PACIFIC GAS AND ELECTRIC COMPANY

PG&E   ┼   245 MARKET STREET · SAN FRANCISCO, CALIFORNIA 94106 · (415) 781-4211 · TWX 910-372-6587

April 22, 1986

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 letter cancels and supersedes our previous letter to you, dated February 28, 1986, for the purpose of including additional attachments, identified as Exhibits I through V.

Company has recently implemented new Clerical and Meter Reader Pre-employment Aptitude Test Batteries developed by the Edison Electric Institute. The Battery for clerical applicants consists of the following four tests:

1. EEI 1982 Arithmetic
2. EEI 1982 Using Tables
3. EEI 1981 Language Skills
4. EEI 1981 Classifying

The Meter Reader Test Battery consists of the following two tests:

1. EEI 1982 Using Tables
2. EEI 1981 Coding

Pursuant to Subsection 18.11(b) of the Clerical Agreement, Company proposes to require that all employees, seeking to bid or transfer to the clerical line of progression, take and pass the respective pre-employment Aptitude Test Battery before being awarded a position in the clerical line of progression.

The tests will be scored in accordance with procedures described in the attached EEI Clerical and Meter Reading Testing Program Administration Manual (September, 1985). The cut-off scores for the tests are as follows:

Clerical   -   180 points in aggregate
Meter Reader-   130 points in aggregate

Previous satisfactory performance in a clerical position, other than Data Entry Operator, Reprographics Operator, or Meter Reader will satisfy the requirement for passing the Clerical Test Battery entry examination. Previous satisfactory performance in a Meter Reader classification will satisfy the Meter Reader Battery entry examination.

An employee will be entitled to a total of two opportunities to pass the required test battery. Pre-employment testing will be counted as one opportunity.

Company further proposes to amend pages 28, 29, 30, 33, and 39 of Exhibit A as shown on the attached samples.

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.
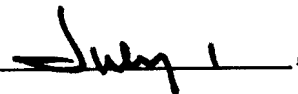
Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By _____
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

_____, 1986   By _____
                                Business Manager

Form A
LANGUAGE SKILLS

Directions

Look at the sample sentence below. Part of the sentence is underlined. The underlined section may contain errors in spelling, punctuation, capitalization, grammar, or usage. Following the sentence are three changes to replace the underlined section. Select the best answer and darken the circle in front of it. If the underlined section contains no error, darken the circle in front of *NO CHANGE.* The sample has been done for you.

S1. The staff meeting will be held on <u>Tusday</u>.

○ Teusday.
● Tuesday.
○ Tuesdey.
○ NO CHANGE

In the sample, the circle in front of *Tuesday* has been darkened.

Are there any questions?

When the signal is given, turn the page and answer the questions in the booklet. You will have *5 minutes* for this test. Work as quickly and as accurately as possible. Do not turn the page until you are told to do so.

This is a test of your ability to do arithmetic problems involving the addition, subtraction, multiplication, and division of whole numbers.

Look at the examples below. Each example is followed by four possible answers, plus NONE. You are to do each problem and then blacken the circle below the correct answer. If the correct answer is not given, mark NONE. The examples have been correctly answered.

EXAMPLES

1.	2 + 3 =	4 ○	5 ●	6 ○	7 ○	NONE ○
2.	4 − 1 =	1 ○	2 ○	3 ●	4 ○	NONE ○
3.	19 x 2 =	21 ○	17 ○	37 ○	43 ○	NONE ●
4.	30 ÷ 2 =	15 ●	16 ○	12 ○	10 ○	NONE ○

You may use the separate scratch paper to do your calculations.

You will have 5 minutes to do as many problems as you can. If you finish early, check your work.

Are there any questions?

When the signal is given, work as quickly as you can without making mistakes. Do not spend too much time on any one problem. Make no marks on the test except your answers; use the scratch paper for calculations. Remember, mark NONE if the correct answer is not given.

DO NOT BEGIN UNTIL YOU ARE TOLD TO DO SO.

NOTE: Your responses will be read by an optical mark reader. It is important that you follow a few simple rules.

- Use only a black lead pencil (No. 2½ or softer).
- Make heavy black marks that completely fill the circle.
- Erase cleanly any answer you wish to change.
- Make no stray markings of any kind.

EXAMPLE: Will incomplete or sloppily-made marks be properly read?

