



LETTER AGREEMENT NO. R1-01-67-PGE



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 4790
WALNUT CREEK, CALIFORNIA 94596
925-933-6060

STEPHEN A. RAYBURN
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN
BUSINESS MANAGER

December 13, 2001

Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

Attention: Mr. Perry Zimmerman, Business Manager

Dear Mr. Zimmerman:

Attached is an update of Exhibit A of the Clerical Agreement. The proposed changes are recommendations from the Clerical Lines of Progression Ad Hoc Negotiating Committee established in the 1999 General Negotiations settlement letter dated October 27, 1999. This Committee was charged with conducting a review of the clerical lines of progression, classifications, and departments that are listed in the Clerical Agreement and recommending changes as appropriate, including the deletion of obsolete classifications and correcting of department names. This document will replace Exhibit A dated January 1, 1997. Language added to Exhibit A is in italics in the updated copy. Also, attached is a copy of the 1997 Exhibit A, which identifies the changes made by enclosing in brackets the language which has been deleted and italicizing the language which has been added. The proposed changes include but are not limited to:

1. Add (2703) E&P Operating Clerk (PIO) classification to the Operating Line of Progression.
2. Replace the Sr. Service Representative I Training Program language with the language of Letter Agreement R2-97-142.
3. Delete the Gas Chart Office Line of Progression.
4. Update the testing language to replace the EEI Clerical and Meter Reader tests with the PSI Clerical and Meter Tests in accordance with Letter Agreement 97-07.
5. Replace "dual" with "combination" where appropriate for combination classifications in accordance with Letter Agreement 96-105.
6. Delete the Key punch Skills Test as a requirement for Data Entry Operator for positions filled after January 1, 2002, as it is obsolete and no longer given.
7. Delete the Guilford Zimmerman Test as a requirement for Reprographics Operator for positions filled after January 1, 2002, as it is obsolete and no longer given.
8. Eliminate the "steno" designation for all clerical classifications except those with incumbents. Those "steno" classifications with incumbents are designated as "PIO."
9. Replace the department designation of "Comptroller's Department" with "VP & Controller's Organization" in the Accounting Line of Progression.
10. Remove the Sr. Meter Reader and Meter Reader classifications from the Clerical Customer Services Line of Progression.

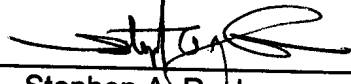
11. Add the Sr. Meter Reader to "Physical Jobs to Which Clerical Employees in the Customer Services Line of Progression are Valid Pre-Bidders Under Section 205.7 of the Physical Agreement."
12. Update the Sr. Meter Reader and Meter Reader job descriptions to match Exhibit XVII - Meter Reader Agreement.
13. Delete the Power Surveyor classification from "Physical Jobs to Which Clerical Employees in the Customer Services Line of Progression are Valid Pre-Bidders Under Section 205.7 of the Physical Agreement."
14. Delete Commercial Photographer from the Reprographics Production Unit Line of Progression, as it no longer exists.
15. Delete (2696) Sr. Stenographer classification and reclassify the current incumbent to (2654) Sr. Operating Clerk-Steno I (PIO).
16. Delete (2674) Stenographer classification; there are no current incumbents.
17. Delete (2859) Sr. Operating Clerk I-Truck Dispatcher (San Francisco Division Only) as it no longer exists.
18. Delete (2673) Typist classification; there are no current incumbents.
19. Delete (2698) Telephone PBX Operator classification; there are no current incumbents.
20. Delete (2687) Utility PBX Operator classification; there are no current incumbents.
21. Delete (2688) Utility Stenographer classification; there are no current incumbents.
22. Delete (2690) Utility Typist classification; there are no current incumbents.
23. Change "Materialsman" to "Materials Handler" where appropriate.
24. Delete the Customer Service Clerk note on Page 66 of the Clerical Agreement.
25. Add PEQ Letter Agreement Nos. R1-82-111, 87-78, 89-80 and 90-43.
26. Revise footnote regarding Clerical Assistant to state "Payroll and Accounts Payable sections of the Vice President and Controller's Organization" instead of "Disbursement Accounting Department."
27. Make corrections where appropriate to "Physical Jobs to Which Clerical Employees in the Operating Line of Progression are Valid Pre-Bidders Under Section 205.7 of the Physical Agreement."
28. Add the names of the sections which fall under the VP & Controller's Organization and Computer Operations to the Accounting Line of Progression.
29. Update the department and sections names listed in the first paragraph of the Accounting Line of Progression to reflect the current organization.

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.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: _____


 Stephen A. Rayburn
 Director and Chief Negotiator

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

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

Dec 29, 2001

By: _____


 Perry Zimmerman
 Business Manager

EXHIBIT A

LINES OF PROGRESSION

FOR THE CLERICAL AGREEMENT

REVISED *December 31, 2001*

REPLACES BOOK DATED *January 1, 1997*

CUSTOMER SERVICES LINE OF PROGRESSION

The following tables are for use in filling vacancies in the Division Customer Services departments. This line of progression includes such general functions as telephone switchboard operations, mail distribution and collection, division files, reproduction, stationery, accounting, office services, new business, meter reading, meter tag posting, marketing, rate analysis, telephone and counter service, credit, cashiering and collection in Division, District, and Local Customer Services. The tables should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

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.

Vacancies in *combination* classifications (e.g., *Service Representative and Meter Reader*) 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 Senior Service Representative I classification in the Customer Services Department, consideration under Subsection 18.8(b) and 18.8(c) of the Agreement in order of employment date shall be given to employees classified as Service Representative, the equivalent, or higher in the Customer Services Line of Progression.

Temporary Assignments

Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such department and headquarters. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression.

Example 2: If a temporary vacancy exists in a Senior Service Representative I classification in the Customer Services Department, consideration in order of employment date shall be given to employees classified as Service Representative or equivalent in the Customer Services Department.

Typist Designation:

Criteria: A typist position will normally perform typing 20 percent of the time during a workweek. The typing assignments should generally require more than simple typing skills such as form completion.

The above criteria will be waived if there is a demonstrated need for a typist at an office.

CUSTOMER SERVICES LINES OF PROGRESSION

2641 SENIOR SERVICE REPRESENTATIVE II
2765 SENIOR SERVICE REPRESENTATIVE-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

2650 Senior Service Representative I
2811 Senior Service Representative-Typist I

Same or Higher Classifications

2641 Senior Service Representative II
2765 Senior Service Representative-Typist II

2650 SENIOR SERVICE REPRESENTATIVE I
2811 SENIOR SERVICE REPRESENTATIVE-TYPIST I (55 w.p.m. typing required)

Next Lower Classifications

2660 Service Representative
2663 Service Representative-Steno - (PIO)
2666 Service Representative-Typist
2760 Credit Representative
2770 Credit Representative and Meter Reader
2769 Service Representative and Meter Reader

Same or Higher Classifications

2641 Senior Service Representative II
2765 Senior Service Representative-Typist II
2650 Senior Service Representative I
2811 Senior Service Representative-Typist I

2760 CREDIT REPRESENTATIVE
2770 CREDIT REPRESENTATIVE AND METER READER

Next Lower Classifications

2660 Service Representative
2663 Service Representative-Steno - (PIO)
2666 Service Representative-Typist
2772 Meter Reader and Utility Clerk
2769 Service Representative and Meter Reader

Same or Higher Classifications

2641 Senior Service Representative II
2765 Senior Service Representative-Typist II
2650 Senior Service Representative I
2811 Senior Service Representative-Typist I
2760 Credit Representative
2770 Credit Representative and Meter Reader

2660 SERVICE REPRESENTATIVE
 2663 SERVICE REPRESENTATIVE-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required) - (PIO)
 2666 SERVICE REPRESENTATIVE-TYPIST (55 w.p.m. typing required)
 2769 SERVICE REPRESENTATIVE AND METER READER

Next Lower Classifications

- * 2675 Utility Clerk - Customer Services
- * 2679 Utility Clerk-Steno-Customer Services - (PIO)
- * 2683 Utility Clerk-Typist-Customer Services
- 2731 Word Processing Operator - Customer Services
- 2772 Meter Reader and Utility Clerk

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2811 Senior Service Representative-Typist I
- 2660 Service Representative
- 2663 Service Representative-Steno - (PIO)
- 2666 Service Representative-Typist
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2769 Service Representative and Meter Reader

*Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

2772 METER READER AND UTILITY CLERK

A Meter Reader is an employee assigned a route of meter locations. Each meter location is visited, the meter number checked and meter dials read and recorded. Any unusual or abnormal conditions observed are reported. *Meter Readers may perform electric change of party reads, gas change of party reads (non-entry, gas found on) and RGSO (reads only) and special meter reads in conjunction with or in lieu of reading an assigned route with the exception of Class II adjustment reads.* Completed work is submitted and other related work is performed as assigned. The following conditions are to be observed when assigning other related work: (a) Training is provided. (b) Meter Readers can safely perform their job duties. (c) Meter Readers will not be routinely assigned work which falls within the job description of another classification, and when additional work is assigned, route sizes are taken into account. (d) It is part of a Meter Reader's job to return to accounts missed by such Meter Reader *if time permits.* (e) *Whenever a Meter Reader is given Senior Meter Reader job duties they will be paid at the higher rate for a minimum of two (2) hours.* (f) If Union believes that additional "other related work" merits an inequity adjustment to the Meter Reader wage rate, Company agrees to negotiate on an interim basis. *Electric change of party reads, gas change of party reads (non-entry, gas found on) and RGSO (reads only), will not be worked on overtime by Meter Readers until the Title 208 and 212 lists have been exhausted for Reserve Gas Service Representatives, Gas Service Representatives, Service Mechanics and Troublemens classifications. The Meter Reader may do this work on overtime on a de minimis basis, for example, where overtime assignments involve an extension of a regular work day to complete work same day.*

BEGINNER'S CLASSIFICATION

- 2675 UTILITY CLERK - CUSTOMER SERVICES
- 2679 UTILITY CLERK STENO - CUSTOMER SERVICES - (PIO)
- 2683 UTILITY CLERK-TYPIST - CUSTOMER SERVICES (55 w.p.m. typing required)
- 2731 WORD PROCESSING OPERATOR - CUSTOMER SERVICES (55 w.p.m. typing required)
- 2772 METER READER AND UTILITY CLERK

See also Note 5(a), Page 25.

