

PACIFIC GAS AND ELECTRIC COMPANY

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

November 2, 1982

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:

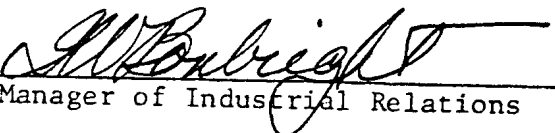
This letter cancels and supersedes our letter dated May 25, 1982.

Company proposes the adoption of the attached Exhibit A, Clerical Lines of Progression, which includes parts of R1-80-54, R1-80-55, and R1-82-80. Acceptance of this proposal will close those files.

If you are in accord with the foregoing and the attachment 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   
Manager of Industrial Relations

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

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

Nov 8, 1982

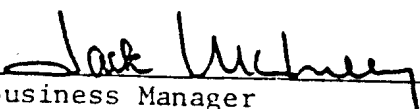
By   
Business Manager

EXHIBIT A

LINES OF PROGRESSION  
FOR THE CLERICAL AGREEMENT

9/2/98

TABLE OF CONTENTS  
CLERICAL LINES OF PROGRESSION

Customer Services

Introduction . . . . .	1
Customer Services Department . . . . .	2
Physical Jobs . . . . .	6

Operating

Introduction . . . . .	7
Operating Department . . . . .	9
Pipe Line Operations Gas Chart Office . . . . .	15
Reprographics Section, Production and Administration . . . . .	16
Physical Jobs . . . . .	17

Accounting and Computer Operations

Introduction . . . . .	28
Accounting Department . . . . .	29
Computer Operations Department . . . . .	32
Accounting and Computer Operations Department . . . . .	34

Miscellaneous

Division Functional Responsibilities . . . . .	35
1980 Clerical Wage & Classification Agreement . . . . .	36
Definition of "At the Top of the Rate" . . . . .	39
Clerical Test Battery . . . . .	40
Service Representative Training Program . . . . .	41
Confidential Employees' Line of Progression . . . . .	41
Letters of Agreement Outdated by this Agreement . . . . .	41

## CUSTOMER SERVICES LINES 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.

Dual classifications (e.g., Utility Clerk/Meter Reader) are not shown as such. Vacancies in such classifications will be filled on the basis of the primary classification (the first classification in the Title) taking into account the qualifications required for the secondary classification. Consideration for promotion of employees who hold such classifications shall be based upon the primary classification.

Example 1: If a vacancy exists in a 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.

CUSTOMER SERVICES LINES OF PROGRESSION

- 2641 SENIOR SERVICE REPRESENTATIVE II
- 2761 SENIOR SERVICE REPRESENTATIVE-STENO II (80 w.p.m. shorthand and 50 w.p.m typing required)
- 2765 SENIOR SERVICE REPRESENTATIVE-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2783 Head Meter Reader (14-20 Meter Readers)
- 2696 Senior Stenographer - Customer Services

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2780 Head Meter Reader (21 or more Meter Readers)

- 2650 SENIOR SERVICE REPRESENTATIVE I
- 2653 SENIOR SERVICE REPRESENTATIVE-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2811 SENIOR SERVICE REPRESENTATIVE-TYPIST I (55 w.p.m. typing required)
- 2696 SENIOR STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)

Next Lower Classifications

- 2660 Service Representative
- 2663 Service Representative-Steno
- 2666 Service Representative-Typist
- 2674 Stenographer - Customer Services
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2353 Power Surveyor
- 2698 Telephone PBX Operator - Customer Services

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2784 Head Meter Reader (7-13 Meter Readers)
- 2783 Head Meter Reader (14-20 Meter Readers)
- 2780 Head Meter Reader (21 or more Meter Readers)
- 2696 Senior Stenographer - Customer Services

2780 HEAD METER READER (21 or more Meter Readers)

Next Lower Classifications

2783 Head Meter Reader (14-20 Meter Readers)  
2784 Head Meter Reader (7-13 Meter Readers)  
2785 Meter Reader  
2650 Senior Service Representative I  
2653 Senior Service Representative-Steno I  
2811 Senior Service Representative-Typist I  
2760 Credit Representative  
2770 Credit Representative and Meter Reader  
2660 Service Representative  
2663 Service Representative-Steno  
2666 Service Representative-Typist