○ Yes   ● No

EXHIBIT II

0-277285

MAKE NO MARKS IN THIS AREA   37496

OTHER INFORMATION	EXAMINEE NUMBER
⓪①②③④⑤⑥⑦⑧⑨ (×6 columns)	⓪①②③④⑤⑥⑦⑧⑨ (×10 columns)

CODING

Form A

Directions

Look at the sample table of codes. The sample table lists codes for Department, Department Size, and Travel Budget. Below the table are two sample problems. In the problems, darken the circles below the codes that correspond to the information found in the table. The first problem has been done for you. Work the second problem by yourself.

Department	Department Size	Travel Budget
31 Marketing	1 1–9 employees	A $500–999
25 Operations	2 10–19 employees	B $1,000–2,499
42 Accounting	3 20–39 employees	C $2,500–5,999
11 Research & Development	4 40–59 employees	D $6,000–7,999
28 Personnel	5 60 or more employees	E $8,000–10,000

S1. Accounting Dept., staff of 10, $3,000 Travel Budget.

Department					Department Size					Travel Budget				
11	25	28	31	42	1	2	3	4	5	A	B	C	D	E
○	○	○	○	●	○	●	○	○	○	○	○	●	○	○

S2. Marketing Dept., staff of 45, $9,500 Travel Budget.

Department					Department Size					Travel Budget				
11	25	28	31	42	1	2	3	4	5	A	B	C	D	E
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

In the second problem *31, 4,* and *E* should have been darkened. Be sure that you darken a code under each section of every problem.

Are there any questions?

When the signal is given, turn the page and answer the questions in the booklet. You will have *5 minutes* for this test. Work as quickly and as accurately as possible. Do not turn the page until you are told to do so.

OTHER INFORMATION	EXAMINEE NUMBER

CLASSIFYING

Form A

Directions

Look at the sample chart of codes below. Following the chart are sample problems. For each problem, select the best code, and darken the circle under the code. The first problem has been done for you. Do the second problem by yourself.

Account	Code No.
Supplies	23
Travel Expenses	67
Advertising Expenses	39
Payroll	01
Repairs and Maintenance	37

	01	23	37	39	67
S1. Airline ticket	O	O	O	O	●
S2. Pencils	O	O	O	O	O

In the second problem, you should have darkened the circle under Code 23 because pencils are supplies.

Are there any questions?

When the signal is given, turn the page and answer the questions in the booklet. You will have *5 minutes* for this test. Work as quickly and as accurately as possible. Do not turn the page until you are told to do so.

This is a test of your ability to get information from tables. Look at the sample table shown below. This table gives the day of the month when a customer's electric bill is due. The table is arranged by ZIP Code (71027, 73992, 75195, 78001, and 79504) and first letter of customer's last name.

SAMPLE TABLE

First Letter Last Name	ZIP Code				
	71027	73992	75195	78001	79504
A	05	13	04	25	11
B	03	10	20	17	28
C	15	21	12	01	20
D	22	09	08	15	19

Look at the first sample problem below. To find the correct answer, look in the table at the row labeled **B** and the column labeled **71027**. The bill due date is **03**. The circle under **03** has been blackened to show this is the correct answer. Look at the next problem. The bill due date is **08** (row D, column 75195). The answer **08** is not shown in the problem so NONE is marked as the correct answer. Now, look at the remaining sample items. They have been answered correctly.

The table you will use for this test is contained inside this test booklet.

Are there any questions?

You will have 6 minutes to do this test. When the signal is given, work as quickly as you can without making mistakes.

▶ **DO NOT OPEN YOUR TEST BOOKLET UNTIL YOU ARE TOLD TO BEGIN.** ◀

Letter and ZIP Code

1.	B—71027	10 ○	03 ●	05 ○	15 ○	NONE ○
2.	D—75195	09 ○	12 ○	19 ○	18 ○	NONE ●
3.	A—78001	08 ○	17 ○	25 ●	11 ○	NONE ○
4.	C—73992	21 ●	12 ○	10 ○	02 ○	NONE ○
5.	B—79504	03 ○	11 ○	17 ○	27 ○	NONE ●

▶ **DO NOT BEGIN UNTIL YOU ARE TOLD TO DO SO.** ◀

OTHER INFORMATION

EXAMINEE NUMBER

UT EDISON ELECTRIC INSTITUTE   The association of electric companies

0-277301

EXHIBIT V

2642 SENIOR ACCOUNTING CLERK II
2763 SENIOR ACCOUNTING CLERK-STENO II (80 W.P.M. Shorthand and 50 W.P.M. Typing required)
2767 SENIOR ACCOUNTING CLERK-TYPIST II (55 W.P.M. Typing required)