BEGINNER'S CLASSIFICATIONS

**PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES
IN THE CUSTOMER SERVICES LINE OF PROGRESSION ARE VALID
PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT**

GAS SERVICE DEPARTMENT

2782 SENIOR METER READER*

The duties of the Senior Meter Reader position, which are subject to the grievance procedure, include the following: (a) Training (office and field as assigned). Electronic meter reading device training other than training by General Office project teams is within the duties of the Senior Meter Reader classification. (b) Access arrangements (office and field; pesticide access; meter reading plastic card appointments and reads). In conjunction with access arrangements, it is proper to have a Senior Meter Reader pull electric meters to make visual inspection for irregularities and seal the meter with a security locking ring or other appropriate sealing devices. (c) Clerical duties as assigned and field duties as assigned for rerouting and reserialization (final decision reserved to management; includes new account numbers and individual route inspection). (d) Reading any meter route when deemed necessary. (e) Perform electric change of party reads, gas change of party reads (non-entry, gas found on), RGSO (reads only), and electric meter shut off single phase. (f) Maintain records and post standard reports. (g) Other related bargaining unit work as assigned. (h) Plan and organize Meter Reader work assignments as assigned. (i) Field verification of energy cost inquiries and possible meter reading errors (reread); no customer contact except to explain how to read meter. (j) Type I, II and III audits. Senior Meter Readers will not make recommendations for disciplinary action based on the results of the audits. (k) Personal computer work associated with electronic meter reading to the extent that such work encompasses Senior Meter Reader functions as set forth in this Exhibit. (l) A Senior Meter Reader shall have the personal qualifications of leadership ability. (m) Electric change of party reads, gas change of party reads (non-entry, gas found on), RGSO (reads only), and electric meter shut off single phase will not be worked on overtime by a Senior Meter Reader until the Title 208 and 212 lists have been exhausted for Reserve Gas Service Representatives, Gas Service Representatives, Service Mechanics and Troublemens classifications. The Senior Meter Reader may do this work on overtime on a de minimis basis, for example, where overtime assignments involve an extension of a regular work day to complete work same day.

Next Lower Classifications

- 2785 Meter Reader
- 2772 Meter Reader and Utility Clerk
- 2769 Service Representative and Meter Reader

Same or Higher Classifications

- 2782 Senior Meter Reader
- 2770 Credit Representative and Meter Reader

**Effective January 1, 2000, Sr. Meter Reader and Meter Reader were moved from the clerical bargaining unit to the physical bargaining unit.*

OPERATING LINES OF PROGRESSION

The following tables are for use in filling vacancies in the Region and General Office Operating Departments: (This line of progression may include such general functions as telephone switchboard operations, mail distribution and collection, Region or Division files, reproduction, stationery, accounting, office services, and new business, including administration and preparation of agreements and contracts.)

Region and Division Electric Superintendent's Office, Engineering, District and Local Office Operations as well as specialty Departments such as Underground, Operating, Hydro, Overhead, and Water;

Region and Division Gas Superintendent's Office, Engineering, District and Local Office Operations as well as specialty departments such as Transmission and Regulation, Service and Distribution;

Region and Division General Services, Building, Land, Transportation, and Materials (including General Office Garage and Materials Section within San Francisco Division);

Materials Distribution Department including the office, shop and warehouse sections, and the Decoto Pipe Yard and Plant;

Gas System Maintenance/Gas System Operations Department, including the field office operations;

Design Drafting Department, including such general functions as Records, Drawing Control, Index Files, Vault, Microfilm, Varitype, MTST and Administrative; and

Reprographics Section of Engineering Services Department, including production and office units.

Physical jobs to which Clerical Employees are valid pre-bidders under Section 18.8 of the Clerical Agreement and Section 205.7 of the Physical Agreement.

The tables should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

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.

Example 1: If a vacancy exists in a Senior Operating Clerk I classification in the department, consideration under Subsections 18.8(b) and 18.8(c) of the agreement in order of employment date shall be given to employees classified as Operating Clerk, the equivalent, or higher in the Operating Line of Progression.

Temporary Assignments

Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next lower classification to the vacant classification in such department and headquarters. Temporary upgrades into classifications where there is no next lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression.

Example 2: If a temporary vacancy exists in a Senior Operating Clerk I classification, consideration in order of employment date shall be given to employees classified as Operating Clerk in the office department and headquarters.

The transfer rights of employees of the Vice President and Controller's Organization and the General Office Operating Clerical (including the Design Drafting Clerical Unit, Reprographics Clerical Unit, and General Office Building Department) have been expanded to provide Subsection 18.5(c)(1) rights between these groups, effective 1-31-80.

Typist Designation:

Criteria: A typist position will normally perform typing 20 percent of the time during a workweek. The typing assignments should generally require more than simple typing skills such as form completion.

The above criteria will be waived if there is a demonstrated need for a typist at an office.

OPERATING LINES OF PROGRESSION

2723 SENIOR OPERATING CLERK II
2646 SENIOR OPERATING CLERK-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I - (PIO)
2655 Senior Operating Clerk-Typist I
0250 Foreman's Clerk
0247 Field Clerk - Water
0254 Utility Foreman's Clerk
4906 Reprographics Job Coordinator

Same or Higher Classifications

2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II
0243 Senior Field Clerk - G.C.
0263 Senior Hydro Clerk
0290 Senior Plant Clerk
0310 Senior Shop Clerk - G.C.
0253 Foreman's Clerk

2789 SENIOR OPERATING CLERK I
 2654 SENIOR OPERATING CLERK-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required) - (PIO)
 2655 SENIOR OPERATING CLERK-TYPIST I (55 w.p.m. typing required)

Next Lower Classifications

2662 Operating Clerk
 2664 Operating Clerk-Steno - (PIO)
 2667 Operating Clerk-Typist
 0252 Assistant Foreman's Clerk
 0277 Parts Clerk
 2703 E&P Operating Clerk - (PIO)
 *0524 Fieldperson

Same or Higher Classifications

2723 Senior Operating Clerk II
 2646 Senior Operating Clerk-Typist II
 2789 Senior Operating Clerk I
 2654 Senior Operating Clerk-Steno I - (PIO)
 2655 Senior Operating Clerk-Typist I
 0250 Foreman's Clerk
 0253 Foreman's Clerk
 0254 Utility Foreman's Clerk
 0247 Field Clerk-Water
 0243 Senior Field Clerk - G.C.
 0246 First Field Clerk - G.C.
 0290 Senior Plant Clerk
 0293 First Plant Clerk
 0263 Senior Hydro Clerk
 0264 First Hydro Clerk
 0310 Senior Shop Clerk - G.C.
 0313 First Shop Clerk - G.C.
 4906 Reprographics Job Coordinator
 0266 First Hydro Clerk - Helms

*If reclassified from 0240 Field Clerk on January 1, 1988 has 18.8(b) or 18.8(c) bid status.

2662 OPERATING CLERK
 2664 OPERATING CLERK-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required) - (PIO)
 2667 OPERATING CLERK-TYPIST (55 w.p.m. typing required)
 2703 E&P OPERATING CLERK - (PIO)

Next Lower Classifications

* 2676 Utility Clerk - Operating
 * 2684 Utility Clerk-Typist - Operating
 2732 Word Processing Operator - Operating
 ** 0053 Clerical Assistant

Same or Higher Classifications

2723 Senior Operating Clerk II
 2646 Senior Operating Clerk-Typist II
 2654 Senior Operating Clerk-Steno I - (PIO)
 2789 Senior Operating Clerk I
 2655 Senior Operating Clerk-Typist I
 2662 Operating Clerk
 2664 Operating Clerk-Steno - (PIO)
 2667 Operating Clerk-Typist

2703 E&P Operating Clerk - (PIO)
 0250 Foreman's Clerk
 0253 Foreman's Clerk
 0254 Utility Foreman's Clerk
 0252 Assistant Foreman's Clerk
 0247 Field Clerk - Water
 0277 Parts Clerk
 0243 Senior Field Clerk - G.C.
 0246 First Field Clerk - G.C.
 4906 Reprographics Job Coordinator
 0263 Senior Hydro Clerk
 0264 First Hydro Clerk
 0265 Routine Hydro Clerk
 0290 Senior Plant Clerk
 0293 First Plant Clerk
 0294 Routine Plant Clerk
 0310 Senior Shop Clerk - G.C.
 0313 First Shop Clerk - G.C.
 0314 Routine Shop Clerk - G.C.
 0275 Partsman - G.C.
 *** 0524 Fieldperson
 0266 First Hydro Clerk - Helms

*Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

**Employees in the classification of Clerical Assistant shall be considered under Subsection 18.8(c) of the Clerical Agreement for bidding to Accounting Clerk in the Vice President and *Controller's Organization* in the *Payroll and Accounts Payable sections* and to Operating Clerk positions in the Operating Line of Progression in the Regions.

***If reclassified from 0240 Field Clerk on January 1, 1988 has 18.8(b) or 18.8(c) bid status.

2676 UTILITY CLERK - OPERATING

2684 UTILITY CLERK-TYPIST - OPERATING (55 w.p.m. typing required)

2732 WORD PROCESSING OPERATOR - OPERATING (55 w.p.m. typing required)

See also Note 5(a), Page 25.

BEGINNER'S CLASSIFICATIONS

**GENERAL OFFICE ENGINEERING SERVICES DEPARTMENT
REPROGRAPHICS SECTION PRODUCTION UNIT**

PRODUCTION UNIT

7003 SENIOR REPROGRAPHICS OPERATOR (LEAD JOB)*

Responsible for training, performing lead functions, and the performance of all duties of a Reprographics Operator and related clerical duties.

Next Lower Classification

7004 Reprographics Operator A*

Same or Higher Classification

7003 Senior Reprographics Operator

7004 REPROGRAPHICS OPERATOR A**

Next Lower Classification

7005 Reprographics Operator B

Same or Higher Classifications

7003 Senior Reprographics Operator
7004 Reprographics Operator A

* With training and/or previous experience.

** Progression to Reprographics Operator A is automatic when qualifications have been met.

7005 REPROGRAPHICS OPERATOR B

BEGINNER'S CLASSIFICATION

Required passing Guilford-Zimmerman Mechanical Knowledge Test with at least 17 points and the Personnel Research Institute Name Comparison Test with at least 70 points. The Guilford-Zimmerman test is no longer given. A replacement test will require agreement between the Company and Union for positions filled after January 1, 2002.

A transfer application from a Clerical employee in the Reprographics Section will be given priority "1" status under the job bidding system when transferring to a Reprographics Operator B. Priority "1" transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsections 18.8(a) or (b), as appropriate.

ADMINISTRATION UNIT

4906 REPROGRAPHICS JOB COORDINATOR

Next Lower Classifications

2662 Operating Clerk
7003 Senior Reprographics Operator

Same or Higher Classification

4906 Reprographics Job Coordinator

See pages 7-8 for Operating and Utility Clerks in the Reprographics Section.

**PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES
IN THE OPERATING LINE OF PROGRESSION
ARE VALID PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT**

DIVISION ELECTRIC DEPARTMENT OFFICE

0254 UTILITY FOREMAN'S CLERK

Job duties vary by headquarters: bidding rights same as Foreman's Clerk.

0253 FOREMAN'S CLERK - if directing the work of more than two Assistant Foreman's Clerks.

Line of Progression same as Foreman's Clerk.

0250 FOREMAN'S CLERK

An employee whose background and experience are such that an employee 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 one or two Assistant Foreman's Clerks.

Next Lower Classifications

0252 Assistant Foreman's Clerk
0458 Field Clerk - Electric T&D
2662 Operating Clerk
2664 Operating Clerk-Steno (PIO)
2667 Operating Clerk-Typist
0456 T&D Driver

Same or Higher Classifications

0243 Senior Field Clerk -G.C.
0246 First Field Clerk - G.C.
0250 Foreman's Clerk
0253 Foreman's Clerk
0254 Utility Foreman's Clerk
0310 Senior Shop Clerk - G.C.
0313 First Shop Clerk - G.C.

- 2723 Senior Operating Clerk II
- 2646 Senior Operating Clerk-Typist II
- 2789 Senior Operating Clerk I
- 2654 Senior Operating Clerk-Steno I (PIO)
- 2655 Senior Operating Clerk-Typist I

0252 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. May receive and dispatch customers' complaints.

