

1-9-63 (C)

PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street
San Francisco 6
SUtter 1-4211

In reply please refer to

January 2, 1963

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
1918 Grove Street
Oakland 12, California

Attention Mr. Ronald T. Weakley, Business Manager

Gentlemen:

Our letter of December 19, 1962, regarding the Central Accounting Department clerical progression is hereby withdrawn.

Attached are the proposed revisions to the clerical lines of progression for the Central Accounting Department to be effective December 15, 1962.

These revisions reflect our recent discussions regarding the transfer of certain personnel and accounting functions to the Central Accounting Department from the Central Stores in Emeryville.

If you are in accord with the foregoing and the attachment and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By *[Signature]*
Manager of Industrial Relations

The Union is in accord with the foregoing and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

January 9, 1963

By *[Signature]*
Business Manager

Revised 12/15/62

LINES OF PROGRESSION
CENTRAL ACCOUNTING DEPARTMENT

The tables shown below are for use in filling vacancies in the Central Accounting Department. They should be used in connection with Subsections 18.8(a) and 18.8(c) of the Clerical Agreement dated July 1, 1953.

To use these tables, find the vacant classification in the left hand column. Opposite the vacant classification is listed the code designations of the next lower classification.

To determine the classification seniority of an employee in the next lower classification, accumulate all time which the employee has spent on a regular basis in each of the classifications designated as next lower to the vacant classification. Such time shall include time spent in the same classifications in the Accounting Departments of the Divisions.

Vacant Classification

Next Lower Classification

Section A-Account Assignment

A-1 Clerk A

A-2, B-2, C-2, D-2, E-2, H-2, J-3, L-2,
N-1A

A-2 Clerk B

A-3, B-3, C-3, C-5, D-3, E-3, E-5, F-1,
F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2

A-3 Clerk C

A-4, B-4, B-5, C-4, D-4, E-4, F-2, F-4,
H-3, H-4, J-5, J-8, M-2

A-4 Clerk D

Beginner's Classification

Section B-Sundry Sales

B-1 Clerk A

B-2, A-2, C-2, D-2, E-2, H-2, J-3, L-2,
N-1A

B-2 Clerk B

B-3, A-3, C-3, C-5, D-3, E-3, E-5, F-1,
F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2

B-3 Clerk C

B-4, B-5, A-4, C-4, D-4, E-4, F-2, F-4,
H-3, H-4, J-5, J-8, M-2

B-4 Clerk D

Beginner's Classification

B-5 Typist A

Beginner's Classification

Section C-Report

C-1 Clerk A

C-2, A-2, B-2, D-2, E-2, H-2, J-3, L-2,
N-1A

<u>Vacant Classification</u>	<u>Next Lower Classification</u>
<u>Section C-Report (Cont'd)</u>	
C-2 Clerk B	C-3, C-5, A-3, B-3, D-3, E-3, E-5, F-1, F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2
C-3 Clerk C	C-4, A-4, B-4, B-5, D-4, E-4, F-2, F-4, H-3, H-4, J-5, J-8, M-2
C-4 Clerk D	Beginner's Classification
C-5 Machine Operator A	B-5, F-2, F-4, H-4, J-8
<u>Section D-Work Order</u>	
D-1 Clerk A	D-2, A-2, B-2, C-2, E-2, H-2, J-3, L-2, N-1A
D-2 Clerk B	D-3, A-3, B-3, C-3, C-5, E-3, E-5, F-1, F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2
D-3 Clerk C	D-4, A-4, B-4, B-5, C-4, E-4, F-2, F-4, H-3, H-4, J-5, J-8, M-2
D-4 Clerk D	Beginner's Classification
<u>Section E-Payroll</u>	
E-1 Clerk A	E-2, A-2, B-2, C-2, D-2, H-2, J-3, L-2, N-1A
E-2 Clerk B	E-3, E-5, A-3, B-3, C-3, C-5, D-3, F-1, F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2
E-3 Clerk C	E-4, A-4, B-4, B-5, C-4, D-4, F-2, F-4, H-3, H-4, J-5, J-8, M-2
E-4 Clerk D	Beginner's Classification
E-5 Machine Operator A	B-5, F-2, F-4, H-4, J-8
<u>Section F-Comptometer and Typing</u>	
F-1 Machine Operator A	F-2, F-4, B-5, H-4, J-8
F-2 Machine Operator B	Beginner's Classification
F-3 Typist AA	F-2, F-4, B-5, H-4, J-8
F-4 Typist A	Beginner's Classification