Next Lower Classifications	Same or Higher Classifications
2788 Senior Accounting Clerk I	2642 Senior Accounting Clerk II
2797 Senior Accounting Clerk-Steno I	2763 Senior Accounting Clerk-Steno II
2813 Senior Accounting Clerk-Typist I	2767 Senior Accounting Clerk-Typist II
2878 Computer Operator I	2879 Senior Computer Operator
2778 Computer Operator I-B	2779 Computer Operator 1-A
2808 Lead Data Entry Operator (1)
2696 Senior Stenographer - Accounting

2788 SENIOR ACCOUNTING CLERK I
2797 SENIOR ACCOUNTING CLERK-STENO I (80 W.P.M. Shorthand and 50 W.P.M. Typing required)
2813 SENIOR ACCOUNTING 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 Classifications	Same or Higher Classifications
2661 Accounting Clerk	2642 Senior Accounting Clerk II
2665 Accounting Clerk-Steno	2763 Senior Accounting Clerk-Steno II
2873 Accounting Clerk-Typist	2767 Senior Accounting Clerk-Typist II
2877 Computer Operator II	2808 Lead Data Entry Operator (1)
2697 Machine Operator - Accounting	2788 Senior Accounting Clerk I
2674 Stenographer - Accounting	2797 Senior Accounting Clerk-Steno I
2673 Typist - Accounting	2813 Senior Accounting Clerk-Typist I
	2879 Senior Computer Operator
	2779 Computer Operator I-A
	2778 Computer Operator I-B
	2878 Computer Operator I
	2696 Senior Steno - Accounting

(1) An employee classified as 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 EEI "Clerical Test Battery." (See Page 39)

2661 ACCOUNTING CLERK
2665 ACCOUNTING CLERK-STENO (80 W.P.M. Shorthand and 50 W.P.M. Typing required)
2873 ACCOUNTING CLERK-TYPIST (55 W.P.M. Typing required)
2697 MACHINE OPERATOR
2674 STENOGRAPHER (80 W.P.M Shorthand and 50 W.P.M. Typing required)
2673 TYPIST (55 W.P.M. Typing required)

Next Lower Classifications	Same or Higher Classifications
*2677 Utility Clerk - Accounting	2642 Senior Accounting Clerk II
*2681 Utility Clerk-Steno - Accounting	2763 Senior Accounting Clerk-Steno II
*2685 Utility Clerk-Typist - Accounting	2767 Senior Accounting Clerk-Typist II
2875 Computer Operator III	2788 Senior Accounting Clerk I
2876 Computer Operator III-A	2797 Senior Accounting Clerk-Steno I
2688 Utility Stenographer - Accounting	2813 Senior Accounting Clerk-Typist I
2807 Data Entry Operator (3)	2879 Senior Computer Operator
2690 Utility Typist - Accounting	2779 Computer Operator I-A
2689 Utility Machine Operator - Accounting	2778 Computer Operator I-B
2773 Mail Clerk Driver	2878 Computer Operator I
2844 Stenographer C - Accounting (Incumbent Only)	2877 Computer Operator II
2863 Typist A - Accounting (Incumbent Only)	2697 Machine Operator
2805 Machine Operator B (Incumbent Only)	2808 Lead Data Entry Operator (1)
2733 Word Processing Operator - Accounting	2661 Accounting Clerk
	2665 Accounting Clerk-Steno
	2873 Accounting Clerk-Typist
	2696 Senior Stenographer - Accounting
	2674 Stenographer - Accounting
	2673 Typist - Accounting

(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 EEI "Clerical Test Battery." (See Page 39)

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

2773 MAIL CLERK DRIVER

Next Lower Classifications	Same or Higher Classifications
*2677 Utility Clerk - Accounting	2642 Senior Accounting Clerk II
*2681 Utility Clerk-Steno - Accounting	2763 Senior Accounting Clerk-Steno II
*2685 Utility Clerk-Typist - Accounting	2767 Senior Accounting Clerk-Typist II
2688 Utility Steno - Accounting	2788 Senior Accounting Clerk I
2690 Utility Typist - Accounting	2797 Senior Accounting Clerk-Steno I
2807 Data Entry Operator (1)	2813 Senior Accounting Clerk-Typist I
2689 Utility Machine Operator	2879 Senior Computer Operator
2875 Computer Operator III	2779 Computer Operator I-A
2876 Computer Operator III-A	2778 Computer Operator I-B
2844 Stenographer C - Accounting	2878 Computer Operator I
(Incumbent Only)	2877 Computer Operator II
2863 Typist A - Accounting (Incumbent Only)	2773 Mail Clerk Driver
2805 Machine Operator B (Incumbent Only)	2808 Lead Data Entry Operator (1)
2733 Word Processing Operator - Accounting	2825 Office Machine Repairman
	2673 Typist - Accounting
	2661 Accounting Clerk
	2665 Accounting Clerk-Steno
	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 EEI "Clerical Test Battery." (See Page 39)

