



PACIFIC GAS AND ELECTRIC COMPANY  
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MATTHEW LEVY  
SENIOR DIRECTOR

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO AND CLC  
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CARL HARLAND  
ASSISTANT EXECUTIVE DIRECTOR

23-22-ESC

September 21, 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 Specialists in the Contract Operations group. The agreed upon contract language and job descriptions are included as attachments to this agreement.

**1. Implementation Date, General Wage Increase and Progressive Wage Increase**

All incumbent Electric Contract Specialist employees will be included in the general ESC-PG&E contract as of the implementation date of November 1, 2023.

Effective upon implementation, each incumbent employee will be placed into the appropriate Sourcing and Contract Specialist classification and their current salaried wage rate will be moved into the salary range for their respective Sourcing and Contract Specialist classification; however, no employee's salaried wage shall go beyond the maximum of their respective pay range.

Incumbent 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 salaried wage increases (e.g. general wage increases) until the maximum pay range for their classification surpasses their current salaried wage, at which time their 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 incumbent employees who do not receive a general wage increase due to their current 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.

In addition, current incumbent employees will have their time in related management classifications counted towards time in their respective Sourcing and Contract Specialist classification for purposes of determining progressive wage increases as described in Title 15.4(b)(2) of the general ESC-PG&E contract.

**2. Classification Groups**

All Classifications will be part of one Classification Group in the Contract, to be called "Sourcing and Contract Specialists."

**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 Associate, Career, Senior, and Expert level positions. Future hires' STIP target is 10% for all classifications and prospectively shall be consistent with the PG&E STIP 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

September 29th, 2023  
By:   
Carl Harland  
Assistant Executive Director

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

**2023 Hourly/Salary Ranges**

<b>Classification Level</b>	<b>2023 Monthly Minimum</b>	<b>2023 Annual Minimum</b>	<b>2023 Monthly Maximum</b>	<b>2023 Annual Maximum</b>
Sourcing and Contract Specialist, Associate (53170029)	\$5,404	\$64,848	\$7,423	\$89,076
Sourcing and Contract Specialist (53170030)	\$6,556	\$78,672	\$9,022	\$108,264
Sourcing and Contract Specialist, Senior (53170031)	\$7,642	\$91,704	\$11,115	\$133,380
Sourcing and Contract Specialist, Expert (53170032)	\$8,942	\$107,304	\$12,750	\$153,000

**Attachment 2 – Additions to Exhibit D**

**SOURCING AND CONTRACT SPECIALISTS**

**A. Contract Complexity Matrix**

The below matrix describes the general complexity level of the work performed by Sourcing and Contract Specialists.

<b>Complexity Level</b>	<b>General Characteristics of Complexity Level</b>	<b>Examples</b>
<b>Low</b>	Low risk to PG&E; short duration; single deliverable	Release Purchase Order Purchase Order without CWA (Diamond Lane) CWA or SAA for low risk work
<b>Medium</b>	Medium risk to PG&E (or high risk to PG&E using templates and standards that have been used repeatedly and require little modification); duration 1 year or less (15 months for BPOs); single or multiple similar deliverables; few exceptions to commercial terms	Engineering and technical services BPO, SAA, CWA for support services (e.g., environmental, project management, paving etc.) Construction services based on design standard that is already included in the MSA Consulting services MSA date extension CCOs
<b>High</b>	High risk to PG&E (or medium risk to PG&E requiring significant modification to templates and standards); more than 1 year; multiple and varied assignments; multiple exceptions to commercial terms	Construction services requiring engineered scope/drawings Aviation Environmental remediation Program management agreements CES Agreements Management consultant agreements Sub-master agreements Catalog MSAs MSA maintenance and drafting of portions of MSAs Exceptions to warranty, change order, force majeure, design standard, and other commercial terms that go to the heart of performance
<b>Unusual</b>	Engagement contains an unusual risk to PG&E requires sophisticated drafting	Alliance Value-added Retailer Incentive-based Unusual terms: liquidated damages, performance guarantees Contracts involving exceptions to intellectual property, insurance, indemnity, and limitation of liability that cannot be resolved through use of Type A/B alternatives Contracts involving complicated pricing for which standard GCs have no terms (e.g., cost-plus, target price, GMP) MSA preparation

## **B. Shared Work Jurisdiction**

The parties agree that Sourcing and Contract Specialists perform some job duties that are also performed by other Company classifications (Contract Specialists, 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 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.