Same or Higher Classifications

2780 Head Meter Reader (21 or more Meter Readers)  
2641 Senior Service Representative II  
2761 Senior Service Representative-Steno II  
2765 Senior Service Representative-Typist II  
2353 Power Surveyor

2783 HEAD METER READER (14-20 Meter Readers)

Next Lower Classifications

2784 Head Meter Reader (7-13 Meter Readers)  
2785 Meter Reader  
2650 Senior Service Representative I  
2653 Senior Service Representative-Steno I  
2811 Senior Service Representative-Typist I  
2760 Credit Representative  
2770 Credit Representative and Meter Reader  
2660 Service Representative  
2663 Service Representative-Steno  
2666 Service Representative-Typist

Same or Higher Classifications

2780 Head Meter Reader (21 or more Meter Readers)  
2783 Head Meter Reader (14-20 Meter Readers)  
2641 Senior Service Representative II  
2761 Senior Service Representative-Steno II  
2765 Senior Service Representative-Typist II  
2353 Power Surveyor

2784 HEAD METER READER (7-13 Meter Readers)

Next Lower Classifications

2785 Meter Reader  
2650 Senior Service Representative I  
2653 Senior Service Representative-Steno I  
2811 Senior Service Representative-Typist I  
2760 Credit Representative  
2770 Credit Representative and Meter Reader  
2660 Service Representative  
2663 Service Representative-Steno  
2666 Service Representative-Typist

Same or Higher Classifications

2780 Head Meter Reader (21 or more Meter Readers)  
2783 Head Meter Reader (14-20 Meter Readers)  
2784 Head Meter Reader (7-13 Meter Readers)  
2641 Senior Service Representative II  
2761 Senior Service Representative-Steno II  
2765 Senior Service Representative-Typist II  
2353 Power Surveyor

2760 CREDIT REPRESENTATIVE

2770 CREDIT REPRESENTATIVE AND METER READER

Next Lower Classifications

2660 Service Representative  
2663 Service Representative-Steno  
2666 Service Representative-Typist  
2674 Stenographer  
2785 Meter Reader

Same or Higher Classifications

2641 Senior Service Representative II  
2761 Senior Service Representative-Steno II  
2765 Senior Service Representative-Typist II  
2650 Senior Service Representative-I  
2653 Senior Service Representative-Steno I  
2811 Senior Service Representative-Typist I  
2696 Senior Stenographer - Customer Services  
2780 Head Meter Reader (21 or more Meter Readers)  
2783 Head Meter Reader (14-20 Meter Readers)  
2784 Head Meter Reader (7-13 Meter Readers)  
2760 Credit Representative  
2770 Credit Representative and Meter Reader  
2353 Power Surveyor

- \*2660 SERVICE REPRESENTATIVE
- \*2663 SERVICE REPRESENTATIVE-STENO (80 w.p.m. shorthand and 50 w.p.m. typing required)
- \*2666 SERVICE REPRESENTATIVE-TYPIST (55 w.p.m. typing required)
- 2674 STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2698 TELEPHONE PBX OPERATOR

Next Lower Classifications

- 2675 Utility Clerk - Customer Services
- 2688 Utility Stenographer - Customer Services
- 2687 Utility Telephone PBX Operator -  
Customer Services
- 2690 Utility Typist - Customer Services
- 2785 Meter Reader
- 2880 Clerk D - Customer Services (Incumbent Only)
- 2885 Clerk-Steno D - Customer Services  
(Incumbent Only)
- 2890 Clerk Typist D - Customer Services -  
Personnel (Incumbent Only)
- 2844 Stenographer C - Customer Services  
(Incumbent Only)
- 2863 Typist A - Customer Services (Incumbent Only)
- 2823 Telephone PBX Operator B - Customer Services  
(Incumbent Only)
- 2679 Utility Clerk-Steno - Customer Services
- 2683 Utility Clerk-Typist - Customer Services