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

2677 UTILITY CLERK
2681 UTILITY CLERK-STENO
2685 UTILITY CLERK-TYPIST
2689 UTILITY MACHINE OPERATOR
2688 UTILITY STENOGRAPHER
2690 UTILITY TYPIST
2733 WORD PROCESSING OPERATOR - ACCOUNTING

See also note 5(a), Page 36.

BEGINNER'S CLASSIFICATIONS

[Accounting and Computer Operations]

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	Same or Higher Classification
2825 Office Machine Repairman	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	Same or Higher Classifications
2788 Senior Accounting Clerk I	2642 Senior Accounting Clerk II
2797 Senior Accounting Clerk-Steno I	2763 Senior Accounting Clerk-Steno II
2813 Senior Accounting Clerk-Typist I	2767 Senior Accounting Clerk-Typist II
2661 Accounting Clerk	2808 Lead Data Entry Operator (1)
2665 Accounting Clerk-Steno	2825 Office Machine Repairman
2873 Accounting Clerk-Typist	2779 Computer Operator I-A
2878 Computer Operator I	2879 Senior Computer Operator
2877 Computer Operator II	2779 Computer Operator I-A
2673 Typist - Accounting	2778 Computer Operator I-B
	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 EEI "Clerical Test Battery." (See Page 39)

EDISON ELECTRIC INSTITUTE
The association of electric companies

CLERICAL AND METER READER TESTING PROGRAM

ADMINISTRATION MANUAL

SEPTEMBER, 1985

TABLE OF CONTENTS

MATERIALS NEEDED FOR TESTING

- two sharpened No. 2 pencils with erasers for each applicant;

- a copy of the EEI Standard Data Collection Form for each applicant;

- copies of the appropriate aptitude tests

- scratch paper for use by applicants when taking the Arithmetic test;

- this manual, which contains the instructions you will read aloud during the testing session;

- a stopwatch for accurately timing each test.

TIME LIMITS FOR EACH TEST

Clerical Aptitude Tests

Arithmetic	5 Minutes
Using Tables	6 Minutes
Language Skills	5 Minutes
Classifying	5 Minutes

Meter Reader Aptitude Tests

Using Tables	6 Minutes
Coding	5 Minutes

GENERAL INSTRUCTIONS FOR APTITUDE TESTS

Detailed instructions for introducing the clerical tests to applicants are given below. The indented, bold face material is to be read aloud to the applicants taking the tests. All other material is for the test administrator only and should not be read aloud.

See that the applicants are seated and comfortable. Do not pass out any materials yet. Say to the applicants:

> **You are going to take several tests that indicate how well people can be expected to perform in a variety of clerical and office jobs.**
>
> **Before testing begins, please provide some basic information about yourself that will be used for research purposes only. No employment decisions will be made from the information you provide on the form.**

Pass out the EEI Standard Data Collection Form and two sharpened No. 2 pencils, with erasers, to each applicant. Then say:

> **Your responses on this form will be read by an optical scanning machine. Therefore, it is important that you follow a few simple rules when filling it out:**
>
> - **Use only the pencils provided.**
>
> - **Make heavy black marks that completely fill the response circles.**
>
> - **Erase cleanly any answer you wish to Change.**
>
> - **Make no stray marks of any kind on the form.**
>
> **Now, please answer the questions on the form. Be sure to completely blacken the circles corresponding to your answers. Are there any questions about how to fill out the form?**

Answer any questions. Allow several minutes for the applicants to complete the form. Then say:

> **Now please hand in your completed forms.**

Collect the Standard Data Collection Forms. As time permits dur-
ing the testing session, review the forms to be sure that the
information is complete and that the response circles have been
blackened properly. BE SURE TO OBTAIN ANY NEEDED INFORMATION
BEFORE THE TESTING SESSION IS OVER. After collecting the forms,
say:

We are now ready to begin testing. The clerical apti-
tude tests you are going to take are timed, so work as
quickly as you can without making mistakes. You may
answer a test question even when you are not perfectly
sure that your answer is correct. However, you should
avoid wild guessing because your score on each test will
be based on your number of correct answers minus a frac-
tion of your wrong answers. If you finish a test before
time is up, please remain seated. You may go back and
check your answers only on the test you just completed.