Next Lower Classifications

- * 2676 Utility Clerk - Operating
- * 2684 Utility Clerk - Typist - Operating
- ** 2732 Word Processing Operator - Operating

Same or Higher Classifications

- 0243 Senior Field Clerk - G.C.
- 0245 Routine Field Clerk - G.C.
- 0246 First Field Clerk - G.C.
- 0250 Foreman's Clerk
- 0253 Foreman's Clerk
- 0252 Assistant Foreman's Clerk
- 0254 Utility Foreman's Clerk
- 0310 Senior Shop Clerk - G.C.
- 0313 First Shop Clerk - G.C.
- 0314 Routine Shop Clerk - G.C.
- 0456 T & D Driver
- 0458 Field Clerk - Electric T&D
- 2646 Senior Operating Clerk - Typist II
- 2654 Senior Operating Clerk - Steno I (PIO)
- 2655 Senior Operating Clerk - Typist I
- 2662 Operating Clerk
- 2664 Operating Clerk - Steno (PIO)
- 2667 Operating Clerk - Typist
- 2723 Senior Operating Clerk II
- 2789 Senior Operating Clerk I

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

** The 30-month wage step of Word Processing Operator will be considered as top rate of pay when bidding to Assistant Foreman's Clerk.

Notes: The starting rate for an employee who is a successful bidder on an Assistant Foreman's Clerk vacancy and who bids from T&D Driver and who is at the top rate of the T&D Driver classification, shall be the top rate of Assistant Foreman's Clerk. If he is not at the top

rate of T&D Driver, he shall be placed at the 18-month wage step, and time worked in the T&D Driver classification shall be credited as time worked in the Assistant Foreman's Clerk Classification.

Employees in Foreman's Clerk or Assistant Foreman's Clerk classifications shall be considered as next lower to Senior Operating Clerk II or Senior Operating Clerk I vacancies, respectively, in the Electric Department as indicated in the appropriate Division Clerical Lines Of Progression.

**DIVISION ELECTRIC DEPARTMENT
CLERICAL-HYDRO**

0263 SENIOR HYDRO CLERK

An employee who has the qualifications of a First Hydro Clerk, performs clerical work and assists in the administrative work of the Hydro Supervisor's office and is the lead clerk in directing the work of other Hydro Clerks. When qualified, may be required to drive light Company vehicles.

Next Lower Classifications

0247 Field Clerk - Water
0264 First Hydro Clerk
2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II
0266 First Hydro Clerk - Helms

Same or Higher Classifications

0243 Senior Field Clerk - G.C.
0263 Senior Hydro Clerk
0310 Senior Shop Clerk - G.C.

**0264 FIRST HYDRO CLERK
0266 FIRST HYDRO CLERK - HELMS**

An employee, under general supervision, whose background and experience are such that the employee has a comprehensive knowledge of the operation and procedures of the Hydro Department and is engaged in performing clerical work and assisting in the administrative work of the Hydro Supervisor's office. This work encompasses such duties as coordinating various functions to facilitate completion of jobs, including associated clerical duties in the field, assigning jobs to crews, ordering materials, preparing reports, processing time cards, work orders and GM's for the crews or for accounting purposes and maintaining office files and records. May supervise details of boardinghouse operations. Must have the clerical and typing skills required of a *Routine Hydro Clerk and may be required to take dictation. When qualified, may be required to drive light Company vehicles.

Next Lower Classifications

* 0265 Routine Hydro Clerk
2654 Senior Operating Clerk-Steno I (PIO)

Same or Higher Classifications

0243 Senior Field Clerk - G.C.
0246 First Field Clerk - G.C.

2655 Senior Operating Clerk-Typist I
2789 Senior Operating Clerk I
2662 Operating Clerk
2664 Operating Clerk - Steno (PIO)
2667 Operating Clerk-Typist

0247 Field Clerk - Water
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0310 Senior Shop Clerk - G.C.
0313 First Shop Clerk - G.C.
2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II
0266 First Hydro Clerk - Helms

* 0265 ROUTINE HYDRO CLERK

An employee who performs routine clerical work requiring a basic knowledge of established Hydro Department office procedures and elementary accounting principles; may operate PBX board. Must be able to type with reasonable speed and accuracy (35 Words Per Minute); may be required to learn shorthand prior to promotion to First Hydro Clerk. When qualified, may be required to drive light Company vehicles.

BEGINNER'S CLASSIFICATION.

WATER DEPARTMENT

0247 FIELD CLERK

An employee whose background and experience is such that the employee has a comprehensive knowledge of the operation and procedures of a general foreman's or foreman's office in the Water Department and who performs the clerical work and assists 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 customer's complaints, preparing reports, processing time cards, work orders, and GM's for the crews or for accounting purposes and maintaining office files and records. The employee's duties may require that the employee work in the office, in a camp, or in the field.

Next Lower Classifications

0264 First Hydro Clerk
0265 Routine Hydro Clerk
2662 Operating Clerk
2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I (PIO)
2655 Senior Operating Clerk-Typist I
2664 Operating Clerk-Steno (PIO)
2667 Operating Clerk-Typist

Same or Higher Classifications

0243 Senior Field Clerk - G.C.
0246 First Field Clerk - G.C.
0263 Senior Hydro Clerk
0310 Senior Shop Clerk - G.C.
2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II
0266 First Hydro Clerk - Helms

STEAM GENERATION AND NUCLEAR PLANT OPERATIONS DEPARTMENTS

0290 SENIOR PLANT CLERK

An employee who has the qualifications of a First Plant Clerk performs clerical work and is the lead clerk in a plant office directing the work of the other Plant Clerks.

Next Lower Classifications

0293 First Plant Clerk
2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II

Same or Higher Classifications

0059 Scheduling Assistant (DCPP Only)
0243 Senior Field Clerk - G.C.
0263 Senior Hydro Clerk
0290 Senior Plant Clerk
0310 Senior Shop Clerk - G.C.

0293 FIRST PLANT CLERK

An employee who, under general supervision, performs clerical work requiring a working knowledge of all procedures used in steam plant office work and the normal amount of judgment accompanying that knowledge. May also be required to maintain special and routine statistical records of operation and maintenance and to make computation for the preparation of reports. May be required to type accurately with reasonable speed.

Next Lower Classifications

0059 Scheduling Assistant (DCPP Only)
0294 Routine Plant Clerk
2662 Operating Clerk
2664 Operating Clerk-Steno (PIO)
2667 Operating Clerk-Typist
0301 Control Room Assistant (DCPP)

Same or Higher Classifications

0243 Senior Field Clerk - G.C.
0246 First Field Clerk - G.C.
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0290 Senior Plant Clerk
0293 First Plant Clerk
0310 Senior Shop Clerk - G.C.
0313 First Shop Clerk - G.C.
2723 Senior Operating Clerk II
2646 Senior Operating Clerk-Typist II
2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I (PIO)
2655 Senior Operating Clerk-Typist I
0266 First Hydro Clerk - Helms

0301 CONTROL ROOM ASSISTANT (DCPP)

A shift employee in a nuclear power plant who is assigned to assist the shift foreman in the performance of his administrative duties and who performs clerical work on shift. Is responsible to the plant office supervisor for the quality and quantity of the work performed. Performs such duties as verifying and preparing time cards for the foreman's signature, making and receiving calls relating to personnel and other matters for the shift foreman, maintaining logs, preparing summaries, assembling reports, preparing permits, and similar duties. Is responsible for maintaining supply of and preparation of food for required meals. Must be familiar with Company's accounting and record-keeping procedures, and shall be able to use a typewriter with moderate skill (25 words per minute net).

Next Lower Classification

0294 Routine Plant Clerk

Same or Higher Classifications

0059 Scheduling Assistant (DCPP only)
0243 Senior Field Clerk - G.C.
0246 First Field Clerk - G.C.
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0290 Senior Plant Clerk
0293 First Plant Clerk
0301 Control Room Assistant (DCPP)
0310 Senior Shop Clerk - G.C.
0313 First Shop Clerk - G.C.
2723 Sr. Operating Clerk II
2646 Sr. Operating Clerk-Typist II
2789 Sr. Operating Clerk I
2654 Sr. Operating Clerk-Steno I (PIO)
2655 Sr. Operating Clerk-Typist I
0266 First Hydro Clerk - Helms

0059 SCHEDULING ASSISTANT (DCPP Only)

An employee whose primary responsibilities include collecting, processing, analyzing, maintaining and disseminating schedules and scheduling information. Duties include the input, processing information between PIMS and scheduling software; executing batch runstreams; reviewing, analyzing and correcting data and system errors; distributing scheduling information to client work groups; and developing basic reports using mainframe and personal computer programs. Must have knowledge of basic computer applications and be able to type with reasonable speed and accuracy (35 w.p.m.).

Next Lower Classification

0294 Routine Plant Clerk

Same or Higher Classifications

0243 Senior Field Clerk - G.C.
0246 First Field Clerk - G.C.
0263 Senior Hydro Clerk
0264 First Hydro Clerk
0290 Senior Plant Clerk

0293	First Plant Clerk
0301	Control Room Assistant
0310	Senior Shop Clerk - G.C.
0313	First Shop Clerk - G.C.
2723	Senior Operating Clerk II
2646	Senior Operating Clerk-Typist II
2654	Senior Operating Clerk-Steno I (PIO)
2655	Senior Operating Clerk-Typist I
2789	Senior Operating Clerk I
0266	First Hydro Clerk - Helms

0294 ROUTINE PLANT CLERK

An employee who performs routine clerical work requiring a basic knowledge of established Company steam plant office procedures and elementary accounting principles; may operate PBX Board or take readings during plant tests; in training for advancement to First Plant Clerk. Must be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Plant Clerk.

BEGINNER'S CLASSIFICATION.

Note: A transfer application from a Utility Plant Clerk (DCPP) to Routine Plant Clerk will be given Priority 1 status under the Job Bidding System. Priority 1 transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsection 205.7(a), (b) or (c) as appropriate.

0296 UTILITY PLANT CLERK (DCPP)

0297 SHIFT UTILITY PLANT CLERK (DCPP)

An employee who performs routine typing, filing, microfilming, photocopying and general clerical work. May operate PBX terminal, CRT terminal, and other standard office equipment. May be required to type with reasonable speed (35 words per minute net). Must have met all of Company's pre-employment clerical requirements. *Utility Plant Clerks who are assigned to the Dosimetry Office are shift employees. They may determine dose histories, issue and control TLD's, maintain NRC dosimetry records, log employees into the Radiological Controlled Area, read and rezero pencil dosimeters, and perform other clerical work.*

Additionally, Relief Utility Plant Clerk position at DCPP provides the necessary relief coverage for the Utility Plant Clerks assigned to the Access Control and Dosimetry Office. The Relief position would be filled on a voluntary basis and if there are no volunteers, the Relief would be filled by the quarterly sign-up. The Relief will normally be assigned to a Monday - Friday, day shift.

BEGINNER'S CLASSIFICATION

Note: A transfer application from a Utility Plant Clerk (DCPP) to Routine Plant Clerk at Diablo Canyon Power Plant will be given Priority 1 status under the Job Bidding System. Priority 1 transfer applications receive preference over all other transfers and are treated as a bid under the provisions of Subsection 205.7(a) or (b) as appropriate.