Same or Higher Classifications

- 2641 Senior Service Representative II
- 2761 Senior Service Representative-Steno II
- 2765 Senior Service Representative-Typist II
- 2650 Senior Service Representative I
- 2653 Senior Service Representative-Steno I
- 2811 Senior Service Representative-Typist I
- 2696 Senior Stenographer - Customer Services
- 2674 Stenographer - Customer Services
- 2698 Telephone PBX Operator - Customer Services
- 2780 Head Meter Reader (21 or more Meter Readers)
- 2783 Head Meter Reader (14-20 Meter Readers)
- 2784 Head Meter Reader (7-13 Meter Readers)
- 2660 Service Representative
- 2663 Service Representative-Steno
- 2666 Service Representative-Typist
- 2760 Credit Representative
- 2770 Credit Representative and Meter Reader
- 2353 Power Surveyor

\*Successful completion of clerical test battery required. (See page 40 for requirements.)  
Employees who have previously held the position of Customer Services Clerk are considered to have met the test requirements for entering the classification of Service Representative (L.A. 81-8)

- 2675 UTILITY CLERK - CUSTOMER SERVICES
  - 2679 UTILITY CLERK STENO - CUSTOMER SERVICES
  - 2683 UTILITY CLERK - TYPIST - CUSTOMER SERVICES
  - 2687 UTILITY TELEPHONE PBX OPERATOR - CUSTOMER SERVICES
  - 2690 UTILITY TYPIST - CUSTOMER SERVICES
  - 2785 METER READER
  - 2688 UTILITY STENOGRAPHER - CUSTOMER SERVICES
- See also Note 5(a), Page 37

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

CUSTOMER SERVICES DEPARTMENT

2353 POWER SURVEYOR

An employee who surveys customer's connected electric load and uses and records the data relating thereto for the purpose of analyzing and applying the proper rate schedules; checks and sketches customer's wiring; locates and reports rate and rule deviations, metering irregularities, low voltage, overloads or other abnormal conditions; may be required to survey gas installations; is required to discuss rates and use with customers.

Next Lower Classification

2785 Meter Reader  
2660 Service Representative  
2663 Service Representative-Steno  
2666 Service Representative-Typist

Same or Higher Classifications

2350 Head Power Surveyor  
2353 Power Surveyor  
2641 Senior Service Representative II  
2761 Senior Service Representative-Steno II  
2765 Senior Service Representative-Typist II  
2650 Senior Service Representative I  
2653 Senior Service Representative-Steno I  
2811 Senior Service Representative-Typist I  
2760 Credit Representative  
2770 Credit Representative and Meter Reader

## OPERATING LINES OF PROGRESSION

The following tables are for use in filling vacancies in the following functions:

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

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

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.

Pipeline Operations Department, including the field office operations and chart office units;

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 18.4 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 subsection 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 Comptroller'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(b)(1) rights between these groups, effective 1-31-80.

OPERATING LINES OF PROGRESSION

- 2723 SENIOR OPERATING CLERK II - ELECTRIC AND STEAM
- 2726 SENIOR OPERATING CLERK II - COMBINATION
- 2643 SENIOR OPERATING CLERK II - GAS, P.L.O.
- 2644 SENIOR OPERATING CLERK II - GENERAL SERVICES, DESIGN DRAFTING, G.O. BUILDING DEPARTMENT, MATERIALS DISTRIBUTION DEPARTMENT, REPROGRAPHICS
- 2645 SENIOR OPERATING CLERK-STENO II (80 w.p.m. shorthand, 50 w.p.m. typing required)
- 2646 SENIOR OPERATING CLERK-TYPIST II (55 w.p.m. typing required)

