

LABOR AGREEMENT INTERPRETATION

SUBJECT: Clerical Upgrades in Vice President and Comptroller's Organization  
TITLE 18 - JOB BIDDING, PROMOTION AND TRANSFER - Clerical Agreement  
EXHIBIT A - LINES OF PROGRESSION - Clerical Agreement

For the purpose of expressing the agreed meaning of Exhibit A (Page 78) of the Clerical Agreement and to eliminate any possibility of misunderstanding, due to recent changes in the Vice President and Comptroller's Organization, the wording under "Temporary Assignments" and "Example 2" should read as follows:

Temporary Assignments

Temporary upgrades shall take place within the unit in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such unit. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the unit shall be made from the section, then the department, and last, the Vice President and Comptroller's Organization.

Example 2

If a temporary vacancy exists in a Clerk B classification in a unit of the Vice President and Comptroller's Organization, consideration in order of employment date shall be given to employees classified as Clerk C in that unit.

For Union L. L. Mitchell  
Its Business Manager

For Company J. W. Bonbright  
Its Manager of Industrial Relations

Date July 12, 1972

Date July 21, 1972



SAN FRANCISCO DIVISION

GENERAL SERVICES DEPARTMENT LINE OF PROGRESSION

Includes Division Manager of General Services' office, telephone switchboard operations, as well as specialty departments such as building, land, transportation, materials, General Office garage and materials sections.

SUPERVISING CLERK B

Next Lower Classifications

Clerk A - General Services  
Clerk A - G.O. Garage or Materials

Same or Higher Classifications

Supervising Clerk B - General Services  
Supervising Clerk B - G.O. Garage or  
Materials

CLERK A

Next Lower Classifications

Clerk B - General Services  
Clerk B - G.O. Garage or Materials

Same or Higher Classifications

Supervising Clerk B - General Services  
Supervising Clerk B - G.O. Garage or  
Materials  
Clerk A - General Services  
Clerk A - G.O. Garage or Materials  
Senior Shop Clerk (G.C.)

CLERK B (Except Dispatcher)  
STENOGRAPHER A

Next Lower Classifications

Clerk C - General Services  
Clerk C - G.O. Garage or Materials  
Stenographer B - General Services  
Parts Clerk  
PBX Operator A - General Services

Same or Higher Classifications

Supervising Clerk B - General Services  
Supervising Clerk B - G.O. Garage or  
Materials  
Clerk A or B - General Services  
Clerk A or B - G.O. Garage or Materials  
Stenographer A - General Services  
Senior or First Shop Clerk (G.C.)

CLERK B (Truck Dispatcher)

Next Lower Classifications

Truck Driver  
Heavy Truck Driver

Same or Higher Classifications

Supervising Clerk B - General Services  
Supervising Clerk B - G.O. Garage or  
Materials  
Clerk A or B - General Services  
Clerk A or B - G.O. Garage or Materials

CLERK C  
STENOGRAPHER B  
PBX OPERATOR A

Next Lower Classifications

Clerk D - Operating  
Stenographer C - Operating  
Clerk D - G.O. Garage or Materials  
PBX Operator B - Operating  
Typist A - Operating

CLERK D  
STENOGRAPHER C  
PBX OPERATOR B  
TYPIST A

Beginner's Classifications

Same or Higher Classifications

Supervising Clerk B - General Services  
Supervising Clerk B - G.O. Garage or  
Materials  
Clerk A, B or C - General Services  
Clerk A, B or C - G.O. Garage or  
Materials  
Stenographer A or B - General Services  
PBX Operator A - General Services  
Parts Clerk  
Senior, First or Routine Shop Clerk (G.C.)  
Routine Parts Clerk (G.C.)

