

PACIFIC GAS AND ELECTRIC COMPANY

PGE



245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

June 20, 1979

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P. O. Box 4790
Walnut Creek, California 94596

Attention: Mr. Dean Cofer, Business Manager

Gentlemen:

By letter agreement dated February 14, 1979, a Clerk-Typist D classification was established at Diablo Canyon Power Plant primarily to handle the NRC requirements, which require heavy typing and control of related documents and drawings. At this time, Company has determined that due to additional workload, it is necessary to establish two additional Clerk-Typist D positions.

Pursuant to Exhibit F of the Clerical Labor Agreement, Company proposes to establish two Clerk-Typist D positions at Diablo Canyon Power Plant. Attached is a job assignment questionnaire outlining the duties in detail. For the purposes of Title 18 - Job Bidding, Promotion and Transfer and Title 19 - Demotion and Layoff Procedures, this classification will be considered in the operating lines of progression outlined in Exhibit A of the Clerical Labor Agreement, Lines of Progression, Division Clerical Departments.

If you are in accord with the foregoing and its 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 *M. Ambright*
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

August 9, 1979

By *Dean Cofer*
Business Manager

**PACIFIC GAS AND ELECTRIC COMPANY
JOB ASSIGNMENT QUESTIONNAIRE**

Date:

June 20, 1979

Your Name:

Department - Division

Stm. Elec. Gen. - Coast Valleys

Job Title:

Clerk-Typist D

BASIC RESPONSIBILITY

Write a brief statement of what you consider the over-all purpose of your job to be.

Responsible for routine typing, filing and reproduction work.
Entering data into records management system using CRT Terminal
and operating microfilming unit.

SPECIFIC DUTIES

1. Describe in an orderly series of statements the duties which you perform, beginning with the most important ones. Indicate in the right-hand margin the amount of time spent on each duty. This time can be expressed in hours per day, hours per month, percent of total time, or in any other appropriate manner.
2. List any basic and/or subsidiary records you are responsible for keeping, and indicate their use.
3. List any reports which you prepare, and indicate their use and frequency of preparation.
4. Indicate the nature of any special projects assigned to you within the last year.

SPECIFIC DUTIES

AMOUNT OF
TIME

- | | |
|---|-----|
| 1. Filing - Plant central and satellite files. Record storage vaults and drawing control. | 20% |
| 2. Reproduction work utilizing: <ul style="list-style-type: none"> a. Xerox copy machine b. OCE 35mm printer viewer c. Kodak 16mm printer viewer | 20% |
| 3. Typing - Routine reports and procedures | 25% |
| 4. CRT Computer Terminal: <ul style="list-style-type: none"> a. Indexing documents and drawings for input into records management system. b. Entering data into records management system by typing information on CRT. | 25% |
| 5. Operate microfilming unit. | 5% |
| 6. Miscellaneous clerical duties - i.e., answer telephones, replace books in library. | 5% |

SPECIFIC DUTIES (Cont'd)

**AMOUNT OF
TIME**

(If space is insufficient, continue on blank paper)

Who is your immediate supervisor?

DIRECTIONAL RESPONSIBILITY

- 1) If you are assigned directional responsibility over the work of others, what is the nature of this responsibility?
- 2) How many employees are you assigned directional responsibility for?
- 3) What percentage of your time is spent in actively directing their work?

None.

CONTACTS WITH THE PUBLIC

- 1) Describe the nature and extent of your direct business contacts with the public, if any (exclude written contact).
- 2) Give examples.
- 3) Approximately what percent of your time do you spend in the direct contacts described in Number (1) above?

None.

INTERNAL CONTACTS

- 1) Describe the nature and extent of your direct business contacts with other employees in the Company outside of your department.
- 2) Give examples.
- 3) What percentage of your time do you spend in the contacts described in Number (1) above?

Receive telephone calls from Company employees in plant requesting copies of drawings and procedures.

Contact with plant employees to receive direction for typing and input information for records management system.

Contact with records management (Q A) dept. regarding records management system.

RESPONSIBILITY FOR CASH

(This responsibility involves items readily convertible to cash. For example, a blank check is readily convertible, but tools and equipment are not.)

- 1) Are you assigned responsibility for the protection of Company money or negotiable instruments?
- 2) If so, what is the average dollar amount that you handle at any one time as a normal part of your regular daily assignments?
- 3) What percentage of your time is spent handling these responsibilities?
- 4) How long would an error causing financial loss normally go undetected?

None.

Supervisor's Comments:

Signature: James L. Shearer

Date 6/20/79

DIVISION PERSONNEL DEPARTMENT

Specialized Skills and Degree of Skill Required:

GENERAL OFFICE PERSONNEL DEPARTMENT

GRADING

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Comments and Recommendations:

Signature: _____

Date _____

JOB TRAINING

(In determining the time required to learn the job, assume that the employee has adequate prior experience in similar lines of work, if required.)

- 1) (To be answered by the employee.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position? (Consider both specific vocational training and on-the-job training.)

- 2) (To be answered by the supervisor.)

How long would it normally take for an employee to learn to adequately perform the normal work assignments of this position? (Consider both specific vocational training and on-the-job training.)

Two to four weeks.