Your responses to the tests will be read by an optical
scanning machine, so again:

- Use only the pencils provided.

- Make heavy marks that completely fill the
  response circles.

- Erase cleanly any answer you wish to
  change.

- Make no stray marks of any kind on the
  test.

If you have any questions about a test, ask them during
the instruction period before we begin each test. No
questions are permitted while you are working on a test.

Clear your desk now of everything but your two pencils.
You are not allowed to use calculators, slide rules, or
other aids during the tests.

Be sure no one has available aids such as a calculator or slide
rule. They are <u>not</u> allowed.

Are there any questions now?

Answer any general questions.

INSTRUCTIONS FOR ARITHMETIC TEST

Pass out an <u>Arithmetic</u> test and a sheet of scratch paper to each applicant. Then say:

> **Please write your Social Security Number on the front page of the test, where it asks for Examinee Number, and blacken the corresponding circles.**

Allow enough time for applicants to fill in this information. Be sure no one opens the test booklet. Then say:

> **Follow along with me as I read the instructions aloud.**
>
> **This is a test of your ability to do arithmetic problems involving the addition, subtraction, multiplication, and division of whole numbers.**
>
> **Look at the examples below. Each example is followed by four possible answers, plus NONE. You are to do each problem and then blacken the circle below the correct answer. If the correct answer is not given, mark NONE.- The examples have been correctly answered.**
>
> **2 plus 3 equals 5.**
>
> **4 minus 1 equals 3.**
>
> **19 times 2 equals none of the four possible answers, so NONE is marked.**
>
> **30 divided by 2 equals 15.**
>
> **You may use the separate scratch paper to do your calculations.**
>
> **You will have 5 minutes to do as many problems as you can. If you finish early, check your work.**
>
> **Are there any questions?**

Answer questions by re-reading the appropriate section of the instructions. Do <u>not</u> give additional examples, since this would give some groups an unfair advantage. If, after this, an applicant is still confused, say "do the best you can." After any questions have been answered, say:

> **When the signal is given, work as quickly as you can without making mistakes. Do not spend too much time on any one problem. Make no marks on the test except your answers; use the scratch paper for calculations. Remember, mark NONE if the correct answer is not given.**
>
> **Turn the page and begin.**

Start the stopwatch. At the end of exactly 5 minutes say:

> **Stop! Put your pencils down and hand in your tests and scratch paper.**

Collect the materials. Remember to properly destroy the used scratch paper so that test security is preserved. Reset your

INSTRUCTIONS FOR USING TABLES TEST

Distribute a <u>Using Tables</u> test to each applicant. Be sure each test booklet includes an inserted "tables" page. Then say:

Please write your Social Security Number on the front page of the test, where it asks for Examinee Number, and blacken the corresponding circles.

Allow enough time for applicants to fill in the information. Be sure no one opens the test booklet.

When giving the instructions for this test, remember to read the number 0 as "zero" rather than "oh" and to read the ZIP Code

numbers individually (for example, the ZIP Code 71027 should be as "seven - one - zero - two - seven"). Say:

Follow along with me as I read the instructions aloud.

This is a test of your ability to get information from tables. Look at the sample table shown below. This table gives the day of the month when a customer's electric bill is due. The table is arranged by ZIP Code (71027, 73992, 75195, 78001, and 79504) and first letter of customer's last name.

Pause for several seconds while applicants look at the sample table. Do not, however, read the table aloud. Then read the following instructions slowly, so applicants can refer to the sample table and the examples as you read aloud.

Look at the first sample problem below. To find the correct answer, look in the table at the row labeled B and the column labeled 71027. The bill due date is 03. The circle under 03 has been blackened to show this is the correct answer. Look at the next problem. The bill due date is 08 (row D, column 75195). The answer 08 is not shown in the problem so NONE is marked as the correct answer. Now, look at the remaining sample items. They have been answered correctly.

Pause for 15 seconds to allow the applicants to examine the remaining sample items. Then say:

Do not open your test booklet until you are told to begin.

The table you will use for this test is contained inside this test booklet.

