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Office
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PACIFIC GAS AND ELECTRIC COMPANY

245 Market Street
San Francisco 6
SUtter 1-4211

In reply please refer to

February 5, 1958

5/2-11-58

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:

As discussed in our recent negotiating meeting on Job Definitions and Lines of Progression for the Electric Department office, Company proposes to establish the classifications of Foreman's Clerk and Assistant Foreman's Clerk, effective March 1, 1958, with the following job definitions and wage rates:

Foreman's Clerk

An employee whose background and experience is such that he has a comprehensive knowledge of the operation and procedures of a General Foreman's or Assistant Supervisor's office and is engaged in performing clerical work and assisting in the administrative work of such office. This work includes such duties as coordinating various functions to facilitate the completion of jobs, assigning jobs to crews, receiving and dispatching customers' complaints or switching orders, preparing reports, processing time cards, work orders and GM's for the crews or for accounting purposes, and maintaining office files and records. May direct the work of an Assistant Foreman's Clerk.

Wage Range: \$96.55 - \$105.55 per week.

Assistant Foreman's Clerk

An employee in a General Foreman's or Assistant Supervisor's office who assists the Foreman's Clerk or Senior Clerk by performing clerical work requiring a basic knowledge of Electric Department office procedures and accounting principles. This work includes such duties as writing requisitions for work orders or GM's, processing time cards, work orders and GM's for the crews or for accounting purposes, and maintaining office files and records.

Wage Range: \$86.70 - \$96.55 per week.

The classification of Assistant Foreman's Clerk shall be

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considered as next lower in the normal line of progression to Foreman's Clerk and the classifications of Clerk Driver Heavy and Clerk Driver Light shall be considered as the next lower classifications in the normal line of progression to Assistant Foreman's Clerk. Consideration for Assistant Foreman's Clerk vacancies will be based on combined classification seniority in the two Clerk Driver classifications. The starting rate for an employee who is a successful bidder on an Assistant Foreman's Clerk vacancy and who bids from Clerk Driver Heavy, or who bids from Clerk Driver Light and has spent six months at the top rate of the Clerk Driver Light classification, shall be \$94.90 per week.

If you are in accord with the foregoing 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 *J. H. Carr*
Manager, Personnel Department.

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

February 11, 1958

By *Ronald T. Weadley*
Business Manager