



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
300 LAKESIDE DRIVE
OAKLAND, CA 94612

ENGINEERS AND SCIENTISTS OF
CALIFORNIA
LOCAL 20, IFPTE, AFL-CIO AND CLC
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MATTHEW LEVY SENIOR DIRECTOR
SENIOR DIRECTOR

CARL HARLAND
ASST. EXECUTIVE DIRECTOR

December 20, 2023

R1-23-29-ESC

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 Technical Procurement Specialist and Contract Specialists within the Power Generation organization. The agreed upon contract language and job descriptions are included as attachments to this agreement.

1. Implementation Date, GWI and PWI

All employees in Technical Procurement Specialist classifications will be included in the general ESC-PG&E contract as of the implementation date of January 1, 2024. All current incumbents will receive the 3.75% General Wage Increase (or lump sum as described below) effective January 1, 2024.

Effective upon implementation, each employee's current monthly salaried wage rate will be moved into the salary range for their respective classification; however, no employee's 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 salaried wage increases (i.e. 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 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 two (2) times the percentage increase they did not receive as a base salary increase for the given year in question. This lump sum payment is non-pensionable (both traditional and cash balance) therefore will not be considered for purposes of calculating an employee's pension.

2. Classification Groups

All current incumbents in Contract Specialist classifications will be placed in the Technical Procurement Specialist, Journey position and will maintain their current wage rate consistent with section 1.

All Classifications will be part of one Classification Group in the Contract, to be called “Technical Procurement Specialists.”

In addition, incumbents shall have their time in the Contract Specialist classification credited for purposes of determining progressive wage increases as described in Title 15.4(b)(2) once placed in the Technical Procurement Specialist classification group.

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 Journey, Senior, and Expert level positions. Future hires’ STIP target will be 10% for all classifications.

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**

...

XXI. NLRB Case 20-RC-260146, July 10, 2020, Contract Administrators, Technical Procurement Specialist, Associate Technical Procurement Specialists, Senior Technical Procurement Specialists, Expert Technical Procurement Specialists, and Contract Specialists employed by the Employer in its Project Execution Contracts department within the Power Generation organization

6. Shared Work Jurisdiction

The parties agree that the Technical Procurement Specialists perform some job duties that are also performed by other Company classification (other ESC represented classifications and non-represented classifications) 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 Technical Procurement Specialists. This provision shall not be used by the Company solely to reduce bargaining unit positions.

7. Alternative Work Schedules

The Company and Union have discussed alternative work schedules within the Technical Procurement Specialist group. Employees currently work a 10-hour a day, four-day work week. However, employees retain the right to request a 5-day, 8-hour a day work week.

Either the Company or Union reserves the right to change incumbents to a 5-day, 8-hour a day work week by giving a sixty (60) day written notice to the other party.

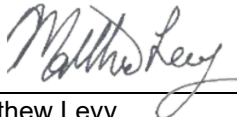
8. Exhibit A, Exhibit D and Appendix 1

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. Job descriptions (Attachment 2) 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

February 7th
_____, 2024

By: 
Carl Harland
Assistant Executive Director

Attachment 1 – New Classification Group and Salary Ranges:

Classification Level	2023 Minimum	2023 Maximum	2024 Minimum	2024 Maximum
Technical Procurement Specialist, Journey (53264027)	\$76,760	\$93,000	\$ 79,639.00	\$ 96,488.00
Technical Procurement Specialist, Senior (53264028)	\$90,900	\$ 111,240	\$ 94,309.00	\$ 115,412.00
Technical Procurement Specialist, Expert (53264029)	\$109,080	\$133,000	\$ 113,171.00	\$ 137,988.00

Attachment 2 – Job Descriptions:

	<p>TECHNICAL PROCUREMENT SPECIALIST, Journey (53264027)</p>
<p>Summary</p>	<p>This is a journey level position which provides technical support and analysis on supplier selection, pricing, scoping and other critical areas regarding contracting and purchasing.</p> <p>Demonstrates general understanding of knowledge, principles, and/or applications; ability to complete moderately complex projects, with guidance and supervision.</p> <p>Works with internal stakeholders to develop contract specifications, participate in tactical procurement activities (bid, evaluate, negotiate, and procure), and prepare procurement documents for the acquisition of services (including services with materials) in accordance with Power Generation and Sourcing Department procurement policies and Standard Practices.</p> <p>Works independently on routine contracting tasks for services valued up to \$250,000 and support catalog orders up to \$500,000. For contracts greater than \$250,000 the Technical Procurement Specialist works with Sourcing to develop the contract and bidding strategies.</p> <p>May identify firms that are potentially diverse and facilitate their becoming CPUC-certified by referring them to Sourcing-</p>
<p>Job Duties</p>	<ol style="list-style-type: none"> 1. Supports Internal pre-bid site meeting. 2. Works with Project Team to determine qualified suppliers, type of contract, level of details and develops Division 1 specifications and contract requirements. 3. Participates with Bid Evaluation Team and provides input to determine bid evaluation criteria, weightings, and successful bidder. 4. On a non-routine basis may develop Purchase Requisitions based on Company needs 5. Develops and sustains mutually beneficial strategic relationships with suppliers. 6. This group is one of the approvers of Purchase Requisitions in the chain of approvals, they are not the sole approver, and the Purchase Order is generated after the Ariba approval system completes the supply chain process. 7. Reviews purchase orders and contracts as part of procurement approval process. 8. Develops contract documents for construction services (electrical, mechanical, and civil) with a focus on compliance with corporate standard practices, policies, and procedures. 9. Tracks approval status of self/department created contracting documents from inception through approval and ensures that documents are routed expeditiously. 10. Upon request, reviews contract invoices and assists clients to coordinate authorization for payment. 11. Creates and maintains Department project files. 12. Supports safety initiatives improving communication, documentation, and safety performance and tracking of safety related topics pertaining to contract projects. 13. Works with Sourcing and LOB to develop new vendor relationships. 14. Reviews vendor proposals to ensure that rates and terms are competitively priced and consistent with outline agreements, if applicable. 15. Negotiates with bidders for contracts within purchasing threshold and supports Sourcing on contracts negotiations outside purchasing threshold. 16. Coordinates and assembles supporting documentation to support audits. 17. May participate in initiatives focused on process improvement.
<p>Knowledge / Abilities</p>	<ul style="list-style-type: none"> • Ability to work in team environment.

	<ul style="list-style-type: none"> • Ability to work on multiple issues and tasks • Process improvement experience • Proficient in MS applications (Excel, Word, Access, PowerPoint, etc.) • Ability to track contract costs, purchase order status, and other contract related information • Written and Verbal Communication skills • Knowledge of Contractual Terms and Conditions • Demonstrated competencies on use of supply chain management tool (e.g. ARIBA) and other business systems tools (SAP, SharePoint, EDRS) • Demonstrated knowledge of Company standards regarding contracting processes
Job Qualifications	
Education	<p>Graduation from High School or GED Desired: Bachelor's Degree in construction management, engineering, business administration or related field</p>
Licenses / Certifications	<p><u>Valid CA Driver's license</u> Desired:</p> <ul style="list-style-type: none"> • <u>Project Management Professional (PMP)</u> • <u>OSHA 10 Training and Certification</u>
Experience	<p>Required: 2 years of experience in procurement, contracts or other related discipline.</p> <p>Desired:</p> <ul style="list-style-type: none"> • 5 years or more of combined experience in utility or industrial construction, operations, maintenance and/or project execution and delivery. • 2 years or more of contract development and administration, with an emphasis in Construction and/or heavy industrial setting.

	TECHNICAL PROCUREMENT SPECIALIST, SENIOR (53264028)
Summary	<p>This is a Senior-level position that requires competency in all the Journey-level Technical Procurement Specialist duties and in addition, produces work products with limited review and modification by Management before being distributed to broader audiences.</p> <p>The Senior-level position performs the same duties as the Journey level with advanced proficiency in more complex projects. These are projects with, greater risk, and increased coordination requiring advance contract planning and development.</p> <p>Conducts tactical procurement activities (bid, evaluate, negotiate and procure). Demonstrates an advanced understanding of knowledge, principles, and/or applications; ability to understand complex ideas and make recommendations. May guide efforts of others on the team.</p> <ul style="list-style-type: none"> • <u>May require extensive project planning and development and/or include project stretching over several months/years.</u> • <u>May require coordination with multiple internal PG&E stakeholders (Water Management, Hydro Licensing, Engineering, Environmental, Legal, etc.)</u>
Job Duties	<p>Can perform the functions of the Journey level Technical Procurement Specialist in addition to the following:</p> <ol style="list-style-type: none"> 1. Works with project team and vendors to improve quality of supporting contract documents to reduce rework required by others. 2. Works collaboratively with project team to develop and write contracts through negotiations and/or competitive bid processes. 3. May work with project team to develop negotiation strategy. 4. Provides technical support and analysis in preparation of scope, cost, schedule, safety, and environmental concerns pertinent to the contract specifications.