Next Lower Classifications

Same or Higher Classifications

- |  |  |
|--|--|
| 2789 Senior Operating Clerk I - Electric and Steam   | 2723 Senior Operating Clerk II - Electric and Steam  |
| 2793 Senior Operating Clerk I - Combination  | 2726 Senior Operating Clerk II - Combination   |
| 2651 Senior Operating Clerk I - Gas, P.L.O.  | 2643 Senior Operating Clerk II - Gas, P.L.O.   |
| 2652 Senior Operating Clerk I - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, Reprographics        | 2644 Senior Operating Clerk II - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, Reprographics   |
| 2859 Senior Operating Clerk I-Truck Dispatcher (San Francisco Division Only)   | 2645 Senior Operating Clerk-Steno II   |
| 2654 Senior Operating Clerk-Steno I  | 2646 Senior Operating Clerk-Typist II  |
| 2655 Senior Operating Clerk-Typist I   | 0243 Senior Field Clerk - G.C.   |
| *0250 Foreman's Clerk (2723 Sr Op Clk II - Electric and Steam; 2726 Sr Op Clk II-Combination; 2645 Sr Op Clk-Steno II; 2646 Sr Op Clk-Typist II)     | 0263 Senior Hydro Clerk  |
|  | 0290 Senior Plant Clerk  |
| *0247 Field Clerk - Water (2723 Sr Op Clk II - Electric and Steam; 2726 Sr Op Clk II-Combination; 2645 Sr Op Clk-Steno II; 2646 Sr Op Clk-Typist II) | 0310 Senior Shop Clerk - G.C.  |
| *0254 Utility Foreman's Clerk (2723 Sr Op Clk II- Electric and Steam; 2726 Sr Op Clk II-Combination; 2645 Sr Op Clk-Steno II; 2646 Sr Op Clk-Typist) | *0253 Foreman's Clerk (2723 Sr Op Clk II - Electric and Steam; 2726 Sr Op Clk II-Combination; 2645 Sr Op Clk-Steno II; 2646 Sr Op Clk-Typist II) |

\*Only pre-bids to those classifications listed in parentheses will be considered (18.4).

- 2789 SENIOR OPERATING CLERK I - ELECTRIC AND STEAM
- 2793 SENIOR OPERATING CLERK I - COMBINATION
- 2651 SENIOR OPERATING CLERK I - GAS, P.L.O.
- 2652 SENIOR OPERATING CLERK I - GENERAL SERVICES, DESIGN DRAFTING, G.O. BUILDING DEPARTMENT,  
MATERIALS DISTRIBUTION DEPARTMENT, REPROGRAPHICS
- 2654 SENIOR OPERATING CLERK-STENO I (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2655 SENIOR OPERATING CLERK-TYPIST I (55 w.p.m. typing required)
- 2696 SENIOR STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)

Next Lower Classification

- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist
- 2674 Stenographer
- 2698 Telephone PBX Operator
- \*0252 Assistant Foreman's Clerk (2789 Sr Op Clk I-Electric and Steam; 2793 Sr Op Clk I-Combination; 2654 Sr Op Clk-Steno I, 2655 Sr Op Clk-Typist I; 2696 Sr Steno)
- \*0240 Field Clerk (2651 Sr Op Clk I-Gas; 2793 Sr Op Clk I-Combination, 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)
- \*0277 Parts Clerk (2652 Sr Op Clk I-General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, 2793 Sr Op Clk I-Combination; 2654 Sr Op Clk-Steno I; 2655 Sr. Op. Clk-Typist I, 2696, Sr. Steno)

Same or Higher Classification

- 2723 Senior Operating Clerk II - Electric and Steam
- 2726 Senior Operating Clerk II - Combination
- 2643 Senior Operating Clerk II - Gas, P.L.O.
- 2644 Senior Operating Clerk II - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, Reprographics
- 2645 Senior Operating Clerk-Steno II
- 2646 Senior Operating Clerk-Typist II
- 2789 Senior Operating Clerk I - Electric and Steam
- 2793 Senior Operating Clerk I - Combination
- 2651 Senior Operating Clerk I - Gas, P.L.O.
- 2652 Senior Operating Clerk I - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, Reprographics
- 2859 Senior Operating Clerk I - Truck Dispatcher (San Francisco Division Only)
- 2654 Senior Operating Clerk-Steno I
- 2655 Senior Operating Clerk-Typist I
- 2696 Senior Stenographer
- \*0250 Foreman's Clerk (2789 Sr Op Clk I - Electric & & and Steam; 2793 Sr Op Clk I - Combination;
- \*0253 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)
- \*0254 Utility Foreman's Clerk (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)
- \*0247 Field Clerk-Water (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr. Steno)

(Continued on next page)

\*Only pre-bids to those classifications listed in parentheses will be considered (18.4).