GARAGE DEPARTMENT

0277 PARTS CLERK

An employee with a thorough knowledge of automotive parts and stores procedures, who performs without direct supervision, duties which include the purchasing, storing, issuing and requisitioning of automotive parts and tools. He may also be required to perform clerical work and assist in the administrative work of the Foreman's or General Foreman's office.

Next Lower Classifications

0880 Garageman
1210 Materials Handler
2662 Operating Clerk
2664 Operating Clerk-Steno (PIO)
2667 Operating Clerk-Typist

Same or Higher Classifications

0277 Parts Clerk
0730 Garage Subforeman
1254 Utility Equipment Mechanic
1255 (1256) Equipment Mechanic & (Unassigned)
1258 Apprentice Equipment Mechanic
2646 Senior Operating Clerk-Typist II
2723 Senior Operating Clerk II
2789 Senior Operating Clerk I
2654 Senior Operating Clerk-Steno I (PIO)
2655 Senior Operating Clerk-Typist I

ACCOUNTING AND COMPUTER OPERATIONS LINES OF PROGRESSION

The tables shown are for use in filling vacancies in the *following departments: Vice President and Controller's Organization, Computer Operations, and the Mail Services Section of General Office Building Department.* They should be used in connection with Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended. In addition, the transfer rights of employees of the Vice President and *Controller's Organization* and the General Office Operating Clerical (including the Design-Drafting Clerical Unit, Reprographics Clerical Unit, and the Mail Services Section of the General Office Building Department) have been expanded to provide Subsection 18.5(c)(1) rights between these groups.

The Vice President and Controller's Organization is comprised of the following sections: Major Billing, Bill Processing, Payroll, Capital Accounting, Miscellaneous Billing, Payment Processing, Revenue, Accounts Payable, Budget, Corporate Accounting and Correspondence Management. The Computer Operations Department consists of the Data Recording and Output Operations sections.

By identifying these sections, the parties do not intend to change the scope of recognition.

Transfer rights of employees in the Computer Operations Department and the Vice President and *Controller's Organization* have been established to provide 18.5(c)(1) rights between these groups.

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.

Example 1: If a vacancy exists in a Senior Accounting Clerk I classification in the Payroll Section, consideration under Subsections 18.8(b) and 18.8(c) of the Agreement in order of employment date shall be given to employees classified as Accounting Clerk, the equivalent, or higher.

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, and then the department. *A Section may be comprised of more than one unit. For example, in the Payroll and Accounts Payable Sections, a unit is comprised of all of the employees reporting to one exempt supervisor.*

Example 2: If a temporary vacancy exists in a Senior Accounting Clerk I classification in a unit of the Vice President and *Controller's Organization*, consideration in order of employment date shall be given to employees classified as Accounting Clerk in that unit.

Transfers within Vice President and *Controller's Organization* (LA 82-4)

"An employee who has been promoted or transferred into or within the Vice President and Comptroller's Organization will not have his or her bids or applications for transfer to move laterally considered for a minimum of six months following such promotion or transfer. The foregoing shall not apply to shift changes. Employees transferring or bidding between departments in Vice President and Comptroller's and Computer Operations Department will not be bypassed pursuant to Section 18.11 of the Clerical Agreement if solely based on a lack of job knowledge and/or experience. The foregoing shall not abrogate the parties' intent to develop and implement training and testing

procedures for promotional eligibility to all senior classifications in the Vice President and Comptroller's Organization. Once such training and testing procedures are negotiated and implemented, Company and Union will review the contents of this paragraph."

Typist Designation:

Criteria: A typist position will normally perform typing 20 percent of the time during a workweek. The typing assignments should generally require more than simple typing skills such as form completion.

The above criteria will be waived if there is a demonstrated need for a typist at an office.

ACCOUNTING AND COMPUTER OPERATIONS LINES OF PROGRESSION
Accounting

- 2642 SENIOR ACCOUNTING CLERK II
- 2767 SENIOR ACCOUNTING CLERK-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

- 2788 Senior Accounting Clerk I
- 2813 Senior Accounting Clerk-Typist I
- 2878 Computer Operator I
- 2808 Lead Data Entry Operator^{1/}

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
- 2767 Senior Accounting Clerk-Typist II
- 2879 Senior Computer Operator
- 2779 Computer Operator 1-A

- 2788 SENIOR ACCOUNTING CLERK I
- 2813 SENIOR ACCOUNTING CLERK-TYPIST I (55 w.p.m. typing required)

Next Lower Classifications

- 2661 Accounting Clerk
- 2873 Accounting Clerk-Typist
- 2877 Computer Operator II
- 2697 Machine Operator - Accounting

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
- 2767 Senior Accounting Clerk-Typist II
- 2808 Lead Data Entry Operator^{1/}
- 2788 Senior Accounting Clerk I
- 2813 Senior Accounting Clerk-Typist I
- 2879 Senior Computer Operator
- 2779 Computer Operator I-A
- 2878 Computer Operator I

^{1/}An employee classified as a Lead Data Entry Operator - Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "PSI Clerical Test Battery", or has qualified in accordance with the provisions outlined on Pages 27 - 30.

2661 ACCOUNTING CLERK
2873 ACCOUNTING CLERK-TYPIST (55 w.p.m. typing required)
2697 MACHINE OPERATOR

Next Lower Classifications

- * 2677 Utility Clerk-Accounting
- * 2685 Utility Clerk-Typist-Accounting
- 2875 Computer Operator III
- 2876 Computer Operator III-A
- 2807 Data Entry Operator^{1/}
- 2689 Utility Machine Operator - Accounting
- 2773 Mail Clerk Driver
- 2805 Machine Operator B (Incumbent Only)
- 2733 Word Processing Operator - Accounting
- ** 0059 Clerical Assistant

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
- 2767 Senior Accounting Clerk-Typist II
- 2788 Senior Accounting Clerk I
- 2813 Senior Accounting Clerk-Typist I
- 2879 Senior Computer Operator
- 2779 Computer Operator I-A
- 2878 Computer Operator I
- 2877 Computer Operator II
- 2697 Machine Operator
- 2808 Lead Data Entry Operator^{1/}
- 2661 Accounting Clerk
- 2873 Accounting Clerk - Typist

^{1/}An employee classified as Data Entry Operator or Lead Data Entry Operator - Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "PSI Clerical Test Battery", or has qualified in accordance with the provisions outlined on 27 - 30.

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

** Employees in the classification of Clerical Assistant shall be considered under Subsection 18.8(c) of the Clerical Agreement for bidding to Accounting Clerk in the Vice President and *Controller's Organization* in the *Payroll and Accounts Payable Sections*, and to Operating Clerk positions in the Operating Line of Progression in the Regions.

2773 MAIL CLERK DRIVER

Next Lower Classifications

- * 2677 Utility Clerk-Accounting
- * 2685 Utility Clerk-Typist-Accounting
- 2807 Data Entry Operator^{1/}
- 2689 Utility Machine Operator
- 2875 Computer Operator III
- 2876 Computer Operator III-A
- 2805 Machine Operator B (Incumbent Only)
- 2733 Word Processing Operator - Accounting

Same or Higher Classifications

- 2642 Senior Accounting Clerk II
- 2767 Senior Accounting Clerk-Typist II
- 2788 Senior Accounting Clerk I
- 2813 Senior Accounting Clerk-Typist I
- 2879 Senior Computer Operator
- 2779 Computer Operator I-A
- 2878 Computer Operator I
- 2877 Computer Operator II
- 2773 Mail Clerk Driver

- 2808 Lead Data Entry Operator^{1/}
- 2825 Office Machine Repairman
- 2661 Accounting Clerk
- 2873 Accounting Clerk-Typist
- 2697 Machine Operator - Accounting
- 2819 Senior Office Machine Repairman

^{1/} An employee classified as Data Entry Operator or Lead Data Entry Operator - Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "PSI Clerical Test Battery", or has qualified in accordance with the provisions outlined on Pages 27 - 30.

* Includes employees at Clerk D rate of pay as per 1980 General Negotiations.

- 2677 UTILITY CLERK
- 2685 UTILITY CLERK-TYPIST (55 w.p.m. typing required)
- 2689 UTILITY MACHINE OPERATOR
- 2733 WORD PROCESSING OPERATOR - ACCOUNTING (55 w.p.m. typing required)

See also note 5(a), Page 25.

BEGINNER'S CLASSIFICATIONS

Computer Operations

2879 SENIOR COMPUTER OPERATOR

SENIOR COMPUTER OPERATOR - GENERAL OFFICE COMPUTER CENTER

Will assist in providing on-the-job training and be responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, and perform related clerical duties.

SENIOR COMPUTER OPERATOR - FAIRFIELD COMPUTER CENTER - WEST SACRAMENTO

Will assist in providing on-the-job training and be responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, Tape Library management, Scheduling and Control functions, off-site storage functions, and perform related clerical duties.

Next Lower Classifications

- 2779 Computer Operator I-A (Incumbents Only) ^{1/}
- 2878 Computer Operator I ^{1/}

Same or Higher Classification

- 2879 Senior Computer Operator

24-month step of Computer Operator I (2878) is considered as top rate for bidding purposes from any of the above classifications. Computer Operator I's and I-A's must be at top rate of pay for bidding purposes and have successfully completed the appropriate Senior Computer Operator Course to be considered qualified bidders.

- 1/ Upon reaching the top of the CO I classification and successfully completing the Senior Computer Operator course, an employee shall be eligible to bid into the Senior Computer Operator classification for the Section in which such employee has completed the required courses.

2878 COMPUTER OPERATOR I

Responsible for the operation of input/output equipment, alternate consoles and/or terminals, computer system consoles, and may perform related clerical duties.

Next Lower Classification

Automatic progression upon completion of six months at top rate of Computer Operator II and successful completion of Computer Operator I training course.

2877 COMPUTER OPERATOR II

Responsible for the operation of input/output equipment, alternate consoles and/or terminals and may perform related clerical duties.

Next Lower Classification

Automatic progression upon completion of six months at top rate of Computer Operator III and successful completion of Computer Operator II training course.

2875 COMPUTER OPERATOR III

Will, under direction, perform the duties to operate input/output equipment and/or terminals and may perform related clerical duties. A Computer Operator III is not required to have prior experience.

All Computer Operator III's (new hires and transfers) must successfully complete the appropriate Computer Operator in Training Course within 6 months.

BEGINNER'S CLASSIFICATION

2808 LEAD DATA ENTRY OPERATOR

Lead Data Entry Operators must be familiar with and proficient in all the work of the unit. Each Lead Operator will be expected to provide training to Data Entry Operators in all work of the unit and will batch, assign and control the work; and act as the Lead Operator in the Unit. Each Lead Operator will also be expected to coordinate his or her attendance with the Unit Supervisor under the flextime system. To be eligible for promotion to the classification, a Data Entry Operator must have a six-month performance rating of 1.10 or better.