## **C. Alternative Work Schedules**

The Company and Union have discussed alternative work schedules for the exempt Sourcing and Contract Specialists 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.

## **D. Vacation Scheduling**

The parties have agreed to revise Section 9.12 of the ESC-PG&E contract for Sourcing and Contract Specialists as follows:

- a. Sourcing and Contract Specialists desiring to use vacation during the months of January, February, and March shall indicate their choice of vacation periods by December 15 of the preceding year. The Company shall electronically post a vacation sign-up schedule by functional group (e.g., distribution, transmission, vegetation management, etc.). Not later than March 5 of each year, there shall be another vacation schedule sign-up, by functional group (e.g., distribution, transmission, vegetation management, etc.) where employees shall designate their choice of vacation periods for the months of April to December for that year. Such schedule shall be electronically posted no later than March 15.
- b. The Company shall schedule vacations throughout the calendar year and shall prepare the annual vacation schedule on the basis of the sign-up giving effect where possible to the selection of employees in order of their Service.
- c. To prevent undue interference with the proper and economic rendition of Service to the public, the Company may designate the number of employees by functional group (e.g., distribution, transmission, vegetation management, etc.) which may be on vacation at one time.
- d. If an employee elects to divide their annual vacation into two or more periods of a sign-up schedule and it is possible for the Company to give effect thereto, such employee shall be given preferential consideration over other employees in their selection of only one of such periods until all other employees within a functional group (e.g., distribution, transmission, vegetation management, etc.) have indicated their first choice of a vacation period. Where more than one employee within a functional group (e.g., distribution, transmission, vegetation management, etc.) desires to divide their vacation into two or more periods on a sign-up

schedule, there shall be subsequent sign-ups as required for selection of open periods not filled by the previous sign-up. Sign-ups for additional periods shall be conducted in the same manner with the employee with the most Service having their choice of vacation periods not yet selected.

**Attachment 3 – Job Descriptions**

<p><b>Summary</b></p>	<p><b>Sourcing and Contract Specialist, Associate (53170029) and Career (53170030)</b></p> <p>A. Works with internal Line of Business (LOB) clients and the Supply Chain team to source, negotiate, execute and implement contracts for the procurement of goods and services for clients in assigned functional areas.</p> <p>B. Supports governance and compliance of contract approval process from sourcing and contract initiation to contract creation, and through the contract award process.</p> <p>C. Works to enhance client experience with Supply Chain by demonstrating aptitude in driving strategic value and operational excellence to meet client needs.</p> <p>D. Collaboratively works with client partners and Supply Chain team members in developing and amending all types of contracts between PG&amp;E and suppliers, which may include Master Service Agreements.</p> <p>E. The Associate classification is developmental, expected to work with higher level Specialists to develop skills and expertise.</p>
<p><b>Job Duties</b></p>	<p><b><u>Associate</u></b></p> <ol style="list-style-type: none"> <li>1. Creates, reviews, and issues purchase requests (PRs) if needed, purchase orders and simple contracts, regardless of type. Executes up to signing authority.</li> <li>2. Ensures all PRs, purchase orders and contract documents comply with all PG&amp;E policies, processes and procedures, including federal and state compliance requirements.</li> <li>3. Manages transactions through the transactional procurement (i.e., procure-to-pay) process, including tracking of requisitions and contract development status, and providing updates on status of PR's when requested.</li> <li>4. Processes Return Material Authorizations for materials purchases, as needed.</li> <li>5. Maintains accurate records in procurement systems</li> <li>6. Works with the Supply Chain team to identify and maintain catalogs in procurement systems.</li> <li>7. Gather documentation and compliance requirements and approvals to submit new vendor setups and collaborate with stakeholders for supplier profile updates in procurement systems.</li> <li>8. Engages Women, Minority, and Disabled Veteran business enterprises from among PG&amp;E approved vendors to support supplier diversity goals.</li> <li>9. Works with the LOB to ensure that contracts can be properly administered.</li> </ol> <p><b><u>Career</u></b></p> <p>For Career level, in addition to those listed above for Associate level:</p> <ol style="list-style-type: none"> <li>10. Collaborates with LOB partners and Supply Chain team members to develop,</li> </ol>

