

## PACIFIC GAS AND ELECTRIC COMPANY

PGE



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

January 29, 1986

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 supercedes our letter dated November 15, 1985 and deletes the letter agreement reference in the Senior Office Machine Repairman job description. As the result of Letter Agreement 85-71 transferring the Senior Office Machine Repairman and Office Machine Repairman classifications into the Physical bargaining unit, Company proposes that the following job descriptions and lines of progression be added to Title 600, of the Physical Agreement, as Exhibit VI-J, Accounting and Computer Operations:

2819 SENIOR OFFICE MACHINE REPAIRMAN

An employee who is responsible for the maintenance and repair of all machines in the Bill Processing Unit of the Customer Accounting Department, 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 perform other duties of a similar nature as assigned.

Next Lower Classification

Same or Higher Classification

2825 Office Machine Rep.

2819 Sr. Office Mach. Rep.

2825 OFFICE MACHINE REPAIRMAN

An employee who is responsible for the maintenance and repair of all machines in the Bill Processing Unit of the Customer Accounting Department. In addition, keeps maintenance records, performs preventative maintenance, and performs other duties of a similar nature.

Next Lower Classifications

2788 Sr. Acct. Clerk I  
 2797 Sr. Acct. Clerk-Steno I  
 2813 Sr. Acct. Clerk-Typ. I  
 2661 Accounting Clerk  
 2665 Accounting Clerk-Steno  
 2873 Acct. Clerk-Typist  
 2878 Computer Operator I  
 2877 Computer Operator II  
 2673 Typist - Accounting

Same or Higher Classifications

2642 Sr. Acct. Clerk II  
 2763 Sr. Acct. Clerk-Steno II  
 2767 Sr. Acct. Clerk-Typ. II  
 2808 Lead Data Entry Oper. (1)  
 2825 Office Machine Repair.  
 2779 Computer Operator I-A  
 2879 Sr. Computer Operator  
 2778 Computer Operator I-B  
 2819 Sr. Office Mach. Rep.

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

(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 "Clerical Test Battery."

Company further proposes that the above job descriptions and lines of progression be made a part of Exhibit A of the Clerical Agreement in a section entitled: Physical Jobs to Which Clerical Employees in the Accounting and Computer Operations Lines of Progression are Valid Pre-Bidders under Section 205.7 of the Physical 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 *AW Burright*  
 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

Feb 18, 1986

By *Jack McKinney*  
 Business Manager