Next Lower Classification

2807 Data Entry Operator

Same or Higher Classification

2808 Lead Data Entry Operator

2807 DATA ENTRY OPERATOR

BEGINNER'S CLASSIFICATION

**PHYSICAL JOBS TO WHICH CLERICAL EMPLOYEES IN THE ACCOUNTING
LINE OF PROGRESSION ARE VALID PRE-BIDDERS UNDER SECTION 205.7 OF THE PHYSICAL AGREEMENT**

2819 SENIOR OFFICE MACHINE REPAIRMAN

Senior Office Machine Repairmen will be responsible for the maintenance and repair of bill inserting machines, training Office Machine Repairmen for the second and third shifts, training of inserting machine operators, ordering machine parts, keeping of maintenance records, performing preventative maintenance, maintaining contacts with machine manufacturer's representatives, and performing other duties as assigned. (L.A. 81-23)

Next Lower Classification

2825 Office Machine Repairman

Same or Higher Classification

2819 Senior Office Machine Repairman

2825 OFFICE MACHINE REPAIRMAN

As per Letter of Agreement 81-47, successful bidders must pass the Office Machine Repairman's Qualification Test with a minimum score of 65%.

Next Lower Classifications

2788 Senior Accounting Clerk I
2813 Senior Accounting Clerk-Typist I
2661 Accounting Clerk
2873 Accounting Clerk-Typist

Same or Higher Classifications

2642 Senior Accounting Clerk II
2767 Senior Accounting Clerk-Typist II
2808 Lead Data Entry Operator
2825 Office Machine Repairman

2878 Computer Operator I
2877 Computer Operator II

2779 Computer Operator I-A
2879 Senior Computer Operator
2819 Senior Office Machine Repairman

^{1/} An employee classified as Lead Data Entry Operator - Data Recording Section shall be considered as being in the same or next lower classification provided such employee has passed the "PSI Clerical Test Battery", or has qualified in accordance with the provisions outlined on Pages 27 -30.

CLERICAL WAGE AND CLASSIFICATION AGREEMENT

Effective January 1, 1980

1.) The parties have agreed to establish a new Job Evaluation System replacing the Clerical Cross-Hatch Index System as provided for in the letter agreement dated March 8, 1974. The new System must be agreed to no later than 24 months after the effective date of this Agreement, and in the event the parties are unable to reach agreement, the issue would then be submitted to arbitration pursuant to Title 9 of the Agreement to resolve the dispute. The arbitrable issue will be restricted to the adoption of one of the parties' Job Evaluation Systems as submitted to the arbitrator with the understanding that Company would not submit the Clerical Cross-Hatch Index System and, in turn, the Union would not submit job definitions.

2a.) During the 24-month period described above or until such time as the parties agree to a new Job Evaluation System, the Company will continue to fill new clerical vacancies and assign the rates of pay on the basis of comparing the new job to existing classifications of comparable duties. In other words, the method Company will use in determining the rate of pay will be a slotting method of comparing the new job to existing jobs with comparable duties. The Union will be notified of all such placements and has the right to challenge each rate of pay. Once the parties have agreed to a Job Evaluation System, all jobs challenged during the interim period will be re-evaluated using the new Evaluation System and if adjustments are necessary, they will be made retroactive to the date of filling.

b.) Further, Company will remove all "RWV" designations from the existing clerical classifications in the bargaining unit and during the interim period consider these classifications for purposes of Titles 13, 18, and Exhibit F at the higher level. Once the parties have agreed to a new Evaluation System, the former "RWV" classifications will be reevaluated and assigned and adjusted if necessary. If as a result of the re-evaluation it is necessary to lower the classification and rate of pay, then the employees filling the jobs will be given displacement or demotion and layoff rights pursuant to Title 19 of the Agreement. An employee's right to use Title 19 will be limited to the displacement of the employee with the least Service who entered the classification after the employee seeking to use the provisions of Title 19. Company will supply Union with a list of all classifications which are formerly designated as "RWV" on the effective date of this Agreement. It is also understood that grievances currently pending that were filed pursuant to the Clerical Job Grading Grievance Procedure dated March 8, 1974, will be resolved by the Pre-Review Committee.

3.) Company will review Company offices, departments, and the Comptroller's Organization for the purpose of restructuring the duties to provide for additional senior positions. As a result of the commitment to establish additional senior positions, Company, starting no later than January 1981 and in each January and July thereafter for the term of this Agreement, will meet with Union to review progress. If the Company has not lived up to its commitment, then Union will have the right to initiate a grievance pursuant to Title 9 of the Clerical Labor Agreement to resolve the issue.

4.) The parties agreed jointly to attempt to develop training and testing procedures for promotional eligibility to all senior classifications within the Clerical Agreement with the understanding that the initial implementation of the training and testing procedures would start in the Customer Services Department and follow either in the Vice President and Comptroller's Organization or Clerical Operating. During the interim period, the provisions of Title 18 would still apply.

5a.) Placement into the Utility Clerk classification will start on the effective date of this Agreement, (1-31-80). Employees who currently hold the classification of Clerk D and its equivalent will retain such classification and their wage progression as established in 1976 and be allowed to progress to the top of such current wage progressions until such time as they vacate the classification. Employees classified as Clerk D and equivalent who go on Long Term Disability or a leave of absence or who transfer laterally in the same line of progression pursuant to Title 18 of the Agreement will retain their Clerk D or equivalent status until such time as they vacate the Clerk D or equivalent classification. All other transfers of Clerk D's will be to the Utility Clerk classification and its rate of pay. Any other employee entering the beginning clerical level (except as a Meter Reader, Computer Operator-in-Training, or Data Entry Operator) shall be classified and paid as a Utility Clerk.

5b.) The provisions of Section 13.9 of the Clerical Agreement will apply to all beginning level appointments. However, in case of transfer between Utility Clerk and Meter Reader, the provisions of Section 18.10 of the Clerical Agreement will apply, whether or not there is a change in line of progression.

6.) Revise entry starting rate guidelines as outlined below.

7.) Combination classifications and dual classifications will be handled in the same manner as provided for in Exhibit A, Lines of Progression, Division Clerical Departments.

8.) (2730) Supervising Clerk B classification is eliminated from Exhibit F of the clerical contract. Those employees classified as Supervising Clerk B on the effective date of this Agreement will be maintained at their current wage rate subject to general wage increases until such time as they vacate the classification.

9.) A Senior I classification shall not be required to act as lead over a Senior II classified employee.

CLERICAL HIRING RATE GUIDELINES

The following hiring rate guidelines apply to clerical employees hired under the Agreement:

1.) An employee with less than 6 months of directly related clerical job experience will be hired at the starting rate of the applicable clerical classification.

An employee with 6 months, but less than 12 months directly related clerical job experience, will be hired at the 6-month rate of the applicable clerical classification.

An employee with 12 to 18 months directly related clerical job experience, will be hired at the one-year rate of the applicable clerical classification.

An employee with 18 to 24 months directly related clerical job experience, shall be hired at the 18-month rate of the applicable clerical classification.

An employee, other than Utility Clerk, with 2 years or more directly related clerical job experience, shall be hired at the 24-month rate of the applicable clerical classification.

A Utility Clerk with 24 to 30 months directly related clerical job experience, shall be hired at the 24-month rate of the Utility Clerk.

A Utility Clerk with 30 months directly related clerical job experience, shall be hired at the 30-month rate of the Utility Clerk.

- 2.) In applying paragraph 1, credit will be given for office clerical work, "office clerical work" does not include: (a) sales work in any type of retail establishments; (b) work as a teller in a bank or savings institution.
- 3.) Credit for work experience will not be given for jobs held prior to a five-year break in employment.
- 4.) No credit will be given for non-verifiable work experience.
- 5.) No credit will be given for summer or part-time work experience accrued while a student.
- 6.) Credit will not be given for experience accrued on a casual or intermittent basis, including work performed while employed through a temporary agency.

**DEFINITIONS OF THE PHRASE "AT THE TOP RATE OF PAY OF THE
NEXT LOWER CLASSIFICATION" IN CLERICAL LINES OF PROGRESSION**

TITLE 18 - JOB BIDDING, PROMOTION AND TRANSFER

For the purpose of clarification, the "top rate of pay of the next lower classification" is defined as the top wage rate of that classification which has the lowest maximum wage rate of the group of classifications combined and indicated as the next lower to any particular higher classification.

Example: Senior Service Representative I
 Senior Service Representative-Typist I

Next Lower Classifications:
Service Representative
Service Representative-Typist
Credit Representative
Credit Representative and Meter Reader

In the above example, the Service Representative *and Service Representative-Typist* are the classifications with the lowest maximum wage rate of the group of classifications shown as next lower. An employee in any of the "next lower classifications" who is receiving a wage rate equal to or greater than the maximum rate of such classifications would be considered as being "at the top rate of pay of the next lower classification" as referred to in Subsection 18.8(b) or (c). Where a physical classification is "next lower" in Exhibit A, the clerical classification with the lowest maximum wage rate shall prevail in determining the "top rate of pay of the next lower classification."

To be entitled to preferential consideration an employee who is presently in any of the "next lower classifications" or any of the "same or higher classifications" to a classification in the normal line of progression for which s/he has bid must be receiving a rate of pay equal to or greater than the lowest maximum wage rate of the group of classifications combined and indicated as the next lower to the classification on which s/he bid.

With regard to the filling of the Service Representative classification, an employee who has completed six months of continuous service and has been given regular employee status and who is in any of the classifications on either side indicated as being in the "next lower classifications" or the "same or higher classifications" to Service Representative, will be considered as being "at the top rate of pay of the next lower classification" for bidding purposes under Subsection 18.8(b) or (c) to a job vacancy in the classification of Service Representative.

See Subsection 18.2(c) for the definition of the top of the rate of pay of the next lower classification when bidding from a beginner's classification, except to Service Representative.

CLERICAL & METER READER TEST BATTERIES

Effective January 1, 1998

A. CLERICAL TEST BATTERY

The Clerical Test Battery consists of five tests:

- PSI Computation (5 minutes)*
- PSI Language Skills (5 minutes)*
- PSI Problem Solving (10 minutes)*
- PSI Coding (5 minutes)*
- PSI Visual Speed and Accuracy (5 minutes)*

The scores on the tests are combined algebraically to yield an overall Clerical Aptitude Score. The minimum Clerical Aptitude Score required for transfer to, or employment in, any entry-level clerical classification except Reprographics Operator or Data Entry Operator is 81.5 points.

B. METER READER TEST BATTERY

The Meter Reader Test Battery consists of two tests:

- PSI Coding (5 minutes)*
- PSI Visual Speed and Accuracy (5 minutes)*

Scores on the two tests are combined algebraically to yield an overall Meter Reader Aptitude Score. The minimum Meter Reader Aptitude Score required for transfer to, or employment as, a Meter Reader is 49.5 points.

C. RETESTING PROVISIONS

An employee is permitted two attempts to pass the Clerical or Meter Reader Test Battery. An employee who fails to attain a passing score on the first attempt may take the tests a second time 90 days or later following the date of the first testing. Any failure on a Clerical Preemployment Test before July 1, 1986 will not be counted as an attempt.