	<p>write, and negotiate new contracts and renewals (i.e., all types of contracts between PG&amp;E and suppliers) of low to medium complexity.</p> <p>11. Leads and/or assists in running Quick Bids and other quote and bid events.</p> <p>12. Consults and trains LOB on the Supply Chain process; utilizes training materials as available.</p> <p>13. Provides support in interpreting contractual language for contracts of low to medium level of complexity.</p> <p>14. May proactively review Supply Chain processes across LOBs to identify areas of improvement.</p> <p>15. Provides peer review of contracts and other quality control and assurance activities for contracts and purchase orders when needed.</p> <p>16. May process simple master service agreement change orders as needed.</p>
<p><b>Knowledge / Abilities</b></p>	<p><b><u>Associate</u></b></p> <ul style="list-style-type: none"> <li>• Ability to learn and become proficient in Enterprise Resource Planning/Procurement systems used by PG&amp;E (e.g., SAP, Ariba, etc.)</li> <li>• Proficient in Microsoft Office (Excel, Word, and PowerPoint)</li> <li>• Strong attention to details</li> <li>• Ability to work in team environment</li> <li>• Ability to work on multiple issues and tasks</li> <li>• Possesses general technical knowledge with ability and desire to continue increasing business and technical knowledge base</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>• Advanced SAP and Ariba skills (or advanced skills on similar procurement systems)</li> <li>• Advanced Microsoft Office skills (Excel, Word, and PowerPoint)</li> <li>• Ability to prioritize, plan, perform and communicate activities, both in written and verbal form</li> <li>• Good interpersonal skills and team focus</li> <li>• Ability to interface effectively with the line of business up to the Director level</li> </ul>
<p><b>Job Qualifications:</b></p>	<p><b><u>Associate</u></b> BA/BS or equivalent experience required (one year of experience for every one year of college)</p> <p><b><u>Career</u></b> BA/BS or equivalent experience required (one year of experience for every one year of college)</p> <p><b>AND</b> Two (2) years of supply chain or other related discipline</p>



<b>Sourcing and Contract Specialist, Senior (53170031)</b>	
<b>Summary</b>	<p>A. Works with internal Line of Business (LOB) clients and the Supply Chain team to source, negotiate, execute and implement contracts for the procurement of goods and services for clients in assigned functional areas.</p> <p>B. Supports governance and compliance of contract approval process from sourcing and contract initiation to contract creation, and through the contract award process.</p> <p>C. Works to enhance client experience with Supply Chain by demonstrating aptitude in driving strategic value and operational excellence to meet client needs.</p> <p>D. Collaboratively works with client partners and Supply Chain team members to develop and amend all types of contracts between PG&amp;E and suppliers, which may include Master Service Agreements.</p> <p>E. The Senior Sourcing and Contract Specialist is similar to the Associate and Career Sourcing and Contract Specialist but works on more complex contracts and has a higher level of responsibility.</p>
<b>Job Duties</b>	<p>Perform all Associate and Career duties, and in addition:</p> <ol style="list-style-type: none"> <li>1. Collaborates with LOB partners and Supply Chain team members to develop, write, and negotiate new contracts, change orders and renewals (i.e., all types of contracts between PG&amp;E and suppliers, which may include Master Service Agreements) of medium to high complexity.</li> <li>2. Provides training to other Sourcing and Contract Specialists on sourcing and contracting processes. Assists in developing training materials.</li> <li>3. Collaborates with other Supply Chain team members to develop new suppliers and to assess supplier performance and implement lessons learned in procurement and contracting.</li> <li>4. Recognize gaps and needs in current Company procurement policies and procedures, identify appropriate corrective action, and work with management to continuously improve processes and implement changes if appropriate.</li> </ol>
<b>Knowledge / Abilities</b>	<p>In addition to those listed for the Associate and Career level:</p> <ul style="list-style-type: none"> <li>• Strong business and technical background</li> <li>• Strong interpersonal skills and ability to work in cross-functional teams</li> <li>• Ability to work autonomously with little supervision and to direct the work of others to some degree</li> <li>• Strong analytical and research skills</li> </ul>
<b>Job Qualifications:</b>	<p>BA/BS or equivalent experience required (one year of experience for every one year of college)  <b>AND</b>  Four (4) years supply chain or other related discipline</p>