2789 SENIOR OPERATING CLERK I - ELECTRIC & STEAM (continued)  
 2793 SENIOR OPERATING CLERK I - COMBINATION  
 2651 SENIOR OPERATING CLERK I - GAS, PLO  
 2652 SENIOR OPERATING CLERK I - GENERAL SERVICES, DESIGN DRAFTING, G.O. BUILDING DEPARTMENT,  
 MATERIALS DISTRIBUTION DEPARTMENT, REPROGRAPHICS  
 2654 SENIOR OPERATING CLERK-STENO I  
 2655 SENIOR OPERATING CLERK-TYPIST I  
 2696 SENIOR STENOGRAPHER

Same or Higher Classification (continued)

0243 Senior Field Clerk - G.C.  
 0244 Field Clerk - G.C.  
 \*0290 Senior Plant Clerk (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)  
 \*0293 First Plant Clerk (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)  
 \*0263 Senior Hydro Clerk (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist; 2696 Sr Steno)  
 \*0264 First Hydro Clerk (2789 Sr Op Clk I - Electric and Steam; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist; 2696 Sr Steno)  
 \*0310 Senior Shop Clerk - G.C. (2652 Sr Op Clk I - General Services, Design Drafting, General Office Building, Materials Distribution Department; 2793 Sr Op Clk I-Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)  
 \*0313 First Shop Clerk - G.C. (2652 Sr Op Clk I - General Services Design Drafting, General Office Building Department; Materials Distribution Department; 2793 Sr Op Clk I - Combination; 2654 Sr Op Clk-Steno I; 2655 Sr Op Clk-Typist I; 2696 Sr Steno)

\*Only pre-bids to those classifications listed in parentheses will be considered (18.4).

2859 SENIOR OPERATING CLERK I (TRUCK DISPATCHER)  
(SAN FRANCISCO DIVISION ONLY)

Next Lower Classifications

0462 Heavy Truck Driver  
0416 Truck Driver

Same or Higher Classifications

2723 Senior Operating Clerk II - Electric & Steam  
2726 Senior Operating Clerk II - Combination  
2643 Senior Operating Clerk II - Gas, P.L.O.  
2644 Senior Operating Clerk II - General Services,  
Design Drafting, G.O. Building Department,  
Materials Distribution Department, Reprographics  
2645 Senior Operating Clerk - Steno II  
2646 Senior Operating Clerk - Typist II  
2789 Senior Operating Clerk I - Electric & Steam  
2793 Senior Operating Clerk I - Combination  
2651 Senior Operating Clerk I - Gas, P.L.O.  
2652 Senior Operating Clerk I - General Services,  
Design Drafting Department, G.O. Building  
Department, Materials Distribution Department,  
Reprographics  
2654 Senior Operating Clerk - Steno I  
2655 Senior Operating Clerk - Typist I  
2696 Senior Stenographer

- 2662 OPERATING CLERK
- 2664 OPERATING CLERK - STENO (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2667 OPERATING CLERK - TYPIST (55 w.p.m. typing required)
- 2674 STENOGRAPHER (80 w.p.m. shorthand and 50 w.p.m. typing required)
- 2698 TELEPHONE PBX OPERATOR - OPERATING

Next Lower Classifications

- 2676 Utility Clerk - Operating
- 2680 Utility Clerk - Steno - Operating
- 2684 Utility Clerk - Typist - Operating
- 2688 Utility Steno - Operating
- 2690 Utility Typist
- 2687 Utility Telephone PBX Operator-Operating
- 2823 Telephone PBX Operator-Operating
- 2881 Clerk D - Operating (Incumbent Only)
- 2886 Clerk Steno D - Operating (Incumbent Only)
- 2891 Clerk Typist D - Operating (Incumbent Only)
- 2844 Steno C - Operating
- 2863 Typist A - Operating