D. APPLICATION FOR TESTING:

1. Employees submitting prebids or transfer applications will receive a Company acknowledgment, listing test requirements for each job classification.
2. If employees have not already satisfied those test requirements, they must notify the Human Resources Department in writing that they are prepared and desire to take the required tests.
3. Employees will not be bypassed for a vacancy because they have not taken the required test(s), if they have notified the Company in accordance with paragraph 2 above and the Company has not administered the required test(s).
4. Employees must be qualified for the vacancy on the control date, except in those situations described in paragraph 3 above, or where Company and Union have agreed to specific prerequisites that provide for appointments to be held pending the determination of qualifications. *Subsections 18.4(d) and 18.5(c).*

E. TESTING REQUIREMENTS IN EFFECT PRIOR TO JULY 1, 1986:

1. Passing the six-test Clerical Battery Test in effect in 1967.
2. Scoring 70 points or higher on the Name Comparison Test and 20 points or higher on EAS#2 - Numerical Ability.
3. Scoring 86 points or higher on the Number Perception Test and 14 points or higher on Differential Aptitude Test - Numerical Ability.

F. TESTING REQUIREMENTS IN EFFECT BETWEEN JULY 1, 1986 AND DECEMBER 31, 1997:

1. *Qualifying on the EEI Clerical Aptitude Test Battery (CLAPT) with a minimum score of 180 points.*
2. *Qualifying on the EEI Meter Reader Aptitude Test Battery (MRAPT) with a minimum score of 130 points.*

G. TESTING POLICY REGARDING TRANSFERS TO CLERICAL CLASSIFICATIONS:

1. A transferee to a Routine Hydro Clerk or Routine Plant Clerk or a clerical classification other than a *combination* Meter Reader classification, Data Entry Operator or Reprographics Operator, is qualified if the employee:
 - a. Currently holds, or previously demonstrated satisfactory performance in, a classification (other than Meter Reader) requiring the Clerical Test Battery, or
 - b. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, or
 - c. Passed the EEI Clerical *Aptitude* Test Battery (CLAPT) *between* July 1, 1986 and December 31, 1997, or
 - d. *Passed the PSI Clerical Test Battery on or after January 1, 1998, and*

- e. Passed any required skills tests (typing) within one year of the vacancy as provided in Review Committee Decision No. 1517. (See page 36.)
2. A transferee to Meter Reader is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Meter Reader, or
 - b. Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, with a passing score of 20 on EAS#2, Numerical Ability, or
 - c. Passed the EEI Meter Reader *Aptitude* Test Battery (MRAPT) between July 1, 1986 and December 31, 1997, or
 - d. Passed the PSI Meter Reader Test Battery on or after January 1, 1998.
 3. A transferee to Reprographics Operator is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Reprographics Operator, or
 - b. *Previously* passed the Reprographics Operator test consisting of the Guilford-Zimmerman and Name Comparison tests. The Name Comparison test is not required if the transferee is currently in or previously demonstrated satisfactory performance in a clerical classification other than Data Entry Operator.
 - c. *The Guilford-Zimmerman test is no longer given. A replacement test will require agreement between the Company and Union for positions filled after January 1, 2002.*
 4. A transferee to Data Entry Operator is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Data Entry Operator.
 - b. *Previously* passed the Key punch Skills test.
 - c. *The Key punch Skills test is no longer given. A replacement test will require agreement between the Company and Union for positions filled after January 1, 2002.*
 5. A transferee to Materials *Handler* is qualified if she/he:
 - a. Previously demonstrated satisfactory performance as a Materials *Handler* , or
 - b. Currently holds, or previously demonstrated satisfactory performance in, a clerical job classification other than Data Entry Operator or Reprographics Operator and passed the typing and Forklift Operator tests, or
 - c. Passed the Name Comparison, EAS#2 - Numerical Ability, Forklift Operator tests, and scored 25 w.p.m. or higher on the typing test, or
 - d. *Qualified on the EEI Clerical Aptitude Test Battery (CLAPT) between July 1, 1986 and December 31, 1997, passed the Forklift*

Operator tests, and scored 25 w.p.m. or higher on the typing test, or

- e. Qualified on the PSI Clerical Test Battery on or after January 1, 1998, passed the Forklift Operator tests, and scored 25 w.p.m. or higher on the typing test.

SERVICE REPRESENTATIVES' TRAINING PROGRAM

Each employee who will be required to take and pass the test will first be given the opportunity to complete the training program. After completing the training program, the employee will be tested as to that information upon which he has received instruction. A passing score on the test is 72.6%. In the event an employee fails the initial test, additional instruction will be given and an opportunity to take the failed section(s) of the test a second time will be provided at the employee's request within 90 days of the date he first failed the test.

Employees who fail to attain a passing score on the retest, or who do not request a retest within the 90-day period, shall be removed from the Service Representative classification.

Six months, or thereafter, following demotion, the employee will have the opportunity to take the failed section(s) of the test a third time, provided the employee is able to show satisfactory evidence that the employee has prepared himself or herself to pass the test.

SENIOR SERVICE REPRESENTATIVES' TRAINING PROGRAM

Letter Agreement R2-97-142-PGE

1. **Eligibility**

Employees in the Customer Services Department who are next lower in the line of progression to Senior Service Representative I and have bids on file are eligible for *the* Senior Service Representative Training Program. Upon successful completion of the training and testing program, an employee will have met the Senior Service Representative I and II promotional eligibility requirements. (Employees are still subject to the provisions of Sections 18.11 and 18.13 of the Clerical Agreement.)

2. **Bidding**

An employee who has valid bids on file and is the senior bidder to a Senior Service Representative I or II vacancy and is otherwise qualified, will not be bypassed if such employee has not had the opportunity to participate in or complete the training program. The job will be awarded pending successful completion of the training program. If an employee voluntarily withdraws from the training program, the job will be reawarded. However, if an employee is removed from the training program for reasons beyond his or her control, s/he will retain the job award pending rescheduling and successful completion of the training program. This does not include a retest.

3. **Withdrawals**

Employees who have voluntarily withdrawn from the training program will be eligible to be rescheduled for training after 90 days.

4. Training

The revised training program is 84 hours long and consists of the following 11 modules:

<i>Introduction (8 hours)</i>	<i>Rates (28 hours)</i>
<i>Communication Skills and Tools (4 hours)</i>	<i>Credit & Collections (4 hours)</i>
<i>New Business (4 hours)</i>	<i>Division Account Services (12 hours)</i>
<i>CPUC Complaints (4 hours)</i>	<i>Metering (4 hours)</i>
<i>Energy Efficiency and Resources (2 hours)</i>	<i>Outage Communications (6 hours)</i>
<i>Advanced Field Services (8 hours)</i>	

A detailed description of each module is attached. The training program will be administered on consecutive work days and may be provided at a location other than an employee's regular headquarters. The general provisions established for employees attending Company training classes will apply (Title 15 of Clerical Agreement).

The pre-course study guide exercise has been omitted from the program in exchange for the open resource final exam.

5. Testing

The Senior Service Representative Promotional Eligibility Test will be administered at the end of the last day of the training program. A revised test is dated July 1, 1997 and includes 70 questions. Employees would be given 3 hours to take the test. The passing score is 75%. The final exam is now open resource (students have their computers, classroom manuals and their reference guides from training available to them for reference during the exam).

If the employee fails the test, s/he will have 90 days to request a retest using a different but equivalent test.

If the employee fails the test on the second attempt, s/he must demonstrate that they have made an attempt to improve their test performance through self-study, classes, etc., prior to being granted a retest.

Disputes concerning the fairness of administration, correction of the test, or eligibility of retest shall be resolved in accordance with Title 9 of the Clerical Agreement.

Note: Company will provide leadership training to employees newly placed in a regular Senior Service Representative position.

CONFIDENTIAL EMPLOYEES' LINES OF PROGRESSION

Confidential employees in the Regional Manager's office and Human Resources Department in Golden Gate Region are considered as being in the Customer Service Line of Progression as set forth in Exhibit A of the Clerical Agreement, and that confidential employees in the Gas and Electrical Departments of Golden Gate Region are considered as being in the Operating Line of Progression for their respective departments, as set forth in Exhibit A of the Clerical Agreement, for the purposes of applying provisions of Section 18.8 of the Clerical Agreement dated July 1, 1953, as amended.

In other Regions these employees are considered in the Line of Progression in the Region, Division or Department in which they are located; employees who are in the Human Resources Department or who are secretaries to Region Vice Presidents, Region Department or Division Managers are considered as being in the Customer Service Line of Progression, and employees who are secretaries to Region Operating Managers are considered as being in the Operating Line of Progression.

EXHIBIT A SUPERSEDES THE FOLLOWING LABOR AGREEMENT INTERPRETATION AND LETTERS OF AGREEMENT

Labor Agreement Interpretation applicable to Title 18 which defines the phrase "at the top rate of pay of the next lower classification," effective January 26, 1968.

Letter Agreements relative to the Clerical Test Battery - Customer Service Clerk, Training Program and appointments to vacancies in this classification, one dated February 15, 1967, signed February 28, 1967 by the Union, and another dated May 2, 1968, signed May 7, 1968 by the Union.

Letter Agreement dated May 19, 1975, with respect to Confidential Employees' Lines of Progression, and signed by the Union on May 29, 1975.

Letter Agreement dated May 4, 1977, and signed by the Union on May 10, 1977, with respect to transfer rights between and among employees in the Comptroller's Organization and Design Drafting.

Letter Agreement dated April 4, 1979, and signed by the Union on June 25, 1979, relating to a Limited Modification of Clerical Pre-employment Test Battery.

90 - 8 - PGE

Amends Review Committee File No. 1517-81-1 (See Page 36)

Pacific Gas and Electric Company
215 Market Street
San Francisco, CA 94106
415/972-7000

January 16, 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:

Company proposes to change test requirements and/or administrative procedures for certain classifications, as follows:

TYPIST, STENO and MATERIALSMAN classifications

1. Applicants for the above classifications shall be allowed the option of taking the typing test on a personal computer or electric typewriter.
2. The attached PG&E Typing Test Manual, dated July 1979, will be acknowledged as the tool for administering typing skill tests.

In addition, Company proposes to amend the provisions of Review Committee 1517, so that it only applies to applicants to Steno classifications, and to only those applicants to the Steno classification who have not met the Steno requirement or held a Steno classification during the previous 12 month period.

AUXILIARY OPERATOR/ASSISTANT POWER PLANT OPERATOR

Replace the current test battery with the Plant Operator Selection System (passing score 8) in addition to the ACT requirement.

GAS SUPPLY COORDINATOR

Reduce the current test battery to the EEI CPT and TYI (25 wpm).

MAINTENANCE ASSISTANT

Replace the current test battery with the EEI CPT and TYI (25wpm).

MATERIALSMAN

Replace the current test battery with the EEI CPT in addition to the FLO and TYI requirement.

Amend Title 600, Exhibit VI-A, Procedures for Materials Training Program and Test Requirements, Section IV. Delete current language and add:

1. The test will be administered by the employee's Human Resources Department in accordance with the procedures established in the PGandE Typing Test Manual dated July 1979.

METER READER

Amend Exhibit A, Clerical and Meter Reader Test Batteries, Part F.2.(b): Passed a previously negotiated Clerical Test Battery prior to July 1, 1986, with a passing score of 20 on EAS #2, Numerical Ability, or

ROUTINE HYDRO CLERK

Amend Title 600.12, Exhibit VI-L, Job Definitions and Lines of Progression for Routine Hydro Clerk, as follows: [Bracketed portions indicate deletions.]

0265 Routine Hydro Clerk

An employee who performs routine clerical work requiring a basic knowledge of established Hydro Department office procedures and elementary accounting principles; may operate PBX board. Must [have a high school education or its equivalent and] be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Hydro Clerk. When qualified, may be required to drive light Company vehicles.

