b>AND</b></p> <p>Three (3) years of job-related experience.</p> <p>Job-related experience includes experience in a utility business operations area, contract management, business planning, accounting, finance, or related field.</p> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>• Commercial and Contract Management (CCM)</li> <li>• Contract Commercial Management Practitioner (CCMP)</li> <li>• Project Management Professional (PMP)</li> <li>• Certified Associate in Project Management (CAPM)</li> </ul>

<b>Electric Contract Administrator, Senior (53024895)</b>	
<b>Summary</b>	<p>Supports contract management in Electric Operations with contract administration functions related to newly awarded contracts and the ongoing maintenance of contracts in support of Electric Operations.</p> <p>Incumbents are responsible for the management of Electric Operations purchase orders and collaborating with the PG&amp;E Sourcing Team supporting governance to ensure contract compliance.</p> <p>Incumbents are responsible for resolving complex invoice issues by developing solutions with cross-functional stakeholders and the vendor.</p> <p>Uses an analytical approach to problem solving and demonstrates good judgment in arriving at decisions and recommendations. Work products require limited review and modification by management before being distributed to broader audiences.</p> <p>Uses independent judgment in applying appropriate principles and techniques in a broad range of situations to arrive at optimum solutions from the standpoint of practicality and cost-effectiveness. Able to articulate logic and reasons for recommendations and demonstrate their applicability for management concurrence.</p> <p>The Senior Contract Administrator position performs similar tasks as the Associate and Career Contract Administrator but works on more complex contracts and invoicing issues with a higher level of responsibility and provides guidance/mentorship to employees with less experience.</p>
<b>Job Duties</b>	<p>Able to perform all Associate and Career level duties, and in addition:</p> <p><b><u>Invoice Review &amp; Processing</u></b></p> <ol style="list-style-type: none"> <li>1. Supports less experienced Contract Administrators in identification of improvements to meet cycle time, capture early payment discounts, or meet payment requirements of contracts.</li> <li>2. Supports a larger and/or more challenging portfolio of work than Associate/Career Contract Administrators.</li> </ol> <p><b><u>Cost Tracking</u></b></p> <ol style="list-style-type: none"> <li>3. Tracks spend against POs to ensure that necessary funds are available to complete remaining work. Work with management and stakeholders to resolve discrepancies.</li> <li>4. Utilizes and/or develops tools to effectively track their portfolio of work.</li> <li>5. Mentors other Contract Administrators in the use of the tools and the process and procedures. Prepares job-aids for training purposes.</li> </ol> <p><b><u>Records Management &amp; Reporting</u></b></p> <ol style="list-style-type: none"> <li>6. Provides monthly reporting on assigned POs and contracts, related to financial status, budget compliance and accruals.</li> </ol> <p><b><u>Process Improvement</u></b></p>



	<p>7. Collects and analyzes data relative to the contracting process and works with management to identify areas for improvement.</p> <p>8. Participates in projects and/or initiatives focused on process improvement of contracting processes.</p> <p><b><u>Accrual Process</u></b></p> <p>9. Provides oversight and review of the accrual entries for monthly Journal Entry submittal.</p> <p>10. Performs invoice control testing to ensure timely recording of costs and SOX compliance.</p> <p>11. When requested, provide information to support audits by Accounting, Business Finance or other departments.</p>
<p><b>Knowledge / Abilities</b></p>	<p>For Senior level, in addition to those listed for Associate and Career level:</p> <ul style="list-style-type: none"> <li>• Strong SAP, Ariba, ProjectWise and CMDB skills (or advanced skills on similar systems)</li> <li>• Strong Microsoft Office and business computing skills (Word, Excel, etc.)</li> <li>• Strong Knowledge of contract processes and procedures.</li> <li>• Solid verbal and written communication skills.</li> <li>• Ability to develop financial/metrics and related reports as needed to perform at job level.</li> <li>• Knowledge of budget/financial requirements and internal controls over financial reporting as needed to perform at job level.</li> <li>• Able to capture, analyze and report appropriate data that shows trends and offer recommendations to management.</li> </ul>
<p><b>Job Qualifications:</b></p>	<p>Same job qualification requirements as Associate Contract Administrator</p> <p style="text-align: center;"><b>AND</b></p> <p>Five (5) years of job-related experience.</p> <p>Job-related experience includes experience in a utility business operations area, contract management, business planning, accounting, finance, or related field.</p> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>• Commercial and Contract Management (CCM)</li> <li>• Contract Commercial Management Practitioner (CCMP)</li> <li>• Project Management Professional (PMP)</li> <li>• Certified Associate in Project Management (CAPM)</li> </ul>