Same or Higher Classifications

- 2723 Senior Operating Clerk II - Electric and Steam
- 2726 Senior Operating Clerk II - Combination
- 2643 Senior Operating Clerk II - Gas, P.L.O.
- 2644 Senior Operating Clerk II - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department, Reprographics
- 2645 Senior Operating Clerk - Steno II
- 2646 Senior Operating Clerk - Typist II
- 2651 Senior Operating Clerk I - Gas, P.L.O.
- 2652 Senior Operating Clerk I - General Services, Design Drafting, G.O. Building Dept., Materials Distribution Dept., Reprographics
- 2654 Senior Operating Clerk - Steno I
- 2655 Senior Operating Clerk - Typist I
- 2789 Senior Operating Clerk I - Electric and Steam
- 2793 Senior Operating Clerk I - Combination
- 2662 Operating Clerk
- 2664 Operating Clerk - Steno
- 2667 Operating Clerk - Typist
- 2696 Senior Steno - Operating
- 2674 Steno - Operating
- 2698 Telephone PBX Operator - Operating
- 0250 Foreman's Clerk
- 0253 Foreman's Clerk
- 0254 Utility Foreman's Clerk
- 0252 Assistant Foreman's Clerk
- 0247 Field Clerk - Water
- 0240 Field Clerk - Gas
- 0277 Parts Clerk
- 0243 Senior Field Clerk (G.C.)
- 0244 Field Clerk (G.C.)
- \*4906 Reprographics Job Coordinator (2662 Operating Clerk-Reprographics)

(Continued on next page)

\*Only pre-bids to classifications listed in parentheses will be considered (18.4).



2662 OPERATING CLERK (continued)  
2664 OPERATING CLERK-STENO  
2667 OPERATING CLERK-TYPIST  
2674 STENOGRAPHER  
2698 TELEPHONE PBX OPERATOR-OPERATING

Same or Higher Classifications (continued)

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.)

2676 UTILITY CLERK - OPERATING  
2680 UTILITY CLERK - STENO - OPERATING  
2684 UTILITY CLERK - TYPIST - OPERATING  
2688 UTILITY STENOGRAPHER - OPERATING  
2687 UTILITY TELEPHONE PBX OPERATOR - OPERATING  
2690 UTILITY TYPIST - OPERATING

SEE ALSO NOTE 5(a), Page 37

BEGINNER'S CLASSIFICATIONS

PIPE LINE OPERATIONS DEPARTMENT

GAS CHART OFFICE

GAS CHART OFFICE

2709 SENIOR GAS ACCOUNTING CLERK II

Next Lower Classification

2708 Senior Gas Accounting Clerk I

2708 SENIOR GAS ACCOUNTING CLERK I

Next Lower Classification

2707 Gas Accounting Clerk

2707 GAS ACCOUNTING CLERK

Next Lower Classification

2706 Gas Chart Claculator

2706 GAS CHART CALCULATOR

BEGINNER'S CLASSIFICATION

Same or Higher Classification

2709 Senior Gas Accounting Clerk II

Same or Higher Classifications

2709 Senior Gas Accounting Clerk II

2708 Senior Gas Accounting Clerk I

Same or Higher Classifications

2709 Senior Gas Accounting Clerk II

2708 Senior Gas Accounting Clerk I

2707 Gas Accounting Clerk

GENERAL OFFICE ENGINEERING SERVICES DEPARTMENT

REPROGRAPHICS SECTION

PRODUCTION UNIT

7110 COMMERCIAL PHOTOGRAPHER (LEAD JOB)\*

Next Lower Classification

7004 Reprographics Operator

Same or Higher Classifications

7110 Commercial Photographer  
7003 Senior Reprographics Operator

7003 SENIOR REPROGRAPHICS OPERATOR (LEAD JOB)\*

Next Lower Classification

7004 Reprographics Operator A\*

Same or Higher Classifications

7110 Commercial Photographer  
7003 Senior Reprographics Operator

7004 REPROGRAPHICS OPERATOR A\*\*

Next Lower Classification

7005 Reprographics Operator B

Same or Higher Classifications

7110 Commercial Photographer  
7003 Senior Reprographics Operator  
7004 Reprographics Operator A

7005 REPROGRAPHICS OPERATOR B

**BEGINNER'S CLASSIFICATION**

Requires passing Guilford-Zimmerman Mechanical Knowledge Test with at least 17 points and the Personnel Research Institute Name Comparison Test with at least 70 points.