Make sure no one opens their test booklet yet.

Are there any questions?

Answer questions by re-reading the appropriate section of the instructions. Do <u>not</u> give additional examples, since this would give some groups an unfair advantage. If, after this, an applicant is still confused, say "do the best you can." After any questions have been answered, say:

You will have 6 minutes to do this test. When the signal is given, work as quickly as you can without making mistakes.

Turn the page and begin.

Start the stopwatch. At the end of exactly 6 minutes say:

Stop! Put your pencils down and hand in your tests.

Collect the tests and "tables" inserts from each applicant; be sure to properly destroy the "tables" inserts so that test security is preserved. Reset your stopwatch to zero.

INSTRUCTIONS FOR LANGUAGE SKILLS TEST

Distribute a Language Skills test to each applicant. Then say:

> **Please write your Social Security Number on the front page of the test, where it asks for Examinee Number, and blacken the corresponding circles.**

Allow enough time for applicants to fill in the information. Be sure no one opens the test booklet. Then say:

> **Follow along with me as I read the instructions aloud.**
>
> **Look at the sample sentence below. Part of the sentence is underlined. The underlined section may contain errors in spelling, punctuation, capitalization, grammar, or usage. Following the sentence are three changes to replace the underlined section. Select the best answer and darken the circle in front of it. If the underlined section contains no error, darken the circle in front of NO CHANGE. The sample has been done for you.**

Allow time for the applicants to read the sample problem. Then say:

> **In the sample, the circle in front of Tuesday has been darkened. Are there any questions?**

Answer questions by re-reading the appropriate section of the instructions. Do not give additional examples, since this would give some groups an unfair advantage. If, after this, an applicant is still confused, say "do the best you can." After any questions have been answered, say:

> **When the signal is given, turn the page and answer the questions in the booklet. You will have 5 minutes for this test. Work as quickly and as accurately as possible.**
>
> **Turn the page and begin.**

Start the stopwatch. At the end of exactly 5 minutes say:

> **Stop! Put your pencils down and hand in your tests.**

Collect the tests. Reset your stopwatch to zero.

INSTRUCTIONS FOR CLASSIFYING TEST

Distribute a Classifying test to each applicant. Then say:

> **Please write your Social Security Number on the front page of the test, where it asks for Examinee Number, and blacken the corresponding circles.**

Allow enough time for applicants to fill in the information. Be sure no one opens the test booklet. Then say:

> **Follow along with me as I read the instructions aloud.**

> **Look at the sample chart of codes below. Following the chart are sample problems. For each problem, select the best code, and darken the circle under the code. The first problem has been done for you. Do the second problem by yourself.**

Allow time for the applicants to read the sample problems and to fill in the answer to the second problem. Then say:

> **In the second problem, you should have darkened the circle under Code 23 because pencils are supplies.**

> **Are there any questions?**

Answer questions by re-reading the appropriate section of the instructions. Do not give additional examples, since this would give some groups an unfair advantage. If, after this, an applicant is still confused, say "do the best you can." After any questions have been answered, say:

> **When the signal is given, turn the page and answer the questions in the booklet. You will have 5 minutes for this test. Work as quickly and as accurately as possible.**

> **Turn the page and begin.**

Start the stopwatch. At the end of exactly 5 minutes say:

> **Stop! Put your pencils down and hand in your tests.**

INSTRUCTIONS FOR CODING TEST

Distribute tests to examinees.   Then say:

> **Please write your Social Security Number on the front page of the test, where it asks for Examinee Number, and blacken the corresponding circles.**

Allow enough time for applicants to fill in the information.   Be sure no one opens the test booklet.   Then say:

> **Follow along with me as I read the instructions aloud.**
>
> **Look at the sample table of codes.   The sample table lists codes for Department, Department Size, and Travel Budget.   Below the table are two sample problems.   In the problems, darken the circles below the codes that correspond to the information found in the table.   The first problem has been done for you.   Work the second problem by yourself.**

Allow time for the applicants to read the sample problems and to fill in the answer to the second problem.   Then say:

> **In the second problem 31, 4, and E should have been darkened.   Be sure that you mark a code under each section of every problem.**
>
> **Are there any questions?**

Answer questions by re-reading the appropriate section of the instructions.   Do <u>not</u> give additional examples, since this would give some groups an unfair advantage.   If, after this, an applicant is still confused, say "do the best you can."   After any questions have been answered, say:

> **When the signal is given, turn the page and answer the questions in the booklet.   You will have 5 minutes for this test.   Work as quickly and as accurately as possible.**
>
> **Turn the page and begin.**

Start the stopwatch.   At the end of exactly 5 minutes say:

> **Stop!   Put your pencils down and hand in your tests.**

SCORING THE TESTS

Scoring the Arithmetic, Using Tables, Language Skills, Classifying, Coding, ~~and Stenography tests~~. Plastic transparent overlay stencils are used in hand scoring each of these ~~six~~ five tests. A separate stencil is used to score each page of a test. Thus, three different stencils would be used to score a test with items on three test pages. It is critical that the stencil be properly positioned on the test page; positioning guides are provided on the stencil to assist in this.

Steps for using the plastic transparent overlay stencils are as follows:

1. Lay the appropriate plastic stencil over the first page of the applicant's test sheet. Align the stencil properly on the page by using the positioning guides provided on the stencil.

2. Count the number of <u>correct responses</u> on the test page (i.e., blackened answer circles showing through the scoring symbol for that page). An item is <u>not</u> counted as correct if the applicant blackened more than one answer for the item.

3. Repeat the above steps for each page of the test, being sure to use the appropriate scoring stencil for a given test page and to properly align the stencil on each page.

4. Enter the total number of correct responses for the test in the column labeled <u># Right</u> on the applicant's ~~Clerical Test~~ Score Worksheet, ~~or Meter Reader Test Score Worksheet, whichever is appropriate~~. The worksheets are located at the end of this section of the manual.

5. Again, lay the appropriate plastic stencil over the first page of the applicant's test sheet. Align the stencil properly on the page by using the positioning guides on the stencil.

6. Count the number of <u>wrong responses</u> on the page (i.e., blackened answer circles that fall outside the scoring symbol for that page <u>and</u> items where the applicant marked more than one answer). <u>Do not count omitted items as wrong</u>.

7. Repeat steps 5 and 6 for each page of the test, being sure to use the appropriate scoring stencil for a given test page and to properly align the stencil on each page.

8. Enter the total number of wrong responses for the test in the column labeled # Wrong on the applicant's ~~Clerical Test~~ Score Worksheet. ~~or Meter Reader Test Score Worksheet, whichever is appropriate~~.

9. Compute the applicant's test score corrected for guessing by performing the calculations indicated on the Test Score Worksheet. This involves subtracting a fraction of the number of wrong responses (called the Correction Factor on the worksheet) from the number of right responses:

$$\text{Score Corrected for Guessing} = R - \frac{W}{A-1}$$

Where:
    R = the number of correct answers
    W = the number of wrong answers

    A = the number of response alternatives for each test item

Scores on all ~~six~~ FIVE tests covered in this section must be corrected for guessing using the above formula. Note that this corrected score can be negative in value (when far more questions are answered incorrectly than correctly). CHANGE ANY NEGATIVE SCORE TO ZERO.

When computing corrected scores, retain two numbers to the right of the decimal point (for example, 10.67, not 10.666, 10.7, or 11). It is strongly recommended that you use a calculator or adding machine and that you double check your calculations.

Example. Consider an applicant who correctly answered 45 items on the Using Tables Test and incorrectly answered 7 items. The applicant's Using Tables test score corrected for guessing would be:

$$45 - (7/4) = 45 - 1.75 = \underline{43.25}$$

Combining Test Scores

Clerical Applicants

Aptitude Tests. Once all tests have been scored and corrected for guessing, the corrected scores should be combined to obtain the Clerical Aptitude Score. This is done using the following formula (the formula also is shown on the Clerical Test Score Worksheet):

```
Clerical Aptitude Score  =  Arithmetic corrected score
                            + Using Tables corrected score
                            + (4 x Language Skills corrected score)
                            + (2 x Classifying corrected score).
```

Meter Reader Applicants

Aptitude Tests. Once all tests have been scored and corrected for guessing, the corrected scores should be combined to obtain the Meter Reader Aptitude Score. This is done using the following formula (the formula is also shown on the Meter Reader Test Score Worksheet):

```
Meter Reader
Aptitude Score  =  (2 x Using Tables corrected score)
                   + Coding corrected score
```