<b>Sourcing and Contracting Specialist, Expert (53170032)</b>	
<b>Summary</b>	<p>A. Works with internal Line of Business (LOB) clients and the Supply Chain team to source, negotiate, execute and implement contracts for the procurement of goods and services for clients in assigned functional areas.</p> <p>B. Supports governance and compliance of contract approval process from sourcing and contract initiation to contract creation, and through the contract award process.</p> <p>C. Works to enhance client experience with Supply Chain by demonstrating aptitude in driving strategic value and operational excellence to meet client needs.</p> <p>D. Collaboratively works with client partners and Supply Chain team members to develop and amend all types of contracts between PG&amp;E and suppliers, which may include Master Service Agreements.</p> <p>E. The Sourcing and Contracting Specialist, Expert is similar to the Associate, Career and Senior Sourcing and Contracting Specialist but works on the most complex contracts and has the highest level of responsibility.</p>
<b>Job Duties</b>	<p>Perform all Associate, Career and Senior duties, and in addition:</p> <ol style="list-style-type: none"><li>1. Collaborate with LOB partners and Supply Chain team members to develop, write, and negotiate contracts that are unusually complex, new, novel, which no template is available, or which contain extensive exceptions to terms and conditions.</li><li>2. Expand self-service opportunities through identification of new catalog master agreements, and develop, write, and negotiate new catalog contracts.</li><li>3. Collaborate on development of business cases of various scenarios, options and proposals for new tools, software or processes for Supply Chain and present findings, analysis and recommendations to management.</li><li>4. Review complicated or escalated contract negotiations and help facilitate to successful conclusion.</li><li>5. Evaluate contract work scopes, bid results and quotes, drawings and the existence of contractor work packages for accuracy and completeness.</li><li>6. Develop training materials, job aids, and work instructions.</li></ol>
<b>Knowledge / Abilities</b>	<p>In addition to those listed for the Associate, Career and Senior Level:</p> <ul style="list-style-type: none"><li>• In depth understanding of Supply Chain business processes.</li><li>• Strong understanding of procurement needs of the business and how to provide contract documents that meet those needs consistent with Supply Chain procurement strategies and policies, processes and procedures</li></ul>
<b>Job Qualifications:</b>	<p>BA/BS or equivalent experience required (one year of experience for every one year of college) <b>AND</b> Eight (8) years of supply chain or related discipline</p>

	<p><b>Desired:</b></p> <ul style="list-style-type: none"><li>• ISM Certified Professional in Supply Management (CPSM)</li><li>• ISM Certified Purchasing Manager (CPM)</li><li>• APICS Certified in Production and Inventory Management (CPIM)</li><li>• APICS Certified Supply Chain Professional (CSCP)</li><li>• NCMA Certified Professional Contracts Manager (CPCM)</li><li>• IACCM CCM &amp; SRM Certifications</li></ul>
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