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.

\*With training and/or previous experience.

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

(Continued on next page)

REPROGRAPHICS SECTION (Continued)

ADMINISTRATION UNIT

4906 JOB COORDINATOR

Next Lower Classification

2662 Operating Clerk

Same or Higher Classification

4906 Job Coordinator

See pages 13 and 14 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

0250 FOREMAN'S CLERK

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

Next Lower Classifications

0252 Assistant Foreman's Clerk  
2662 Operating Clerk - Electric Department  
and Combination  
2664 Operating Clerk-Steno - Electric Department  
and Combination  
2667 Operating Clerk-Typist - Electric Department  
and Combination

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)  
0244 Field Clerk (G.C., 3 years and above)  
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.)  
1750 Senior Service Operator (Incumbent Only)

(Continued on next page)

0254 UTILITY FOREMAN'S CLERK (continued)  
 0253 FOREMAN'S CLERK  
 0250 FOREMAN'S CLERK

Same or Higher Classifications (continued)

2723 Senior Operating Clerk II - Electric Department  
 2726 Senior Operating Clerk II - Combination  
 2645 Senior Operating Clerk-Steno II - Electric Department and Combination  
 2646 Senior Operating-Typist II - Electric Department and Combination  
 2789 Senior Operating Clerk I - Electric Department  
 2793 Senior Operating Clerk I - Combination  
 2654 Senior Operating Clerk-Steno I - Electric Department and Combination  
 2655 Senior Operating Clerk-Typist I - Electric Department and Combination

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

0456 T & D Driver  
 2881 Clerk D - Electric Department and Combination (Incumbent Only)  
 2886 Clerk-Steno D - Electric Department and Combination (Incumbent Only)  
 2891 Clerk-Typist D - Electric Department and Combination (Incumbent Only)  
 2676 Utility Clerk - Operating, Electric Department and Combination  
 2680 Utility Clerk-Steno - Operating, Electric Department and Combination  
 2684 Utility Clerk-Typist - Electric Department and Combination

Same or Higher Classifications

1750 Senior Service Operator  
 1770 First Service Operator  
 0243 Senior Field Clerk (G.C.)  
 0244 Field Clerk (G.C.)  
 0250 Foreman's Clerk  
 0253 Foreman's Clerk  
 0254 Utility Foreman's Clerk  
 0252 Assistant Foreman's Clerk  
 0310 Senior Shop Clerk (G.C.)  
 0313 First Shop Clerk (G.C.)  
 0314 Routine Shop Clerk (G.C.)  
 2723 Senior Operating Clerk II - Electric Department  
 2726 Senior Operating Clerk II - Combination

(Continued on next page)

Same or Higher Classifications (continued)

- 2645 Senior Operating Clerk-Steno II - Electric Department and Combination
- 2646 Senior Operating Clerk-Typist II - Electric Department and Combination
- 2789 Senior Operating Clerk I - Electric Department
- 2793 Senior Operating Clerk I - Combination
- 2654 Senior Operating Clerk-Steno I - Electric Department and Combination
- 2655 Senior Operating Clerk-Typist I - Electric Department and Combination
- 2662 Operating Clerk - Electric Department and Combination
- 2664 Operating Clerk-Steno - Electric Department and Combination
- 2667 Operating Clerk-Typist - Electric Department and Combination

**NOTE:** The starting rate for employees who are successful bidders on an Assistant Foreman's Clerk vacancy and who bid from T & D Driver classification, shall be the top rate of Assistant Foreman's Clerk.

