



**Pacific Gas and
Electric Company™**

Eric Bachman
Sr. Manager
Labor Relations and Ops -
Enterprise

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R1-16-17-ESC

June 29, 2016

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:

The Company is expanding its relationships with city and county agencies in order to better interact with those entities over permits required for construction. The "Super Gas Ops permit facilitator" pilot in 2014 greatly reduced cycle times for permitting and received very positive feedback both within the Company and from our external counterparts. Therefore, the Company proposes a pilot program to expand the use of dedicated personnel for the duties of Permit Facilitation. Those duties are described below.

Pilot Program

- The Pilot Program will take place in Diablo Division (four positions) and Fresno Division (two positions). The Company will notify the Union if there are changes to the number of positions.
- The Company hopes to begin the staffing process in July and fill the positions in August, using the process described below.
- The Company and Union will meet to review the pilot after three months. Following the review, the parties may extend and expand the Permit Facilitator role and staffing process with mutual agreement; may discuss inclusion of SNBR's as another eligible classification; may make changes to staffing process; or may make any other mutually agreed upon changes.
- The pilot will stay in effect unless cancelled as described below or replaced with a new agreement.

It is recognized that IBEW represented personnel perform duties associated with permits, as do several ESC classifications -- Sr. Field Engineering Tech, Field Engineer, Sr. Estimator (Gas or Electric), and Sr. New Business Rep. This Letter of Agreement is not intended to transfer any work at any headquarters currently performed by an IBEW-represented employee to the permit facilitator, including any job duties listed below that are currently performed by IBEW-represented clerical.

I. Job Duties of Permit Facilitator positions

Duties include:

1. Reviews project scopes and identify need for encroachment permit and Traffic Control Plan.
2. Draft permit sketches based upon construction drawings provided by LOBs that conform to all agency specific criteria/requirements and complete permit application (Estimator may prepare initial permit application while creating job package)
3. Coordinates, acquires and renews permits for projects within respective area of responsibility.

4. Interfaces internally with Public Affairs staff, Operating Clerk – Permit Support Group, Customer Impact, Project Management, General Construction, M&C, Local Engineering, Estimating and other stakeholders regarding upcoming permits and status.
5. May meet with Public Affairs staff and local encroachment permitting agencies quarterly or as needed to discuss upcoming projects (next quarter and next twelve month view).
6. Create or acquire (internally or external) Traffic Control Plan if required by permitting agency.
7. Confirms site restoration requirements (e.g. paving, grinding, mill & fill, slurry, compaction, etc.) with Public Affairs staff and permitting agencies. Participates in internal coordination of follow-up work.
8. Coordinates internally with the Public Affairs staff and conducts public works coordination with projects in their area of responsibility, as well as communicating paving moratoriums, future city and other utility projects
9. May create, run and present reports applicable to the encroachment permitting process.
10. Coordinates with the Operating Clerk – Permitting Support Group and facilitates payment of permit fees. If upfront payment is required, requests a check from clerical staff. (Note: receipt of payment is performed by clerical employees).
11. Clear appropriate permitting tasks in SAP and update project status in long text.
12. Ensures all permit application packages are submitted to appropriate agency on or before the Permit Submittal Deadline. If permit application is to be submitted in person, may deliver permit application to agency office (other employees or couriers may also submit permit applications in person).
13. Updates SAP when the permit application package is submitted
14. Once the approved permit is received, gives the approved permit to the Operating Clerk – Permit Support Group for processing
15. Communicates to Job Owner, Project Manager, GC FE/FET or M&C crew foreman any specific or new/different requirements on the approved permit
16. Receives notifications when final restoration is complete and ensures permit is closed with appropriate agency. Coordinates permit related job closeout activities with the Operating Clerk – Permit Support Group

Requirements

1. Functional understanding of Microsoft Office, SAP and other reporting and monitoring tools and software.
2. Functional understanding of P6 desired.
3. Ability to communicate with a wide variety of individuals with various backgrounds.
4. Be an effective team member by having the ability to work collaboratively with various internal and external stakeholders at all levels and positions.