Vacant Classification

Next Lower Classification

Section G-Tabulating

Tabulating

G-1 Clerk A (Tab Machine experience required)

G-2

G-2 Machine Operator K

G-3

G-3 Machine Operator A

G-4

G-4 Machine Operator B

Beginner's Classification

Keypunch

G-5 Clerk A (Keypunch experience required)

A-2, B-2, C-2, D-2, E-2, H-2, J-3, L-2, N-1A

G-6 Machine Operator A

G-7

G-7 Machine Operator B

Beginner's Classification

Section H-Immediate Office

H-1 Stenographer A

A-3, B-3, C-3, C-5, D-3, E-3, E-5, F-1, F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2

H-2 Clerk B

A-3, B-3, C-3, C-5, D-3, E-3, E-5, F-1, F-3, J-4, J-6, J-7, K-2, L-3, M-1, N-2

H-3 Clerk D

Beginner's Classification

H-4 Typist A

Beginner's Classification

Section J-Invoice, Freight and Claims

J-1 Supervising Clerk B

J-2, A-1, B-1, C-1, D-1, E-1, G-1, G-5, K-1, L-1, N-1

J-2 Clerk A

J-3, A-2, B-2, C-2, D-2, E-2, H-2, L-2, N-1A

J-3 Clerk B

J-4, J-6, J-7, A-3, B-3, C-3, C-5, D-3, E-3, E-5, F-1, F-3, K-2, L-3, M-1, N-2

J-4 Clerk C

J-5, J-8, A-4, B-4, B-5, C-4, D-4, E-4, F-2, F-4, H-3, H-4, M-2

J-5 Clerk D

Beginner's Classification

Vacant Classification

Next Lower Classification

Section J-Invoice, Freight and
Claims (Cont'd)

J-6 Machine Operator A

J-8, B-5, F-2, F-4, H-4

J-7 Stenographer B

J-5, J-8, A-4, B-4, B-5, C-4, D-4, E-4,
F-2, F-4, H-3, H-4, M-2

J-8 Typist A

Beginner's Classification

Section K-M&S Pricing

K-1 Clerk A

A-2, B-2, C-2, D-2, E-2, H-2, J-3, L-2,
N-1A

K-2 Clerk C

A-4, B-4, B-5, C-4, D-4, E-4, F-2, F-4,
H-3, H-4, J-5, J-8, M-2

Section L-M&S Subsidiary Records

L-1 Clerk A

L-2, A-2, B-2, C-2, D-2, E-2, H-2, J-3,
N-1A

L-2 Clerk B

L-3, A-3, B-3, C-3, C-5, D-3, E-3, E-5,
F-1, F-3, J-4, J-6, J-7, K-2, M-1, N-2

L-3 Clerk C

A-4, B-4, B-5, C-4, D-4, E-4, F-2, F-4,
H-3, H-4, J-5, J-8, M-2

Section M-M&S Files

M-1 Clerk C

M-2, A-4, B-4, B-5, C-4, D-4, E-4, F-2,
F-4, H-3, H-4, J-5, J-8

M-2 Clerk D

Beginner's Classification

Section N-M&S Post Audit

N-1 Clerk A

N-1A, A-2, B-2, C-2, D-2, E-2, H-2, J-3,
L-2

N-1A Clerk B

Present incumbents only

N-2 Clerk C

A-4, B-4, B-5, C-4, D-4, E-4, F-2, F-4,
H-3, H-4, J-5, J-8, M-2