If they are not at the top rate of T & D Driver, they 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 - Electric  
Department  
2726 Senior Operating Clerk II - Combination  
2645 Senior Operating Clerk-Steno II - Electric  
Department and Combination  
2646 Senior Operating Clerk-Typist II - Electric  
Department and Combination

Same or Higher Classifications

0243 Senior Field Clerk (G.C.)  
0263 Senior Hydro Clerk  
0310 Senior Shop Clerk (G.C.)

0264 FIRST HYDRO CLERK

An employee, under general supervision, whose background and experience are such that he 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
- 2662 Operating Clerk - Electric Department and Combination
- 2664 Operating Clerk-Steno - Electric Department and Combination
- 2667 Operating Clerk-Typist - Electric Department and Combination

Same or Higher Classifications

- 0243 Senior Field Clerk (G.C.)
- 0244 Field Clerk (Three years and above - G.C.)
- 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 - Electric Department
- 2726 Senior Operating Clerk II - Combination
- 2645 Senior Operating Clerk-Steno II - Electric Department and Combination
- 2646 Senior Operating Clerk-Typist II - Electric Department and Combination
- 2789 Senior Operating Clerk I - Electric Department
- 2793 Senior Operating Clerk I - Combination
- 2654 Senior Operating Clerk-Steno I - Electric Department and Combination
- 2655 Senior Operating Clerk-Typist I - Electric Department and Combination

\*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; 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



GAS DEPARTMENT

0240 FIELD CLERK

An employee who performs the field and office paper work for gas service and distribution crews, including the handling of time cards, requisitions, work orders, service tags, sketches, accident reports, etc.

Next Lower Classifications

0419 Truck Driver  
0427 Light Truck Driver  
0930 Helper (Steam Heat & Gas T&D)  
2089 Assistant Gas Repairman  
2676 Utility Clerk - Operating  
2680 Utility Clerk-Steno - Operating  
2684 Utility Clerk-Typist - Operating  
2881 Clerk D - Operating  
2886 Clerk-Steno D - Operating  
2891 Clerk-Typist D - Operating

Same or Higher Classifications

0240 Field Clerk (Gas)  
0243 Senior Field Clerk (G.C.)  
0244 Field Clerk (G.C.)  
0465 Heavy Truck Driver (Gas)  
0524 Fieldman  
0560 Fitter (0563 Unassigned Fitter)  
0561 Apprentice Fitter  
0562 Fitter-Arc  
0640 Light Crew Foreman (Welder)  
0641 Light Crew Foreman  
0643 Light Crew Foreman (Manhold and Duct)  
0647 Subforeman (Steam Heat)  
1150 Steam Mainman  
1245 Corrosion Mechanic (On 6/30/66)  
1300 Gas Mechanic  
1301 Gas Mechanic (G.C.)  
1360 Manhole Mechanic  
\*1365 Measurement and Control Mechanic  
1645 Equipment Operator  
1650 Heavy Equipment Operator  
2087 Gas Repairman  
2250 Steam Serviceman

(Continued on next page)

\*Applicable only to employees who were classified as Gas Mechanic on June 30, 1966.

Same or Higher Classifications (continued)

- 2723 Sr. Operating Clerk II - Electric Department
- 2726 Sr. Operating Clerk II - Combination
- 2643 Sr. Operating Clerk II - Gas, P.L.O.
- 2644 Sr. Operating Clerk II - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2645 Sr. Operating Clerk-Steno II - Electric, Gas, P.L.O., Combination, General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2646 Sr. Operating Clerk-Typist II - Electric, Gas, P.L.O. Combination, General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2789 Sr. Operating Clerk I - Electric Department
- 2793 Sr. Operating Clerk I - Combination
- 2651 Sr. Operating Clerk I - Gas, P.L.O.
- 2652 Sr. Operating Clerk I - General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2654 Sr. Operating Clerk-Steno I - Electric, Combination, Gas, P.L.O., General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2655 Sr. Operating Clerk-Typist I - Electric, Combination, Gas, P.L.O., General Services, Design Drafting, G.O. Building Department, Materials Distribution Department
- 2662 Operating Clerk
- 2664 Operating Clerk-Steno
- 2667 Operating Clerk-Typist