

Pacific Gas and Electric Company

215 Market Street  
San Francisco, CA 94106  
415/972-7000

January 30, 1990

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

In accordance with Subsection 204.4(b), Company proposes to modify the job definitions of the (0254) Utility Foreman's Clerk (Burney):

An employee who is a Foreman's Clerk and, in addition, performs commercial business office work, such as receiving service calls, collections, meter tags, new business applications, etc. Shall be required to type with proficiency (40 words per minute), utilizing a typewriter or personal computer.

Company is proposing this addition as it is essential to the efficient operation of the department that the incumbent provide clerical support which includes typing of correspondence and performing personal computer work.

This position is currently vacant. In order to fill it, the local Human Resources department will notify all current bidders of the typing requirement. In addition, information about the new requirements will be posted on Bulletin Boards throughout Shasta Division. The position will not be filled until four months after Company and Union agree to the new requirement. This will allow bidders to pass the typing test if they have not already done so.

This proposal has been discussed with the Union Business Representative, Mr. Richard Hafner.

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 the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Bragg  
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-CIOBy Jack McNally  
Business ManagerFeb 16, 1990

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