ROUTINE PLANT CLERK

Amend Title 600.3, Exhibit VI-B, Job Definitions and Lines of Progression for Routine Plant Clerk, as follows:

0294 Routine Plant Clerk

An employee who performs routine clerical work requiring a basic knowledge of established Company steam plant office procedures and elementary accounting principles; may operate PBX Board or take readings during plant tests; in training for advancement to First Plant Clerk. Must [have a high school education or its equivalent and] be able to type with reasonable speed and accuracy (35 words per minute); may be required to learn shorthand prior to promotion to First Plant Clerk.

WORD PROCESSING OPERATOR

Replace 50 wpm typing requirement with 55 wpm to be consistent with other typist classifications.

Company also proposes to confirm aptitude and skills testing requirements for various beginning and prebiddable (promotional) classifications. The attached document describes Description of Tests, Testing and Retesting Provisions, and the specific requirements for new hires and employees by classification. This document should be used in conjunction with requirements listed in Exhibit A of the Clerical Agreement and Title 600 of the Physical Agreement.

Further, Company proposes to relax the retesting provisions for employees subject to demotion and/or displacement during the period of notice. Such employees shall be given an opportunity to qualify for a classification during the period of notice notwithstanding the period of time lapsed since the last attempt, providing such employees have not exhausted the number of attempts allowed. Where there is no limit to the number of attempts allowed (e.g., typing test), an employee may take the test as often as he/she is notified of displacement and/or demotion under the provisions of the respective agreement.

Company further proposes that the Parties mutually agree to the requirements listed on the Job Bidding Qualifications table in a separate agreement.

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 /s/ Richard B. Bradford
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

Jan 22, 1990

By /s/ Jack McNally
Business Manager

DMSIV;sc

REVIEW COMMITTEE DECISION

Review Committee File No. 1517-81-1
Sacramento Division Grievance No. 6-110-80-9
Amended by LA 90-8 (See Page 33)

Subject of the Grievance

The grievant, an intermittent Clerk D in Customer Services Department, was required by Company to requalify her typing skills before being awarded a transfer to a full-time Utility Clerk-Typist position. Due to her failure to pass the typing retest, the grievant was bypassed for the job in question.

Facts of the Case

The grievant was employed on March 10, 1975, as an unscheduled, temporary, part-time Clerk D in the Customer Services Department. Subsequent to this, she submitted transfer applications to various full-time clerical jobs. In order to qualify herself for consideration to the position of Clerk D-Typist (now Utility Clerk-Typist), on February 2, 1978, she took and passed the required typing test.

In May 1980 the grievant was the senior transfer applicant for a position of Utility Clerk-Typist in Solano District, Sacramento Division. Prior to being awarded this job, the grievant was notified by Company that she would have to requalify her typing skill level. The grievant requested and received a one week's delay in taking the test as she felt a need to brush up her typing skill which had not been utilized in her work as Cashier in the Customer Services Department.

When the grievant retook the typing test on May 14, 1980, she failed to achieve a passing grade and was bypassed for the vacant position. The Union filed a grievance contending that Company had no right to require a retest of the grievant's typing skills and that once the grievant had qualified for the job in question, she remained qualified.

Discussion

The Review Committee, in discussing this case, took notice of the fact that before the Clerical Agreement was changed in 1977, through General Negotiations, Subsection 18.5(b)(2)* provided that "Company may nevertheless reject the transfer request of any such employee who does not possess the ability to perform the duties of such classification and who has not demonstrated the qualifications required to progress in the Line of Progression of the classification which is vacant." In thinking that this now-absent language might have a bearing on this case, the Committee reviewed the intent of the Negotiating Committees in removing this language from the Agreement. It was determined that the basic intent at that time was to remove the requirement of successfully completing the A.C.T. math test in order to transfer to certain jobs. The language was not removed to indicate that there was no longer a need to require a demonstration of certain appropriate work skills before awarding a vacancy in accordance with the transfer procedure.

In the case at hand, over the two-year period since the grievant had taken the typing test, her typing skill had deteriorated and also the test had been changed. Both of these factors seemed to have an effect on the grievant's ability to pass the typing test. It was also apparent that the one week's delay requested by the grievant to brush up her typing skill was not adequate.

The Company's members of the Review Committee opined that for two specific clerical skills, typing and shorthand, there was a valid need to test transfer applicants prior to awarding a job which primarily utilized these skills. The Union's members of the Committee agreed with the Company's opinion noting that an employee, placed in a beginning level job, who did not possess the necessary skills of that classification

could be subjected, at some point, to demotion or dismissal. However, the Union's members opined that for at least one year's time following testing, it could be reasonably assumed that an employee would retain his/her tested skills at the same level.

Also discussed, in passing, was a recent Materials Department negotiated settlement relating to the right to utilize Company typewriters, either manual or electric, but not during work hours to sharpen typing skills prior to taking the typing test required for certain of the Material Department's jobs.

Decision

Taking all of the above into consideration, the Review Committee determined that the job bypass of the grievant was not in violation of the Agreement. However, in the future, any employee who, except those employees then classified as typist or stenographer, is the senior transfer applicant for a clerical job classification of typist or stenographer may be required by Company to pass a retest of such skills if more than one year's time has elapsed since the employee was last tested and met the minimum requirements for those skills.

Also, at the employee's request, the retest and the award of the job for which the employee is being considered shall be pended for not more than 30 calendar days in order to allow the employee time to sharpen or improve the skills referred to above. Company shall notify the employee of this option at the time he/she is being considered for the job. During this 30-calendar-day period, the Company will make a typewriter available for typing practice on Company property but not necessarily during the employee's work hours provided that there is a typewriter at that headquarters which is not in use. If at the end of the 30-day period, or sooner if the employee desires, the employee takes and fails the retest, such employee shall be bypassed for the job in question.

The Review Committee, in going beyond this instant case, determines that an employee other than a typist or stenographer who is the senior bidder for a clerical job classification of typist or stenographer will be subject to the same rules and rights as specified in this "Decision." That is, the employee must have qualified on the appropriate typing or stenographic test within a one-year period of the date of consideration for a vacancy or must requalify under the same conditions stipulated above.

This case is closed without adjustment.

FOR COMPANY:

L. C. Beanland
F. C. Buchholz
J. B. Stoutamore
D. J. Bergman

By /s/ David J. Bergman
Date 6-3-81

FOR UNION:

G. W. Abrahamson
W. H. Burr
P. Pelucca
R. W. Stalcup

By /s/ Roger Stalcup
Date 6-3-81

*Effective 1/1/84, 15.5(b)(2) was changed to 18.5(c)(2).

REVIEW COMMITTEE DECISION

Review COMMITTEE File Nos. 1005, 1009, 1028, 1030, 1325 and 1331
Humboldt Division Grievance Nos. D.Gr/C 19-70-2, D.Gr/C 19-70-6, and D.Gr/C 19-70-12
North Bay Division Grievance Nos. D.Gr/C 4-70-7 and D.Gr/C 4-70-9
Sacramento Division Grievance No. D.Gr./C-6-73-4
East Bay Division Grievance No. D.Gr/C 1-73-4

Subject of the Grievances

Each of the grievances arose from similar facts. The grievants are employees who are not headquartered at the location where the temporary upgrade occurred. At the headquarters where the temporary vacancy occurred, Clerk C's or D's were upgraded to fill Clerk A or B positions. There were no immediate next-lower classifications in any of the offices concerned in these grievances.

The contention, then, of each of the grievants is that he or she should have been temporarily assigned to the location where the vacancy occurred inasmuch as each would have been the successful bidder if the vacancy had been permanent rather than temporary.

Discussion

The Clerical Labor Agreement specifically deals with the question of filling temporary vacancies in Subsection 18.3(a): "Whenever a vacancy occurs in any job classification, Company may temporarily fill it by assignment. In making temporary assignments to fill job vacancies other than vacancies in beginner's classifications, Company shall first consider regular full-time employees at the headquarters in which the job vacancy exists in the order of their preferential consideration under Section 18.8." (Emphasis added.) Further, in Exhibit A - Lines of Progression - Division Clerical Departments, the following example of a temporary assignment is given: "Temporary upgrades shall take place within the department and headquarters in which the temporary vacancy exists provided there is a next-lower classification to the vacant classification in such department and headquarters." (Emphasis added.) Temporary upgrades into classifications where there is no next-lower classification to the vacancy within the department and headquarters shall be made in accordance with the lines of progression."

As the facts point out, in these particular offices there was no immediate next-lower classification to the vacant A or B positions. The question, then, involves the second sentence of the example, and the question specifically is whether this opens the appointment to persons outside of the headquarters. The language of the example is certainly not crystal clear. It could be read to mean that, if there is no person in an immediate lower classification to the one that is temporarily vacated, it must be filled from outside of the headquarters. To read the Exhibit this way, however, would, with regard to such assignments, conflict with the literal meaning of Subsection 18.3(a). That section, which is paramount to the example in any event, speaks in terms of the entire line of progression to the temporary vacancy.

In an effort to resolve the conflict, the Review Committee has taken into account several factors: (1) The promotional system is based on prebids from next-lower classifications within a Division assuming that the bidders are qualified. (2) The most common method for employees to attain the requisite skills and knowledge for promotion is temporary upgrades to higher classifications. (3) The extent of the Company's obligation to train employees for promotion. (4) In the filling of temporary vacancies, the Company is only obligated to give consideration to those senior employees who have prebids on file provided the assignment does not disrupt Company's operations to a point where it becomes impracticable to do so or the expense outweighs the Company's commitments to provide promotional training.

Decision

For the foregoing reasons where there is no next-lower classification in the line of progression, it is the decision of the Review Committee that: (1) Temporary upgrades for one basic workweek or less shall be made within the headquarters following the line of progression to successively lower classifications provided that such a person is qualified to handle the work of the higher classification to which the temporary appointment is being made and; (2) such temporary upgrades for more than one basic workweek shall be offered to the senior qualified prebidder within a district provided that such person resides within a commutable distance ("commutable distance" as used in this decision shall mean a temporary headquarters located not more than 45 minutes or 30 miles from his residence). In the application of item (2), the upgraded employee shall report to the temporary headquarters in accordance with the provisions of Section 10.8 of the Clerical Agreement. When the temporary assignment lasts for more than 60 consecutive calendar days, the upgraded employee will then be considered reporting to his "regularly established headquarters."

These grievances are closed without adjustment.

FOR UNION:

W.H. Burr
E.R. Sheldon
L.N. Foss

By /s/L.N. Foss

Date March 4, 1974

FOR COMPANY:

J.A. Fairchild
H.J. Stefanetti
L.V. Brown

By /s/L.V. Brown

Date March 4, 1974

October 6, 1982

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

Attention: Mr. Jack K. McNally, Business Manager

Gentlemen:

At the request of Local 1245, IBEW, the issue of an appropriate Clerical Job Evaluation System for certain classifications covered in the Clerical Agreement has been referred to arbitration in accordance with the settlement of the 1979/1980 negotiations and has been assigned Case No. 108.