<b>Electric Contract Administrator, Expert (53024896)</b>	
<b>Summary</b>	<p>Supports contract management in Electric Operations with contract administration functions related to newly awarded contracts and the ongoing maintenance of contracts in support of Electric Operations.</p> <p>Incumbents are responsible for the management of Electric Operations purchase orders and collaborating with the PG&amp;E Sourcing Team supporting governance to ensure contract compliance.</p> <p>The Expert Contract Administrator position requires extensive knowledge of the contract administration lifecycle discipline and skills. This position is responsible for upholding technical standards, strategy and implementation support and handles complex problems and issues.</p> <p>The Expert Contract Administrator is a recognized expert within their field of contract administration, identifies opportunities and brings ideas to improve company performance and applies extensive knowledge of concepts, principles, and practices to resolve problems with minimal guidance.</p>
<b>Job Duties</b>	<p>Able to perform the job duties of a Senior level Contract Administrator, and in addition:</p> <p><b><u>Records Management &amp; Reporting</u></b></p> <ol style="list-style-type: none"> <li>1. Establishes and documents departmental processes involving contracting and invoicing, in accordance with company’s overall standards, and trains employees on processes to be followed.</li> <li>2. Provide special reports for supervisor or manager upon request.</li> <li>3. Is an opinion leader and “go to” person on the team to help resolve challenges, provide mentorship and guidance to other team members.</li> </ol> <p><b><u>Process Improvement</u></b></p> <ol style="list-style-type: none"> <li>4. Leads projects and/or initiatives focused on process improvement of contracting processes.</li> <li>5. May manage cross-functional projects or initiatives. Coordinate, lead, and participate in meetings, and/or task force teams, related to-accounting issues, system, or process changes, that impact Contract Administration acting as the Subject Matter Expert for the department.</li> <li>6. Works with management across functions to influence decisions.</li> <li>7. May assign work cross-functionally as needed.</li> <li>8. May act as a team lead and provide direction to less experienced employees. Mentors and trains other Contract Administrators. May participate in developing training materials.</li> <li>9. Supports department leadership in providing direction regarding priorities related to programs, processes, procedures and execution of work.</li> </ol> <p><b><u>Accrual Process</u></b></p> <ol style="list-style-type: none"> <li>10. Oversees accrual submittals, checks and verifies accruals data, and submits to Business Finance. Provides cost variance explanations when necessary.</li> <li>11. Provides monthly reporting on assigned PO’s and contracts, related to financial status, budget compliance and accruals.</li> </ol>

	<p>12. May support and/or lead compliance audits to ensure timely recording of costs.</p> <p>13. May oversee monthly reporting of accruals and/or forecasting.</p>
<p><b>Knowledge / Abilities</b></p>	<p>For Expert level, in addition to those listed for Associate, Career and Senior level:</p> <ul style="list-style-type: none"> <li>• Strong SAP and Ariba skills (or advanced skills on similar systems)</li> <li>• Strong Microsoft Office skills (Word, Excel and PowerPoint)</li> <li>• Advanced knowledge of the contract management process.</li> <li>• Competency in planning and organizing work to meet commitments and department/company goals.</li> <li>• Ability to communicate verbally and written, to ensure a clear understanding of relevant information to different audiences.</li> <li>• Ability to develop financial/metrics related reports as needed to perform at job level.</li> <li>• Knowledge of budget/financial requirements and internal controls over financial reporting as needed to perform at job level.</li> <li>• Group collaboration and team leadership skills. Ability to lead and train contract management team.</li> <li>• Strong analytical problem-solving skills.</li> </ul>
<p><b>Job Qualifications:</b></p>	<p>Same job qualification requirements as Associate Contract Administrator</p> <p>AND</p> <p>Eight (8) years of job related experience.</p> <p>Job-related experience includes experience in a utility business operations area, contract management, business planning, accounting, finance, or related field.</p> <p>One of the following is Required:</p> <ul style="list-style-type: none"> <li>• Commercial and Contract Management (CCM)</li> <li>• Contract Commercial Management Practitioner (CCMP)</li> <li>• Project Management Professional (PMP)</li> <li>• Certified Associate in Project Management (CAPM)</li> </ul>