



Lead Electrical Technician Knowledge Assessment (LETKA)

Preparation Guide

Lead Electrical Technical Knowledge Assessment (LETKA)

OVERVIEW

Pacific Gas and Electric Company believes it is critical that employees have the lead skills and abilities necessary to succeed in lead jobs across the company. The Lead Electrical Technical Knowledge Assessment (LETKA) allows PG&E to make an initial assessment of your skills and abilities as related to lead occupations. Because the LETKA is standardized, it ensures that everyone who wants to be considered for a lead position receives a fair and objective opportunity. This test has been professionally validated to ensure job-relatedness. The LETKA is a multiple choice test that asks you how you would respond to a wide range of situations similar to those encountered on the job.

The LETKA is an online, proctored test that has 60 multiple choice questions measuring knowledge of processes, procedures and standards as related to the Lead Electrical Technician job. Below are these references that can be used to help test takers prepare for the test:

A. Maintenance and Construction Process, Procedures and Standards

1. Protective Equipment Standard Test Procedures (TD-3323M)
2. Protection System Maintenance and Testing Program (PSMP)
3. Protective Equipment Maintenance Requirements (TD-3323S)
4. Equipment Test Forms, Reports, and Error Prevention Tools (TD-3323M)
5. Substation Automatics Setting Change Procedure (TD-3340P-09)
6. Installation and Commissioning Requirements for Protection, Automation, Communication, and Control Test Reports and Acceptance Test Records (TD-3340P-10)
7. Transmission SCADA alarm screen and configuration (TD-3360P-01)
8. Changing or reloading setting files for substation protective relays and RTU's (TD-3360P-08)

B. Operational Process, Procedures and Standards

1. Electric Operating Instructions (TD-1466S)
2. Clearance, Non-Test, Switching Log, and Tagging Instructions (TD-1403S)
3. Electric Distribution General Operating, Clearance, and Non-Test Instructions (TD-2700S)
4. Substation Low voltage isolation and tagging (TD-3320P-27)

C. Work Management Process, Procedures and Standards

1. Substation SAP Work Management System (WMS) Process (TD3320P-12)
2. Substation and Protection New Equipment Form and Asset Registry Records Process (TD-3323M, PESTP 504)
3. Substation and Protective Equipment Maintenance Process (TD-3323S)
4. Maintenance Documentation Requirements for Protection, Automation, Communication, and Control Test Reports (TD-3320P-12 att. 9)
5. Installation and Commissioning Requirements for Protection, Automation, Communication, and Control Test Reports and Acceptance Test Records (TD-3320P-12 att. 10)
6. Substation Corrective Notifications (TD-3320B-002)
7. Unresolved Maintenance Issues (TD-3320B-004)
8. Protective Equipment Maintenance Requirements (TD3323S)
9. Clarifying Installation Forms for Temporary Relays (TD3320B-001)
10. Commissioning and Testing requirements for Contract Testing – Manual

D. Compliance Requirements

1. Protective Equipment Maintenance Requirements (TD-3323S)
2. NERC Reliability Standards Compliance Program (TD-1010S)
3. PG&E CIP-005: Electronic Security of Critical Cyber Assets (TD-1205S)
4. PG&E CIP-006: Physical Security of Critical Cyber Assets (TD-1206S)
5. Security Measures for Substation Facilities (TD-3463S)

DO YOUR BEST

We hope you find this information helpful. Make sure that when you are scheduled to take the test you are physically and mentally alert and ready to do your best, or you should reschedule your test session.