II. Permit Facilitator positions and processes

The Company proposes that the "Permit Facilitator" be a role which can be filled by employees from certain classifications. Provisions for staffing these positions are as follows:

1. A "Permit Facilitator position" may only be filled by an employee in one of the following classifications: Sr. Field Engineering Tech, Field Engineer, Sr. Estimator (Gas or Electric).
2. Company will create a "Permit Facilitator Position" in any headquarters at its option.
 - a. Company will create an internal posting site of "Permit Facilitator Positions" on its intranet and notify all eligible employees (i.e. all Sr. Estimators, SFET's, and FE's) of the purpose and intranet location of the site.
 - b. The listing will not be a "pre-bid" system, it will be a list of currently open positions. Employees must respond to notifications as described below in order to be considered for an opening.

- c. When the Company wishes to fill a PF position, it will create an opening in the posting site, notify all eligible employees of the headquarters of the position and the process to submit their names, and provide two weeks for employees to enter their names on the list for that opening.
3. Employees having expressed interest on the intranet site will be considered in the following sequence of preference:
 - a. Any employee in an eligible classification who is entitled to preferential consideration under Section 22.3(c).
 - b. Any other employees who are already in a PF Position within the bid region, including in the same physical headquarters. The four geographical bid Regions will apply to all "permit facilitator positions," even if employees considering these positions are in Construction positions and would normally bid under the special rules for Construction classifications; selection among more than one qualified employee in this category will be on the basis of Service.
 - c. Any employees in an eligible classification from within the bid region who do not currently hold a PF position; selection among more than one qualified employee in this category will be made by a joint interview panel per section 21.18.
 - d. Any other employee who is already in a PF Position from outside the bid region; selection among more than one qualified employee in this category will be on the basis of Service.
 - e. Any employees in an eligible classification from outside the bid region who do not currently hold a PF position; selection among more than one qualified employee in this category will be made by a joint interview panel per section 21.18.
 - f. Selection among more than one qualified bidder in the same bid priority will be made by a joint interview panel per section 21.18. The panel will have the option to reject all applicants.
 - g. If there are no qualified employees in eligible classifications, the Company will post an Unrestricted Field Engineer vacancy .
4. For purposes of section 3 above, SFET's and FE's will be treated as "within the bid region" or "outside the bid region" based on their current headquarters.
5. For purposes of Title 22, employees will be treated as their base classification at that HQ.
6. Employees in "Permit Facilitator" positions wishing to leave the role will be able to bid to other positions in their current headquarters.
7. The Company may assign work of the base classification to the Facilitator in extenuating circumstances, if workload permits. The Company's intent is for Permit Facilitators to do 100% permits work.
8. Sr. Estimators assigned to the Permit Facilitator position will not be required to work under an ADE, unless performing Estimator work as described above.
9. Overtime for employees in the permit facilitator position will be separate from that of other employees in the same classification and HQ. Work may be shared with other Permit Facilitators under the existing Resource Sharing guidelines.
10. Sr. Electric Estimators in the Permit Facilitator role will be allowed to sign the EOT list for their HQ, if approved by ADE and Service Planning Supervisor.


11. There are 4 Permit Facilitators in place already. They will be placed into Permit Facilitator positions at the headquarters shown:
- a. Rene Guerrero, SFET, San Jose;
 - b. Damani Gillam, SFET, Sacramento;
 - c. Greg Washington III, FET, Stockton;
 - d. Eddie Calibjo, SFET, Peninsula.
12. Sr. Estimator Evelyn Cosino, headquartered at 2180 Harrison Street, San Francisco is also performing Permit Facilitator duties, and has been doing so previous to this Letter of Agreement. Her working conditions will not be changed by this Agreement.

This agreement may be cancelled by either party, subject to the following cancellation process. Once notified of cancellation, the parties will meet within 30 days to discuss changes to work procedures and any other issues arising from cancellation. Employees holding PF Positions at the time of cancellation will be placed into positions in their regular classification at their current headquarters, unless otherwise agreed to by the Union and the Company.

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: 
Eric Bachman
Senior Manager, Labor Relations and Ops

The Union is in agreement.

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

6/30, 2016

By: 
Joshua Sperry
Senior Union Representative