EEI PREEMPLOYMENT TEST SCORE WORKSHEET

PLICANT NAME:_____   SOCIAL SECURITY NUMBER:_____

rical Aptitude	Number Right	Number Wrong			Correction Factor	Number Right Minus Correction Factor	Scoring Weight		
Arithmetic	_ _	_ _	/4	=	_ _ . _ _	_ _ . _ _	x 1	=	_ _ _ . _ _
Using Tables	_ _	_ _	/4	=	_ _ . _ _	_ _ . _ _	x 1	=	_ _ _ . _ _
Language Skills	_ _	_ _	/3	=	_ _ . _ _	_ _ . _ _	x 4	=	_ _ _ . _ _
Classifying	_ _	_ _	/4	=	_ _ . _ _	_ _ . _ _	x 2	=	_ _ _ . _ _
						Clerical Aptitude Score:			_ _ _ . _ _

er Reader Aptitude									
Using Tables	_ _	_ _	/4	=	_ _ . _ _	_ _ . _ _	x 2	=	_ _ _ . _ _
Coding	_ _	_ _	/4	=	_ _ . _ _	_ _ . _ _	x 1	=	_ _ _ . _ _
						Meter Reader Aptitude Score:			_ _ _ . _ _

COMPLETING THE EEI PREEMPLOYMENT

TEST SCORE WORKSHEET

Assume that an applicant has taken all five aptitude tests, and the following scores were obtained:

    Arithmetic test
        Number of right answers: 45
        Number of wrong answers: 10

    Using Tables test
        Number of right answers: 44
        Number of wrong answers: 0

    Language Skills test
        Number of right answers: 12
        Number of wrong answers: 2

    Classifying test
        Number of right answers: 45
        Number of wrong answers: 3

    Coding test
        Number of right answers: 57
        Number of wrong answers: 15

The following page shows the resulting Clerical Aptitude Score and Meter Reader Aptitude Score for the above aptitude test scores.

EEI PREEMPLOYMENT TEST SCORE WORKSHEET

PPLICA_NT NAME: __Doe, John__   SOCIAL SECURITY NUMBER: __123-45-6789__

rical Aptitude	Number Right	Number Wrong		Correction Factor	Number Right Minus Correction Factor		Scoring Weight		
Arithmetic	45	10	/4 =	2.50	42.50	x	1	=	42.50
Using Tables	44	0	/4 =	.00	44.00	x	1	=	44.00
Language Skills	12	2	/3 =	.67	11.33	x	4	=	45.32
Classifying	45	3	/4 =	.75	44.25	x	2	=	88.50
					Clerical Aptitude Score:				220.32
:er Re ader Aptitude									
Using Tables	__	__	/4 =	__.__	44.00	x	2	=	88.00
Coding	57	15	/4 =	3.75	53.25	x	1	=	53.25
					Meter Reader Aptitude Score:				141.25

INTERPRETATION OF TEST SCORES

Clerical Aptitude Score (rounded to nearest digit)

      0 - 179 points = FAIL

    180 - 199 points = PASS

    200 - 219 points = HIGH PASS

    220 or more   = VERY HIGH PASS

Meter Reader Aptitude Score (rounded to nearest digit)

      0 - 129 points = FAIL

    130 - 149 points = PASS

    150 or more   = HIGH PASS

PG+E TESTING POLICY

1. Other things being equal, select a VERY HIGH PASS over
   a HIGH PASS, and select a HIGH PASS over a PASS.
   However, also consider an applicant's other qualifications
   and any other pertinent factors (e.g., affirmative action).

2. An applicant with a test result of FAIL should generally
   not be considered. However, a candidate who is exceptionally
   qualified based on non-test factors can have a score of
   FAIL waived through the clearance procedure. (Call extention
   5148 in the General Office to obtain clearance).

3. These new test batteries have not been negotiated with
   the union; continue to administer the former test batteries
   to transferees until notified further.

SCOPE OF JOB CLASSIFICATIONS COVERED

The new clerical test batteries apply to every entry-level clerical classification except Data Entry Operators and Reprographics Operators (General Office classifications).

DISPOSITION OF TESTS AND TEST RESULTS

1. All tests will eventually be sent to EEI. Therefore, they should be kept separate from the application. All tests for one applicant should be kept together, and in the following order: Standard Data Collection Form, Arithmetic, Using Tables, Language Skills, Classifying, and Coding.

2. The test score worksheet (or some indication of the test result) should remain with the application.

3. Use the following codes to enter test information on the personal computer:

   ARITH - Arithmetic test score

   UT - Using Tables test score

   LS - Language Skills test score

   CLFYG - Classifying test score

   CDG - Coding test score

   CLAPT - Clerical Aptitude Score

   MRAPT - Meter Reader Aptitude Score