	<p>5. Works with Sourcing and suppliers to implement continuous cost and quality improvement opportunities.</p> <p>6. As requested, this position may coordinate and assemble supporting documentation to support audits and conduct self-audits of contracting process adherence.</p>
Knowledge / Abilities	<ul style="list-style-type: none"> • Ability to work in cross-functional teams • Ability to work in a team environment • Ability to work on multiple issues and tasks • Advanced in MS applications (Word, Excel, Access, PowerPoint, etc.) • Demonstrated competencies on use of supply chain management tool (e.g. ARIBA) and other business systems tools (SAP, SharePoint, EDRS) • Demonstrated knowledge of Company standards regarding contracting processes. • Conflict resolution/negotiation skills • Process improvement experience • Presentation Skills • Verbal and Written Communication Skills • Knowledge of Contractual Terms and Conditions
Job Qualifications	
Education	<p>Graduation from High School or GED</p> <p>Desired: Bachelor's Degree in construction management, engineering, business administration or related field</p>
Licenses / Certifications	<p>Valid CA Driver's License</p> <p>Desired:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP) • OSHA 30 Training and Certification
Experience	<p>Required: 4 years of experience in procurement, contracts or other related discipline</p> <p>Desired:</p> <ul style="list-style-type: none"> • 7 years or more of combined experience in utility or industrial construction, operations, maintenance and/or project execution and delivery. • 4 years or more of contract development and administration, with an emphasis in Construction and/or heavy industrial setting.

	TECHNICAL PROCUREMENT SPECIALIST, EXPERT (53264029)
Summary	<p>This position is an Expert-level position that requires mastery of all the Senior Technical Procurement Specialist duties and in addition, demonstrates mastery of knowledge, principles, and/or applications of the area; ability to lead and direct others in this area.</p> <p>The Expert Technical Procurement Specialist performs much of the same duties as Senior Technical Procurement Specialist, but for highly complex projects, which include:</p> <ul style="list-style-type: none"> • Contract Value of \$1M or greater • Higher level of overall risk to the company (safety risk, reputational risk, financial risk, etc.) than Senior level projects • Ability to bid and write specific conditions May have for multiple prime contractors for a single large project. • May work on "Bundle Buys" – vendor performing similar work at multiple sites throughout the PG&E territory.
Job Duties	<p>Can perform the functions of the Sr. Technical Procurement Specialist in addition to the following:</p> <ol style="list-style-type: none"> 1. Supports blanket contracting opportunities to support civil, electrical, mechanical, and various professional services in support of Operations, Maintenance and Construction. 2. With oversight from Supervisor, performs regular maintenance of the contract specifications for accuracy and may update specific condition templates to reflect changes in Company standards, safety initiatives, or legal requirements.

	<ol style="list-style-type: none"> 3. Acts as a resource and provides information to support dispute resolutions with suppliers (e.g. claims, warranty issues) 4. Works with Sourcing to develop and maintain specific knowledge and expertise in general market conditions and trends to facilitate high level negotiations with contractors to establish contract terms, mitigate risk, and reduce overall cost. 5. Works with Sourcing to develop and implement negotiation strategies to meet cost savings and diversity targets. 6. As requested, consults with clients on how to resolve difficult contract problems or find the best contract strategy for complex projects. 7. Provides technical assistance, guidance, and consultation to Journey and Senior level Technical Procurement Specialists.
Knowledge / Abilities	<ul style="list-style-type: none"> • Ability to work in cross-functional teams • Ability to work in a team environment • Ability to work on multiple issues and tasks • Advanced in MS applications (Word, Excel, Access, PowerPoint, etc.) • Demonstrated competencies on use of supply chain management tool (e.g. ARIBA) and other business systems tools (SAP, SharePoint, EDRS) • Advanced knowledge of Company standards regarding contracting processes. • Advanced conflict resolution/negotiation skills • Competent on use of ARIBA and EDRS • Process improvement experience • Presentation Skills • Advanced Verbal and Written Communication Skills • Mastery of Contractual Terms and Conditions • Ability to read and interpret engineering specifications and drawings
Job Qualifications	
Education	<p>Graduation from High School or GED</p> <p>Desired: Bachelor's Degree in construction management, engineering, business administration or related field</p>
Licenses / Certifications	<p>Valid CA Driver's License</p> <p>Desired:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP) • OSHA 30 Training and Certification
Experience	<p>Required: 6 years of experience in procurement, contracts or other related discipline.</p> <p>Desired:</p> <ul style="list-style-type: none"> • 8 years or more of combined experience in utility or industrial construction, operations, maintenance and/or project execution and delivery. • 6 years or more of contract development and administration, with an emphasis in Construction and/or heavy industrial setting.