## LINES OF PROGRESSION

### ACCOUNTING

The tables shown below are for use in filling vacancies in the Disbursement Accounting Department, Assistant Comptroller - Processing Department, Computer Operations Department, Customer Accounting Department, Plant Accounting Department, Mail Services Section of General Office Building Department, and Corporate Accounting (except Special Report and Analysis Section). They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended. The designation "Accounting" or "Data Recording Services" (i.e., Clerk A - Accounting) shall include all such classifications in any of the foregoing departments.

To use these tables, find the vacant classification. Below the vacant classification in the left-hand column are listed the next lower classifications. Below the vacant classification in the right-hand column are listed classifications which are the same as, or higher than the vacant classification. The classifications listed as next lower, the same as, or higher than the vacant classification are followed by a hyphen and a label which describes the general function of the clerical classifications which are so considered.

Combination classifications (e.g., Clerk-Typist B) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the title), taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

#### Example 1

If a vacancy exists in a Clerk B classification in the Payroll Section, consideration under Subsection 18.8(b) of the Agreement in order of employment date shall be given to employees classified as Clerk C, the equivalent, or higher (including combination Clerk C jobs) in all of the departments under the jurisdiction of the Comptroller (i.e., any Accounting Department).

#### Temporary Assignments

Temporary upgrades shall take place within the unit in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such unit. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the unit shall be made from the section, then the department, and last, the Vice President and Comptroller's Organization.

#### Example 2

If a temporary vacancy exists in a Clerk B classification in a unit of the Vice President and Comptroller's Organization, consideration in order of employment date shall be given to employees classified as Clerk C in that unit.

APPLICABLE TO ALL SECTIONS EXCEPT DATA RECORDING SERVICES

SUPERVISING CLERK B

Next Lower Classifications

Clerk A - Accounting  
Clerk A - Mail Services

Same or Higher Classifications

Supervising Clerk B - Accounting  
Supervising Clerk B - Mail Services

CLERK A

Next Lower Classifications

Clerk B - Accounting  
Clerk B - Mail Services  
Stenographer A - Accounting  
Machine Operator X - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting or Mail  
Services  
Clerk A - Accounting or Mail Services

OFFICE MACHINE REPAIRMAN

Next Lower Classifications

Clerk C - Accounting  
Typist AA - Accounting  
Office Machine Maintenance experience  
required

Same or Higher Classifications

Supervising Clerk B - Accounting  
Clerk A - Accounting

CLERK B

STENOGRAPHER A

MACHINE OPERATOR X

Next Lower Classifications

Clerk C - Accounting  
Clerk C - Mail services  
Machine Operator A - Accounting  
Stenographer B - Accounting  
Typist AA - Accounting

Same or Higher Classifications

Supervising Clerk B - Accounting or Mail  
Services  
Clerk A or B - Accounting or Mail Services  
Stenographer A - Accounting  
Machine Operator X - Accounting

CLERK C

MACHINE OPERATOR A

STENOGRAPHER B

TYPIST AA

Next Lower Classifications

Clerk D - Accounting  
Clerk D - Mail Services  
Stenographer C - Accounting  
Typist A - Accounting  
Mail Clerk Driver

Same or Higher Classifications

Supervising Clerk B - Accounting or Mail  
Services  
Clerk A, B or C - Accounting or Mail  
Services  
Machine Operator X or A - Accounting and  
Keypunch\*  
Stenographer A or B - Accounting  
Typist AA - Accounting

**MAIL CLERK DRIVER**

**Next Lower Classifications**

Clerk D - Accounting  
Clerk D - Mail Services  
Typist A - Accounting

**Same or Higher Classifications**

Supervising Clerk B - Accounting or Mail  
Services  
Clerk A, B or C - Accounting or Mail  
Services  
Office Machine Repairman  
Typist AA - Accounting

CLERK D  
MACHINE OPERATOR B  
STENOGRAPHER C  
TYPIST A

**Beginner's Classifications**

\*An employee classified as Machine Operator A - Data Recording Services shall be considered as being in the same classification provided such employee has passed the clerical "Employment Test battery" (see Page 86).