Company and Union have agreed that it is in the best interests of the employees involved, and the Company and Union, that a further effort be made to reach a mutual agreement on this matter through the bargaining process. It is, therefore, agreed that the arbitration procedure will be stayed under the following conditions:

1. Consultant

The Company and Union will jointly select and pay the consultation fees of a consultant, who will guide and make recommendations to the Committees representing both parties and attempt to establish a mutually acceptable Clerical Job Evaluation System for PGandE employees in classifications listed in Item 3 below.

2. Validation

Before implementation of any proposed Job Evaluation System, such system will be "validated" by being tested against a substantial number of benchmark jobs to the satisfaction of both parties.

3. Guidelines

The Committees and the consultant shall be guided by the following principles:

- The Job Evaluation System will apply to the following clerical classifications:
 - a. Senior II level clerical jobs.

- a. *Senior II level clerical jobs.*
 - b. *Senior I level clerical jobs.*
 - c. *Service Representatives, Operating Clerks, and Accounting Clerks.*
 - d. *Utility Clerks (including Clerk D).*
 - e. *Any other classifications in the clerical bargaining unit listed in Exhibit F which have wage progressions which are identical to those listed in a. through d. above.*
 - f. *Any other office or clerical classification to which the Company and Union mutually agree.*
- *The system be easy to use and understand.*
 - *Information regarding the system be available to all parties, including individual employees.*
 - *All parties be encouraged to participate including employees whose jobs are subject to evaluation.*
 - *Job evaluations are to be based on the job and not on the employee who holds the job.*
 - *The system meet equal employment requirements.*
 - *There be an appeals process.*

4. Employee Placement

If in the application of the agreed-to Job Evaluation System it is determined that a particular position is to be reclassified downward, the incumbent employee will be red-circled at his/her current rate of pay and be subject to the conditions outlined in Paragraphs A or B below. However, if in the Department and office (Section in V.P. & Comptroller) where the inappropriately classified position has been identified, there are other equivalent positions, the red-circled employee may exchange duties with the least senior employee holding that classification. The junior employee would then assume the red-circled status and be subject to the conditions of Paragraphs A and B below.

After implementation of an agreed-to Job Evaluation System, employees who, as a result of job reevaluation, are assigned a lower classification, will be red-circled at their current rate of pay under the following conditions:

A. Customer Services and Operating Lines of Progression

Once an employee has been red-circled at a rate of pay, he or she will be held at that rate until reassigned to another classification equivalent to or higher than the current rate of pay within the same headquarters or he or she vacates the specific job for any other reason. If, during the time an employee is red-circled and there are prebiddable vacancies within a commutable distance of the present headquarters (30 miles or 45

minutes travel time under ordinary conditions), and the red-circled employee elects not to bid or turns down a job award more than once, such employee will be held at the present rate of pay (excluding general wage increases) until such time as the rate established for their newly assigned classification equals or exceeds the red-circled rate. If two or more red-circled employees turn down the same job award, only the junior employee will be charged with a turndown. A red-circled employee who prebids but is not the successful bidder to an equivalent classification within the area of commutable headquarters will continue to maintain the current rate plus future general wage increases.

B. Accounting Line of Progression

The conditions set forth in A above will apply to red-circled employees in the Comptroller's Department with the understanding that, if a red-circled employee bids to another section to maintain his or her current rate of pay, such employee will have at least six months to become fully qualified. In the event the red-circled employee desires to bid back to his or her former section, the employee will not be subject to the six-month bar established for this Line of Progression by the letter agreement dated April 21, 1982 (82-4-PGE).

5. Arbitration

At any time that either party believes that continuing negotiations will be fruitless, it may, upon written notice to the other party, again start the arbitration proceedings at the point where they stood at the time of the execution of this agreement. However, should the issue be referred back to arbitration, the arbitration date shall be set no earlier than 60 days following an exchange of all relevant information on both proposed systems.

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 IWBonbright
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

December 1, 1982

By Jack McNally
Business Manager

May 1, 1987

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

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

In accordance with the provisions of Attachment A of the 1979 Negotiations Settlement, the parties have mutually established a Clerical Position Evaluation System to replace the Clerical Cross-Hatch Index. The time limits set forth in Attachment A were mutually extended by Letter Agreement 82-111-PGE.

Enclosed with this letter are:

- 1. The cut-off point determination agreement. The employee population mix referenced in the second paragraph is 5.5% "A" level classifications, 10.4% "B" level classifications, 41.6% "C" level classifications and 42.5% "D" level classifications in the initial system study population.*
- 2. The Administrative Guide for the Clerical Position Evaluation System.*

The commitment established during the 1979 General Negotiations was to reevaluate all of the former Review When Vacant (RWV) jobs prior to any others. At the time this agreement was reached, neither Company nor Union was in a position to predict what the essential elements of the new job evaluation system would be. At the conclusion of negotiations in which the parties established the elements of the system, an initial implementation agreement was negotiated. A copy of that agreement is included in the Administrative Manual as an Appendix. As is provided in the implementation agreement, all covered employees will be required to complete a Position Evaluation Questionnaire during the System Study-Data Gathering phase. No jobs will be impacted by the new job evaluation system until the System Study is completed. Because the System Study will include all positions that are filled, all employees who are in those positions that were formerly designated "Review When Vacant" will be evaluated at the same time as all other positions. It has, therefore, been agreed that it is unnecessary to treat the formerly "RWV" positions any differently than other positions.

It is anticipated that following the System Study, it may not be possible to process all of the appeals within the time limits established in Chapter VI of the Administrative Manual. Therefore, by mutual agreement, the parties may extend the time periods specified for the processing of appeals. However, the parties may not agree to extend the time period specified for filing an appeal.

Further, since the Gas Chart Calculator positions do not meet the requirements established for positions that will be evaluated by the system, the parties agreed that Gas Chart Calculator positions be excluded from evaluation using the Clerical Position Evaluation system.

It is proposed that this Clerical Position Evaluation system be effective upon the execution date of this agreement and continue in effect until amended by mutual agreement, or until either party has given to the other 30 days' written notice of its termination.

If you are in accord with the foregoing and the attachments 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 IWBonbright
Manager of Industrial Relations*

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

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

May 15, 1987

*By Jack McNally
Business Manager*

May 30, 1989

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:

This confirms the understanding reached by the Clerical Position Evaluation Committee on March 29, 1989. In reaching this agreement, the Company and Union reaffirmed their commitment to the productive implementation and continued support of this system.

- 1) The position evaluation system is available immediately for use on vacancies, new positions, and position and/or duty changes resulting from future office consolidations.
- 2) The position evaluation system will be fully implemented and thereafter available for use, in accordance with Letter Agreements R1-82-111 and 87-78, as follows:

Regions and General Office Operating - December 1, 1989 (Customer Services & Operating Lines of Progressions)

Controller's and Customer Accounting - May 1, 1990 (Accounting Line of Progression)

- 3) Company will review all PEQs prior to implementation. To help minimize disruption, Company will, prior to implementation dates listed in item 2) above, identify opportunities to reorganize work so that employees' duties match current classifications. Company will give equal attention to restructuring duties where positions have been downgraded as to where positions have been upgraded. Actual decisions to reorganize will be made by management.

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.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By s/Richard B. Bradford
 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

June 22, 1989

By s/Jack McNally
Business Manager

:nj

SAMPLE

July 11, 1989

VARIOUS

REGION HUMAN RESOURCES DEPARTMENT

Clerical Position Evaluation System

CLERICAL BARGAINING UNIT EMPLOYEES:

(Operating and Customer Service lines of progression)

The Company and Union recently agreed to the implementation process for the Clerical Position Evaluation System. The system will be implemented on December 1, 1989 in the Operating and Customer Services lines of progression, and on May 1, 1990 for the Accounting line of progression. Additional time was allowed for the Accounting progression to accommodate change occurring in these positions. Employees prepared the initial descriptions of their jobs on the Position Evaluation Questionnaire form (PEQ) in 1987. If a PEQ was prepared for your position, it is attached for you to update as necessary to ensure that the most current information is used in the final evaluation. A new PEQ must be prepared if one does not already exist for your position. Please follow the steps below and work with your supervisor to update or prepare new PEQ's:

1. Review the PEQ for accuracy.
2. Revise the PEQ as needed or write a new PEQ if significant change has occurred.
3. Write a PEQ if one does not exist.
4. Return the new or revised PEQ to your supervisor by _____.

PEQ forms, instructions and benchmark duty statements are available from your supervisor or local Human Resources Department.

After review, the new and revised PEQ's will be evaluated for proper classification. The implementation agreement provides for reorganization of duties to minimize disruption and maintain job classifications to the extent possible. You will be notified of the evaluation results prior to the effective date for your line of progression.

Please do not hesitate to discuss any questions with your supervisor or Human Resources Representative. Your IBEW Business Representative and Shop Steward are also available.

We appreciate your efforts and cooperation during this transition phase. We are looking forward to a successful introduction of this long-awaited system.

REGION HR MANAGER

(initials)

*cc: HR Manager
(other line management as appropriate)*

Attachment (if available)

March 6, 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:

Pursuant to recent discussions between Roger Stalcup of your staff and Sara Johnson of my staff, Company proposes the following as a clarification of Letter Agreement R1-82-111-PGE dated October 6, 1982.

The language concerning red-circled treatment for employees in the Customer Services, Operating and Accounting Lines-of-progression shall be applied as follows:

Upon having their position red-circled, an employee will receive progressive wage increases and general wage increases until they are reassigned to a non-red-circled position, bid/transfer to another position, or turn down or decline to bid to a position, more than once, that is no more than 30 miles or 45 minutes from their residence. Following the occurrence of any of the above listed situations, such employee will no longer receive progressive wage increases or general wage increases until they either move to a non-red-circled position or the wage rate established for their newly assigned classification equals or exceeds their red-circled rate.

Further, for purposes of this agreement, prebids that must be exercised to avoid being held at the present wage rate are only Subsection 18.8(a) or (b) bids.

In addition, to avoid placing a hardship on employees who may be impacted by the provisions of Letter Agreement R1-82-111, the following modification to said agreement is proposed. The words "present headquarters" contained in Section 4. A. shall be replaced with the word "residence." As revised, then, Section 4. A. of Letter Agreement R1-82-111, would state, in part ... and there are prebiddable vacancies within a commutable distance between the employee's residence and the prospective headquarters (30 miles or 45 minutes travel time under ordinary conditions), and the employee elects not to bid ...

For the purposes of this agreement, the residence shall be the place of abode for the employee on the date the red-circle designation is assigned to the position. While a red-circled employee may change the location of his or her residence, the commutable distance to a prospective headquarters shall continue to be based upon the residence of record on the date the red-circle designation was assigned to the position.

Further, it is understood that the residence requirement contained in the modified section 4. A. (or Letter Agreement R1-82-111) does not apply to employees located in the General Office complex, as the intent of said language is for employees who are traveling to a new headquarters.

With respect to this specific agreement and Letter Agreement R1-82-111, employees working in the General Office complex are considered to be at one headquarters.

Regarding the Clerical Position Evaluation System Appeals Procedure, as detailed in Chapter VI of the Administrative Guide, Section C - Local Investigating Committee/Step Three, it is understood that the Shop Steward will be designated by Local 1245 to serve as a second Union member to the LIC, on a Region-wide basis.

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.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

By Richard B. Bradford
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**

April 24, 1990

By Jack McNally
Business Manager

:nj